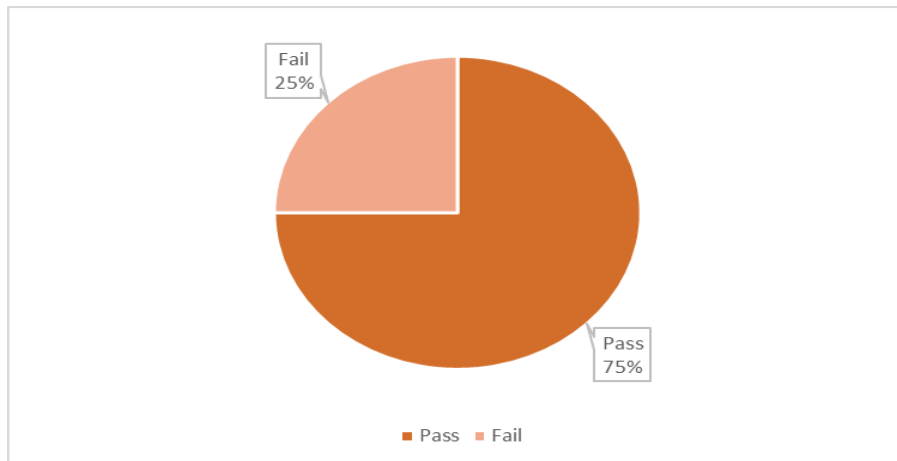


## May 2016 series – Examiner’s report

### 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 or fewer raw marks to compensate and to gain a pass.*

#### General

Centres need to encourage candidates to look at the examination paper **before** commencing so they can see any errors regarding presentation. This is far easier to pick up prior to any other errors being marked. Candidates need to be reminded to check they have answered all questions in Part 1 as some candidates missed one or two which then led to them failing the whole exam because of this.

As this examination is in two parts and 3 sections in each part, it is imperative candidates have enough practice in identifying spelling errors, punctuation errors and consistency errors and know what to look for. Candidates need to have a better understanding of all parts. Candidates would be very unwise not to use a dictionary. Both English and Law dictionaries are allowed.

**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, though some candidates were unsuccessful. Some candidates did not correctly identify the spelling errors which resulted in an overall fail. This should not happen as dictionaries are allowed. Where candidates are unsure of the use of the apostrophe, they often failed in the punctuation section. The consistency/grammar section was generally well answered and candidates scored well on the presentation section.

## **Part 2**

### **Spelling**

Although most candidates did well in this section, it is once again evident, dictionaries are not being used. Candidates circled both samples of words displaying their lack of knowledge. For example:

- testamentary and testamentary
- absolutley and absolutely

The following words were missed:

- match sticks/matchsticks
- expences/expenses
- BEQUEETH/BEQUEATH
- residiary/residuary

Words were circled which were correct such as names and amounts of money:

- vested
- heretofore expiration
- situate
- remainder'
- words in capitals - UPON TRUST, UNTO

As legal dictionaries are allowed, there is no need to circle correct words. If dictionaries had been used this would have resulted in more candidates passing.

### **Punctuation**

This section was generally well answered, though some candidates missed the comma after the name. Candidates should know by this stage in their studies that punctuation is not used in Wills. Others had difficulty spotting the apostrophe errors.

### **Presentation, grammar and consistency**

Many candidates did well in this section though this section caused some candidates to fail as they did not find enough inconsistencies and grammar. Many did not see the inconsistent paragraph numbering or see the extra line space between clauses. Many did not see the right margin of the last paragraph had been indented. Some did not see the extra space after a hyphen in a hyphenated word and others ignored have/has.

## **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.