



5528-250 NOVEMBER 2015
Level 2 Diploma in Legal Administration
 Proofreading in the legal environment

If provided, stick your candidate barcode label here.

Thursday 5 November 2015
10:00 – 10:45

Candidate name (first, last)

First

Last

Candidate enrolment number

Date of birth (DDMMYYYY)

Gender (M/F)

Assessment date (DDMMYYYY)

Centre number

Candidate signature and declaration*

• If any additional answer sheets are used, enter the additional number of pages in this box.

- Please ensure that you **staple** additional answer sheets to the **back** of this answer booklet, clearly labelling them with your full name, enrolment number, centre number and qualification number in BLOCK CAPITALS.
- All candidates need to use a **black/blue pen**. **Do not** use a pencil or gel pen.
- If provided with source documents, these documents **will not** be returned to City & Guilds, 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.**

You should have the following for this examination

- a pen with black or blue ink

General instructions

- The duration of this paper is 45 minutes.
- Read **each** question carefully.
- The test is formed of two parts. Part 1 contains **ten** extracts and Part 2 contains **40** errors overall which will be in the form of spelling, punctuation, consistency, grammar and presentation.
- You can identify up to a **maximum** of **50 errors** in Part 2 of this test. However, if more than 50 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 45 minutes, 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**

- Each extract below contains **one** error which has been identified and will be in the form of spelling, punctuation, consistency, grammar and presentation.
- You are required to circle, in **pen**, the correct answer ie a) b) or c).

- 1 The people in the public gallery thought he would be automatically found guilty and were **supprised** when the jury returned a verdict of 'not guilty'.
a) surprised
b) suprised
c) surprized
- 2 The legal terminology unit (level 3 only) would enhance any CV and increase your chances of **employment!** a good working knowledge of legal terms and spellings can only be a great asset.
a) employment.
b) employment;
c) employment,
- 3 When typing a Statement, leave a top margin of **5 c.m.** This will mean turning up 6 spaces and typing on the 6th line as there is already a 2.5 cm default margin. Five line spaces equals 2.5 cm.
a) 5.0 cm
b) 5 centimetres
c) 5 cm
- 4 When a **Solicitors** office accepts a new client, the secretary will open a new file, carry out a conflict of interest search and send the client a 'client care letter'.
a) solicitors'
b) Solicitors's
c) Solicitor's
- 5 A **dwelling house** referred to in a legal document is describing a property which is lived in or intended to be occupied.
a) dweling house
b) dwelinghouse
c) dwellinghouse
- 6 When Wills are signed away from the office, pencil marks are used to show where the Will needs to be signed. The pencil marks **is** not usually removed after the Will has been signed.
a) were
b) are
c) was
- 7 The client instructed the Solicitor to **procede** with the sale of his property as he had found a new property he wished to purchase.
a) precede
b) proceed
c) proceede
- 8 When registering a new company, the registered address of the company is included as well as the **Directors'** own residential address.
a) Director's
b) Directors
c) Directors's



- 9 The CPS abbreviation stands for Crown Prosecution Service but is often referred to as just **CPS**. Likewise in long documents, 'Crown Prosecution Service' may be mentioned once in full then by the abbreviation.
- 10 The accounts department in a law firm is responsible for sending out a monthly invoice asking the client for their **remittance**.
- a) CPS
 - b) C.P.S.
 - c) Cps
- a) remittance
 - b) remittance
 - c) remittance

(10 marks)

See next page

For examiner's use only

Spelling	Punctuation	Consistency Grammar Presentation	Total



Part 2

Candidate instructions

- The article contains **forty** 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.

UK PROTECTED PERSONS' SERVICE

The UK Protected Person's Service (UKPPS) was formed in 2013 to provide protection for witnesses and victims on a regional basis administered by local police forces. Prior to this formation, it was the sole responsibility of local police forces. UKPPS is responsible for the safety of around 3,000 people and is part of the National Crime Agency.

This new protection service were introduced to improve national quality standards, improve co-ordination across existing services promote intelligence sharing between police forces and strengthen local services.

The witness protection service is to protect threatened witnesses or any person involved in the justice system including defendants, before, during and after a trial usually by the police. Some witnesses may only require protection until the conclusion of a trial, other witnesses' are provided with a new identity and have to live out the rest of their lives under Government protection somewhere in another part of the United Kingdom or even abroad.

Witness protection are usually required in trials against organised crime eg drug offences, money laundering, criminal gangs and where there is a risk for witnesses to be intimidated by defendant's families and friends. Many witnesses have risked their lives by given evidence in court and without their testimony many criminals would not be convicted. Society owes them a great debt and is why they are offered protection.

Before December 2013 more than a quarter of prosecutions collapsed because witnesses or victims were unwilling to give evidence.

Intimidated witnesses

If witnesses in criminal proceedings are considered to be 'intimidated' then special measures can be taken under the Youth Justice and Criminal Evidence Act 1999 [YJCEA]. These may involve screening the witness from the defendant, allowing them to give evidence by live television link and allowing them to give evidence in private. In order for a witness to qualify as 'intimidated', courts will consider various factors including age, back ground of witness, type of offence and if the witness is threatened by the defendant's friends.

Full witness protection

In really serious cases, the risk to witnesses might be great enough to necessitate their relocation and a change of identity. Imagine having to leave your old life and start a totally different life in a different part of the country. Your name changes, a new passport is issued, national insurance number, bank account etc and you may not be able to contact any of your old friends and family: A very difficult and stressful time for anyone just because they were brave and willing to put criminals behind bars?

This type of witness protection is therefore used sparingly and only in the most serious cases.

For examiner's use only

Spelling	Punctuation	Consistency Grammar Presentation	Total