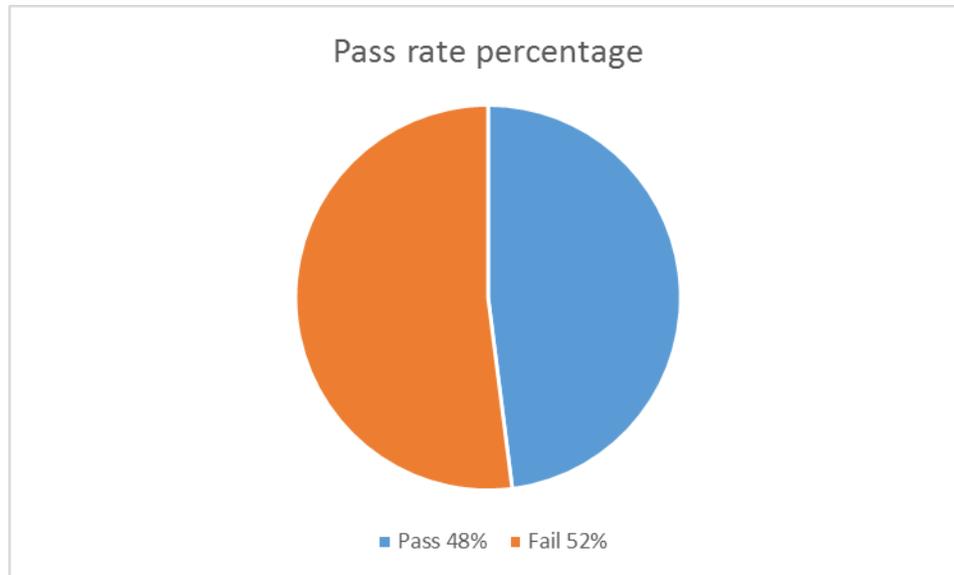


May 2017 series – Examiner’s report

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 of fewer raw marks to compensate and to gain a pass.

General

The overall pass rate for this examination was disappointing. There is no doubt that the use of dictionaries would have increased the pass rate.

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.

Tutors should be encouraged to teach the learners to on first inspection of the paper, they actually look at the margins to see where, if any, margins differ. If this is looked at before they start on the main body of the paper, they are more likely to see where margins are not equal, or extra spacing can be seen between the paragraphs.

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

Four candidates failed this section on spelling. This should not happen as dictionaries are allowed. The other two sections were generally well answered. Most managed to achieve the base mark in punctuation and grammar to pass this section.

Dictionaries **MUST** be encouraged.

Part 2

Section 1 Spelling

Most candidates passed this section. However, the most common words missed were:

- immigration/immagratoion
- conveyancing/conveyancing
- woman/women
- husband/husband
- form/from
- filing/filling
- straight forward/straightforward

It should be reinforced that Legal, own language and English Dictionaries are allowed and candidates should be encouraged to use them.

Section 2 Punctuation

Candidates did generally well in this section, but the ones failing did not understand the use of apostrophes.

The most common errors missed were:

- a moments notice/a moment's notice
- secretarys work/secretary's work
- provision child/provision, child

Section 3 Grammar, presentation and consistency

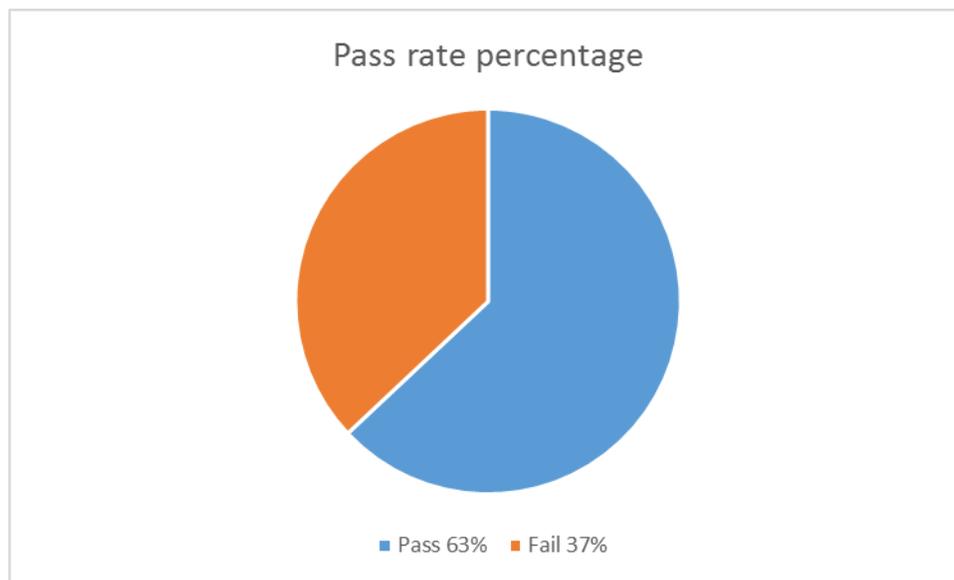
Several candidates failed to spot the right unjustified margin. Candidates circled the F and D in Family law Department instead of circling the I in Law.

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.

May 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

Tutors should explain to candidates that they **MUST** circle all errors, as well as writing the correction on the adjacent line. Where the candidates do not circle the errors, it is sometimes impossible to see which word the correction relates to and this could result in lost marks or failure.

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. Only one candidate dropped a mark within the Grammar section.

Part 2

Section 1 Spelling

This section could have been better, bearing in mind that dictionaries are allowed. Four candidates failed on this section.

The main errors missed were:

- unpayed/paid
- past/passed
- infomation/information
- precide/preside
- inprisonment/imprisonment
- jurors/jurors
- plee/plea.

Section 2 Punctuation

The areas causing some candidates a problem were apostrophes. The unnecessary apostrophe in magistrate's/magistrates was often missed, as was the need for an apostrophe in Courts/Court's. However, only two failed this section.

Several candidates did not spot that a comma was required after the word 'However'.

Section 3 Grammar, presentation and consistency

This section was well answered. However, several candidates failed to spot the paragraph which had inconsistent line spacing and many did not spot the grammatical error have/has. All candidates achieved this section.

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.