





7655-323 NOVEMBER 2014 Level 3 Award in Proofreading in the Legal Environment 5528-354 NOVEMBER 2014 Level 3 Diploma in Legal Administration Proofreading test

If provided, stick your candidate barcode label here.

Thursday 6 November 2014 10:00 – 11:00

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*
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- 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

If you're caught speeding, the action taken will be dependent upon how greatly you were exceeding the speed limit. Individual police forces use their own discretion following guidelines prepared by the Association of Chief Police Officers.

Speed limit	Minimum speed for	Minimum speed for
	speeding ticket	prosecution
20 mph	25 mph	35 mph
30 mph	35 mph	50 mph
40 mph	46 mph	66 mph
50 mph	57 mph	76 mph
60 mph	68 mph	86 mph
70 mph	79 mph	96 mph

The police must serve a Notice of Intended Prosecution (NIP) within 14 days of the alleged offence.

2nd passage

If your caught speeding, the action taken will be dependent upon how greatly you were exceeding the speed limit, Individual police forces use thier own discretion following guidelines prepared by the Association of Cheif Police Officers:

Speed limit	Minimum speed for speeding ticket	Minimum speed for proscution
20 mph	25 mph	35 mph
30 mph	35 mph	55 mph
40 mph	46 mph	66 mph
50 mph	57 mph	76 mph
60 mph	68 mph	86 mph
70 mph	79 mph	96 Mph

The police must serve a Notice of Intended Prosecution (N.I.P) within 14 days' of the alleged offense.

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(15 marks)

Spelling	Punctuation	Consistency Grammar Presentation	Total

Part 2

Candidate instructions

- The article contains thirty-five 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 and write the correct answer in the margin adjacent to the error.

Write the correct answers below

THE CONVEYENCING PROCESS AT INGRAM LOCHEE & EXTON

Upon recieving your instructions we will contact you within 24 hour's to introduce ourselves and to answer any questions you may have. A conveyancing file will then be opened for you and we will send you our introductry letter and questionaire (for completion and return]. At this stage we will ask you to pay some money on account to cover our initial costs for any expences, etc and then the conveyancing process will begin.

You will most probably be selling your property through estate

agents? In this case we will contact them to obtain the other partys

contact details and also thier solicitors contact details. We will then

write formally to all the other parties to introduce ourselves and to

confirm that we are acting on your behalf.

In preparation for the exchange of contracts we will request your title deeds and, if applicable; any redemption statement in respect of an existing morgage that you intend repaying upon the sale of the property. We will also obtain official copies of the register of title from HM Land Registry. Once we have received your deeds we will prepare a draft contract package and send this with the sale infomation pack (that you will have already completed) and evidance of your legel title, to the buyer's solicitor. A copy of the draft contract will also be sent to you for signature. This is an important part of the conveyancing process as the point is almost reached at which both parties is legally bound to complete. The buyer's solicitor will then approve our contract and carry out property searches, When this process is completed the buyer's solictor will prepare a draft transfer for our approval. When we have approved this the transfer deed will be forwarded to you for signature. We will then hold the deed on file until completion have taken place.

Write the correct answers below

Contracts are exchanged when a completion date has been agreed by all parties'. At this stage the buyer pays us a deposit (usually 10%) in order to secure the property and you will be legally bound to sell the property to the buyer. We will apply for a final redemtion figure from any mortgage lender, if applicible. If you are selling throught an estate agent and you wish to pay their fees from your sale procedes we will also request their invoice so that we can pay them (on your behalf) on completion. We will then send you our final invoice confirming what amount you can expect to receive or what amount is required from you upon completion.

As our final steps in the process we will;

- send the transfer deed (and any other deeds) to the buyers' solicitor,
- receive confirmation from any lender that your acount with them has been redemed (and send this to the buyer)

The buyer will then register with HM Land Registery as the new owner. This is the final stage of the conveyancing process.

For examiner's use only

Spelling	Punctuation	Consistency Grammar Presentation	Total