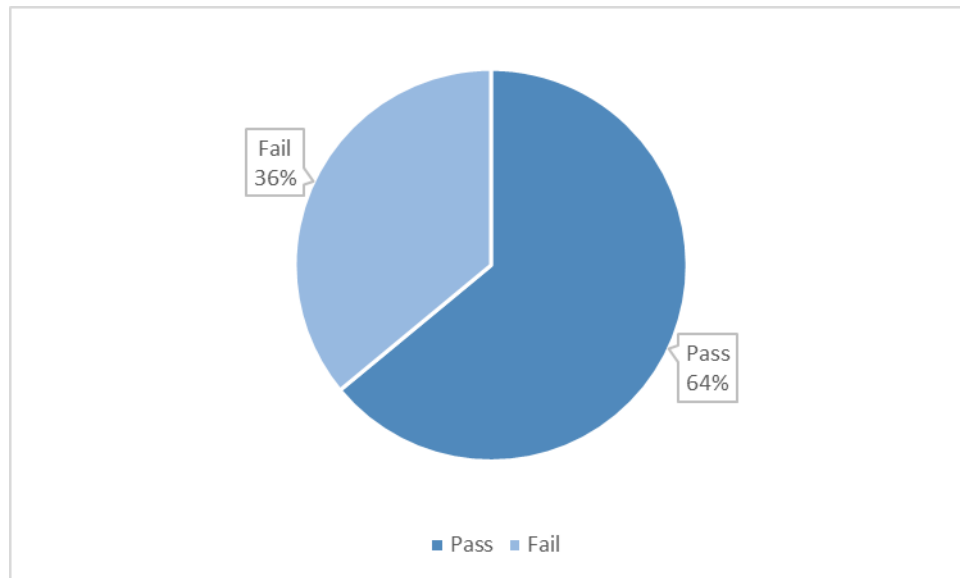


July 2016 series – Examiner’s report

5528-250 Level 2 Proofreading in the Legal Environment



The pass mark for this examination is 75% with a minimum amount of marks to be gained from each area. However, as each examination paper is unique there can be slight variations of difficulty from series to series – which means that candidates are required to gain either more of fewer raw marks to compensate and to gain a pass.

General

It is disappointing when a candidate has passed Part 1 to then fail on consistency in Part 2 of the paper.

Any spare time at the end of the examination should be used for candidates to check their papers and look up words they were unsure of. They should also check Part 1 to ensure they have answered every question. A better understanding of apostrophes would improve results and often change the end result to a Pass.

Please note: it is a City & Guilds requirement that all candidates fill in the front of the exam paper with the candidate’s name, candidate number, centre number and candidate’s signature.

In addition to the above, please ensure candidates use a pen and not a pencil to complete their examination. Also please ensure Invigilation Certificates are completed with the date and time of the examination. Centres should complete this form to confirm the delivery of the examination meets with the ICE requirements.

Part 1

Most candidates passed this section and had no problem finding the spelling errors. The consistency and grammatical part was answered very well.

Part 2

Spelling

Most candidates did well in this section. Errors not found were:

- practise/practice
- absense/absence
- a/an
- developement/development
- of/off
- LOCKEE,LOCHEE

Punctuation

On the whole candidates did well in this section. Some missed the comma after 'however' and the apostrophes still cause a problem to some candidates. Candidates usually circle any apostrophe they see (even if it is correct) but miss omitted apostrophes. See examples below:

- Green, / Green
- Partner / Partner,
- Spark's / Sparks'
- firms / firm's

Presentation, grammar and consistency

This section caused some candidates to fail as they did not find enough inconsistencies and grammatical errors. Many did not see the grammatical error of **who/whom** and if they missed the extra line space and the 's' omitted from 'Enc' then unfortunately they failed. Candidates should check the paper before commencing to see if they can spot any inconsistencies in line spacing.

The following were also missed:

- was / were
- 205,00 / 205.00
- Extra line space
- Sub-heading underlined

Recommendation

- Make use of a dictionary.
- More practice needed on apostrophes.
- Take time reading and re-reading the paper. Read the document backwards to ensure spelling errors are not missed.
- Check each sentence makes sense.
- Make use of the proofreading guide available on the 7655/5528 Legal Secretaries/Legal Administration City & Guilds website page.