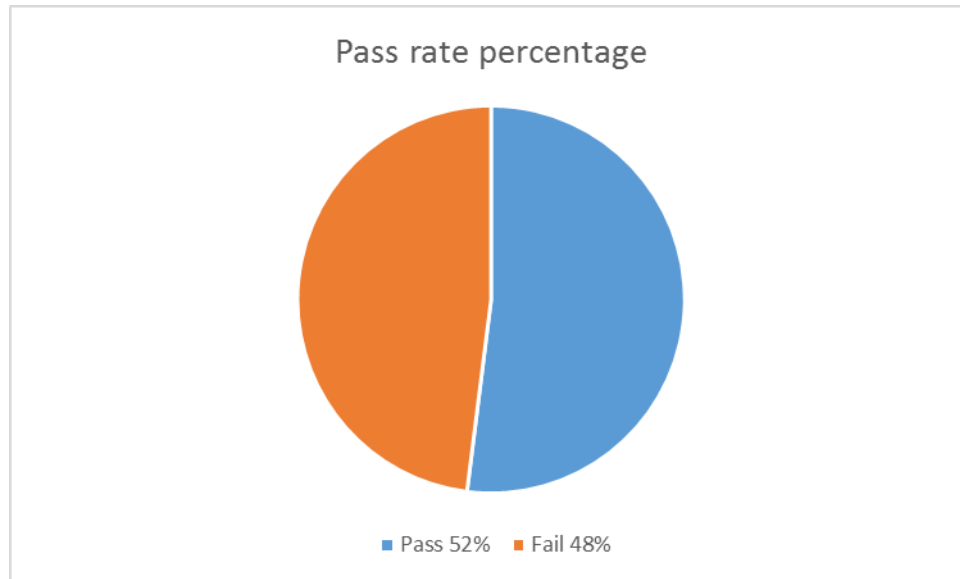


## July 2017 series – Examiner’s report

### 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. I can't emphasise too much how the use of dictionaries and understanding of use of apostrophes would enhance a candidate's success.

**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**

This section was well answered, with all but one candidate completing successfully.

Dictionaries MUST be encouraged.

## **Part 2**

### **Section 1 Spelling**

All candidates passed this section, with some getting full marks.

Words missed were:

- comotion/commotion
- of/off
- quite/quote
- immediatley/immediately
- payed/paid
- authourised/authorized
- statment/statement
- singed/signed

### **Section 2 Punctuation**

All candidates passed this section. Candidates did generally well in this section and many had a good understanding of the use of apostrophes.

### **Section 3 Grammar, presentation and consistency**

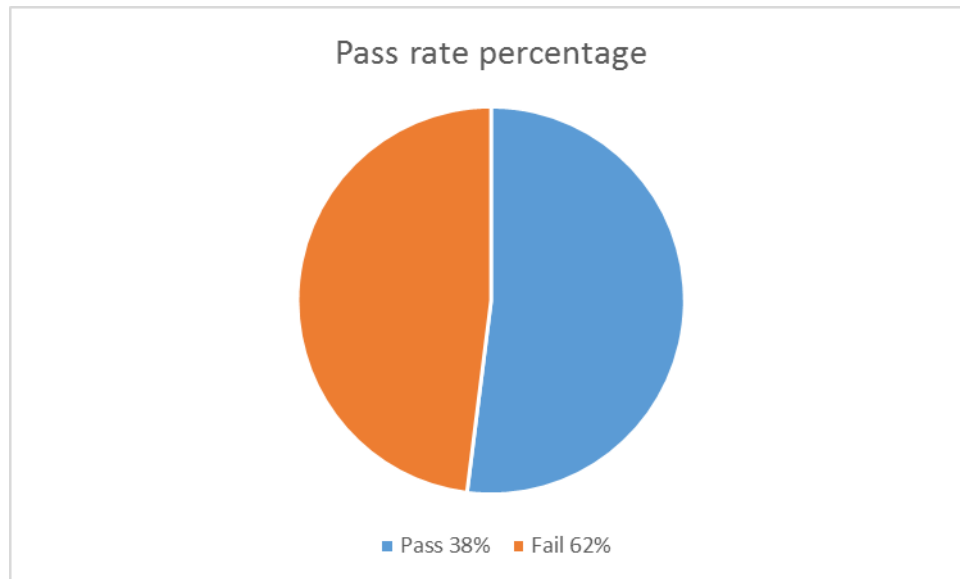
This section was generally well answered but some missed the inconsistency in the postcode at the end of the document.

### **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.

## July 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**

It is surprising at this level, candidates cannot spell 'paid', and do not understand the difference between 'affect' and 'effect'. Both of these words appeared close-by in a paragraph so candidates circled both instances and changed both in the margin unsure which one was correct.

Underlining words should be discouraged and candidates should be encouraged to read the front sheet and the instructions at the top of the task.

Not all candidates understand the use of the apostrophe and would benefit from tuition on this.

**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 candidates passed Part 1.

## **Part 2**

### **Section 1 Spelling**

Two candidates failed the spelling in Part 2 despite dictionaries being allowed. A few others passed with the minimum mark allowed to pass.

The words frequently missed or mis-spelled were:

- forty-five/forty-five
- expences/expenses
- affect/effect
- payed/paid
- caret/carat

### **Section 2 Punctuation**

The areas causing some candidates a problem were apostrophes.

Not many candidates found the missing apostrophe in CHILDRENS/CHILDREN'S, and the apostrophe in the wrong place in GEORGES'/GEORGE'S

Many put an apostrophe in 'my daughters Joanne ...' (which was correct) and daughter's having predeceased - (apostrophe not required) but often not spotted.

### **Section 3 Grammar, presentation and consistency**

This section was well answered. However, several candidates failed to spot Will written with a lower case 'W'.

### **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.