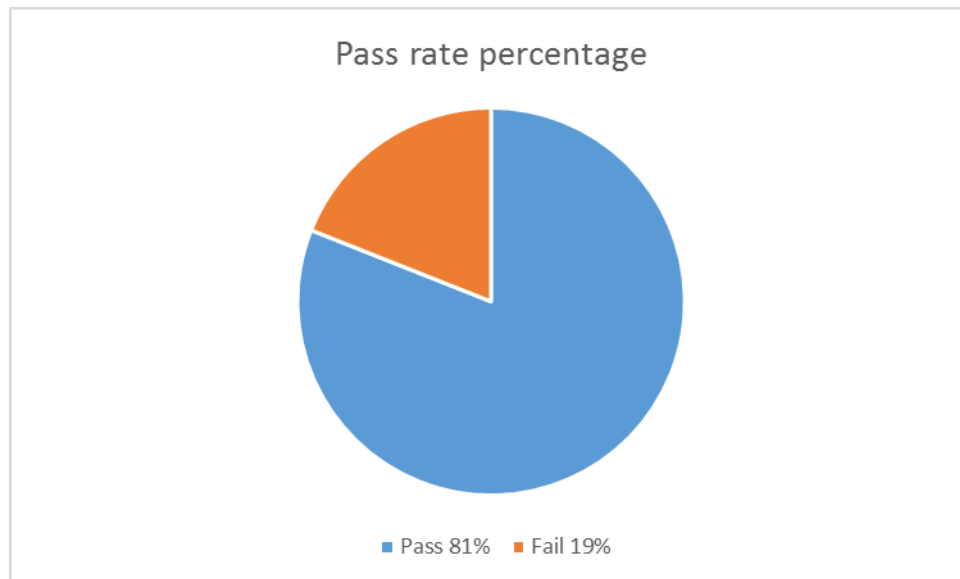


February 2017 series – Examiner’s report

5528-250 Level 2 Proofreading in the Legal Environment



The pass mark for this examination is 74% 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

Tutors should point out to their students that extra spaces between words is a natural process of justified margins. This would save candidates circling every extra wide space between words which would give them more time to use their dictionaries.

Overall an 81% pass rate is a pleasing result which could have been improved if candidates used a dictionary and understood general punctuation rules.

Tutors should be encouraged to teach the learners to on first inspection of the paper, they actually look at the margins to see where, if any, margins differ. If this is looked at before they start on the main body of the paper, they are more likely to see where margins are not equal, or extra spacing can be seen between the paragraphs.

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

Three candidate were unsuccessful in this part of the examination and 2 did not identify three spelling errors which resulted in an overall fail. This is disappointing, bearing in mind that dictionaries are allowed and the correct spelling of the word was an option given. One candidate failed the punctuation section. Candidates scored well on the presentation errors.

Candidates failing part 1 did pass part 2 which was disappointing to both marker and candidate.

Part 2

Section 1 Spelling

Almost all candidates passed this section. However, the most common words missed were:

- Lockee/Lochee
- intension/intention
- rain coat/raincoat

Words circled which were in fact correct:

- reiterated
- actus reus
- immediately.

It should be reinforced that Legal, own language and English Dictionaries are allowed and candidates should be encouraged to use them.

Section 2 Punctuation

Some candidates did not find all the errors and failed to choose Browns Department Store which had a missing apostrophe but chose Brown's Department Store which was correct. This demonstrates candidates still do not understand the use of an apostrophe.

Section 3 Grammar, presentation and consistency

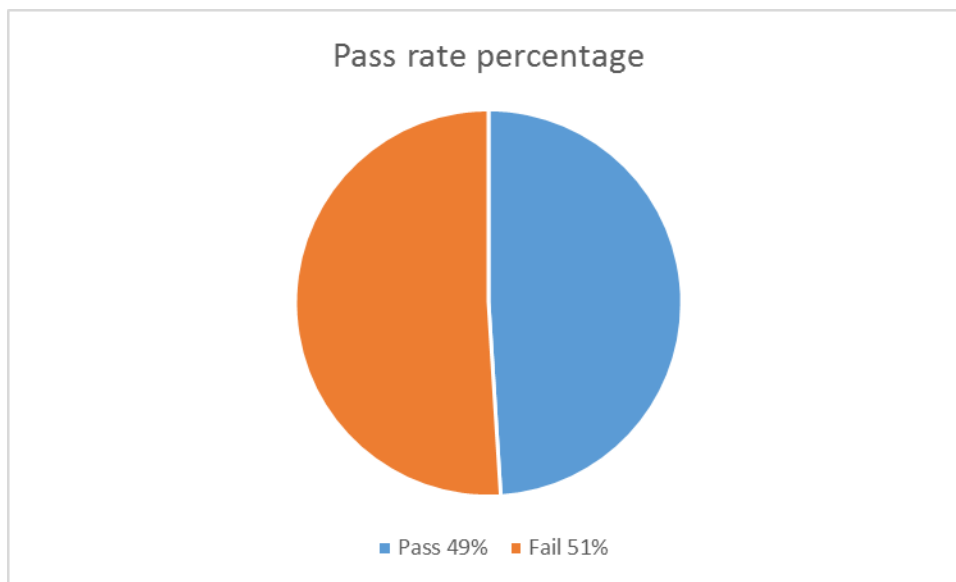
This section caused some candidates to fail as they did not find enough inconsistencies and grammar to gain the basic pass mark. Some candidates did not see the unjustified margin or that the word 'Act' had been written with a capital when it should be lower case. A few missed the second grammatical error of have/has.

Recommendation

Tutors should point out to their students that extra spaces between words is a natural process of justified margins. This would save candidates circling every extra wide space between words which would give them more time to use their dictionaries.

February 2017 series – Examiner’s report

5528-354 Level 3 Award in Proofreading



The pass mark for this examination is 74% 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

If only candidates would use a dictionary they would score much better in spelling, instead it is very disappointing to see candidates fail spelling which should never happen. It is clear some centres give candidates guidance and practice for this exam before sitting as some centres have 100% pass rate with very high scores.

Not all candidates understand the use of the apostrophe, commas and justified/unjustified margins with proportional spacing. Candidates would benefit from tuition on these points.

In addition, centres should encourage their candidates to ensure that the errors are circled, as well as written out correctly. If the errors are not circled, it is not clear as to which errors the candidates are referring.

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 the examination paper. 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

All the candidates successfully passed Part 1.

Part 2

Section 1 Spelling

This section was well answered by most candidates but sadly one candidate failed on spelling.

Words missed were:

- imediately/immediately
- payed/paid
- seperate/separate

Section 2 Punctuation

This section caused some candidates a problem as they did not have sufficient knowledge of punctuation rules and failed, some by one mark, others by 4 marks.

The main errors missed were:

- the comma after fitter/fitter,
- works/work's
- Carpets' Galore/Carpets Galore
- fathers/father's

Again knowledge of the use of apostrophes is weak.

Section 3 Grammar, presentation and consistency

This section was reasonably answered with only a few candidates not finding at least 4 errors. Many candidates did not spot the unjustified right margin.

Recommendation

Learners must learn to use their dictionaries if they are to succeed in passing this examination. It was good to see the area of Punctuation was achieved by the majority of the candidates. However, Grammar was the main area Tutors need to concentrate on, specifically for any ESOL candidates.