



7655-323 FEBRUARY 2015

Level 3 Award in Proofreading in the Legal Environment

5528-354 FEBRUARY 2015

Level 3 Diploma in Legal Administration

Proofreading test

**Thursday 5 February 2015
10:00 – 11:00**

If provided, stick your candidate barcode label here.

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 1 hour.
- The test is formed of two parts. Part 1 contains a passage which you need to compare and identify the **15** errors and Part 2 contains an article which you need to identify and correct the **35** errors.
- You can identify up to a **maximum** of **42 errors** in Part 2 of this test. However, if more than **42** 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 hour, 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**

- Compare the following passages.
- You are required to circle the **fifteen** errors, in **pen**, on the **second** passage.

*1st passage***Criminal Damage in Newshire from 04–2009 to 09–2012**

Criminal damage refers to crimes where a person intentionally or recklessly destroys or causes damage to another person's property. Criminal damage, often referred to as vandalism, includes graffiti, arson and other forms of damage to property or vehicles.

Incidents (with Home Office Codes)

Arson (455) – 56

Criminal damage to a dwelling (3,098) – 58A

Criminal damage to a vehicle (6,213) – 58C

Other criminal damage (9,478) – 58D

Racially or religiously aggravated criminal damage to a vehicle (4,672) – 58G

Threat or possession with intent to commit criminal damage (5,768) – 59

*2nd passage***Criminal Damage in Newshire from 04–2009 to 09 –2012**

Criminal damage refers to crimes were a person intentionally or recklessly destroys or causes damage to another persons' property. Criminal damage, often refered to as vandalism, include graffiti arson and other forms of damage to property or vehicles.

Incidents' (with Home Office Codes)

Arrson (455) – 56

Criminal damage to a dwelling (3,098) – 58A

Criminal damage to a vehicle (6,213) – 58c

Other criminal damage (9,478) – 58D

Racially or religiously aggrevated criminal damage to a vehicle (4.672) – 58G

Threat or possession with intent to commit crimnal damage (5,768)– 59

(15 marks)

For examiner's use only

Spelling	Punctuation	Consistency Grammar Presentation	Total

