







# 7655-323 FEBRUARY 2015 Level 3 Award in Proofreading in the Legal Environment 5528-354 FEBRUARY 2015

# **Level 3 Diploma in Legal Administration**

Proofreadi	ng test
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If a nearlist and refinite according to		Thursday 5 I 10:00 – 11:00	rsday 5 February 2015 00 – 11:00		
Candidate name (first, last)					
First					
Last					
Candidate enrolment number	Date of birth (D	DMMYYYY)	Gender (M/F)		
Assessment date (DDMMYYYY)	Centre number	-	Candidate signature a	nd declaration*	
<ul> <li>If any additional answer sheets</li> <li>Please ensure that you <b>staple</b> a booklet, clearly labelling them wand qualification number in BLC</li> <li>All candidates need to use a <b>bl</b></li> </ul>	additional answe with your full nam OCK CAPITALS.	r sheets to the e, enrolment nu	<b>back</b> of this answer umber, centre number	ox.   0 0	

and will be shredded. **Do not** write on the source documents.

\*I declare that I had no prior knowledge of the questions in this assessment and that I will not divulge to any person any information about the questions.

• If provided with source documents, these documents will not be returned to City & Guilds,

## You should have the following for this examination

• a pen with black or blue ink

#### **General instructions**

- The duration of this paper is 1 hour.
- The test is formed of two parts. Part 1 contains a passage which you need to compare and identify the 15 errors and Part 2 contains an article which you need to identify and correct the 35 errors.
- You can identify up to a maximum of 42 errors in Part 2 of this test. However, if more than **42** errors are identified, your examination result will become void.
- You are required to achieve a minimum number of marks in both parts in order to pass.
- You will be allowed to use English, legal or mother tongue dictionaries to assist you in this test.
- The invigilator will tell you when you can start the test.
- At the end of the hour, the invigilator will tell you to 'stop writing' and to put your pens down. The invigilator will then collect the papers and return them to City & Guilds to be marked.

For examiner's use only		
Part 1		
Part 2		
Total		

# Part 1

#### **Candidate instructions**

- Compare the following passages.
- You are required to circle the **fifteen** errors, in **pen**, on the **second** passage.

1st passage

#### Criminal Damage in Newshire from 04-2009 to 09-2012

Criminal damage refers to crimes where a person intentionally or recklessly destroys or causes damage to another person's property. Criminal damage, often referred to as vandalism, includes graffiti, arson and other forms of damage to property or vehicles.

## **Incidents (with Home Office Codes)**

Arson (455) - 56Criminal damage to a dwelling (3,098) - 58ACriminal damage to a vehicle (6,213) - 58COther criminal damage (9,478) - 58DRacially or religiously aggravated criminal damage to a vehicle (4,672) - 58GThreat or possession with intent to commit criminal damage (5,768) - 59

2<sup>nd</sup> passage

## Criminal Damage in Newshire from 04-2009 to 09 -2012

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(15 marks)

#### For examiner's use only

Spelling	Punctuation	Consistency Grammar Presentation	Total

Part 2

# **+** 7

#### **Candidate instructions**

- The article contains **thirty-five** errors which will be in the form of spelling, punctuation, consistency, grammar and presentation.
- You are required to circle, in **pen**, all the errors that you can find **and** write the correct answers in the margin.

answers below			

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# WHAT IS A SMALL CLAIMS CASE

It is a defended case which the court has allocated to the small claims track. This is mainly dependent upon the financial value of the case. In most instances the court will not order a solicitors' costs to be paid by the loosing party and, if you instruct a solictor, you will be responsble for paying the costs yourself.

The case will normally be allocated to the small claims track if its value is £10,000 or less. However if it is a personal injury claim it will be allocated to the small claims track only if the value of the claim for the personel injuries themselves are not more than £1,000. If the claimant is a tennant who is claiming against their landlord because they want their landlord to carry out work to the premises, and the cost of the repairs is £1,000 or less, the case will be allocated to the small claims track.

The most common types of claim in the small claims track is:

- compensation for faulty services provided, for example, by builders dry cleaners or garages,
- compensation for faulty goods, for example, televisions or washing machines which go wrong,
- landlords and tenants disputes; these could be related to rent arears or compensation for not carrying out necessary repairs,
- Wages owed or money in leiu of notice

Where a case is complex it could be refered by the judge to another track for a full hearing, even if it is below the financial limit of that track.

If court action is taken it must be done within certain time restraints. The time limit depends upon what type of action is being taken. For example, the time limit for breech of contract is six year's. If you are in any doubt always consult a solicitor or an independant adviser such as the Citizen's Advise Bureau.



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# Write the correct answers below

It is essential that, before taking court action; you first try to resolve the matter. If you have bought an electrical appliance and it fails to work then you must contact the shop where you brought the appliance rather than immediately applying to the court for compensation. Court action should only be necessary if you cannot solve the problem by negotiation. If the problem cannot be resolved you will be expected to make your claim in writting, giving the other person a reasonable time to reply (usually a month]. You should worn them that court action will be taken if they fail to reply within the given time.

It may be possible, if the other party agrees, to settle the matter by mediation. This is where a mediator (an inpartial third party) helps both parties reach a mutually-agreeeable solution to the problem. Occasionallly, the court might refer your case to a mediator even if you have started a claim. There is a mediation officer based at the court for small claims cases. This service is free once the court application fee has been paid.

# For examiner's use only

Spelling	Punctuation	Consistency Grammar Presentation	Total