



**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

**Thursday 6 November 2014  
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.

*1<sup>st</sup> 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 speeding ticket	Minimum speed for 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.

*2<sup>nd</sup> passage*

If your caught speeding, the action taken will be dependant 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 allged offense.

(15 marks)

**For examiner's use only**

Spelling	Punctuation	Consistency Grammar Presentation	Total



