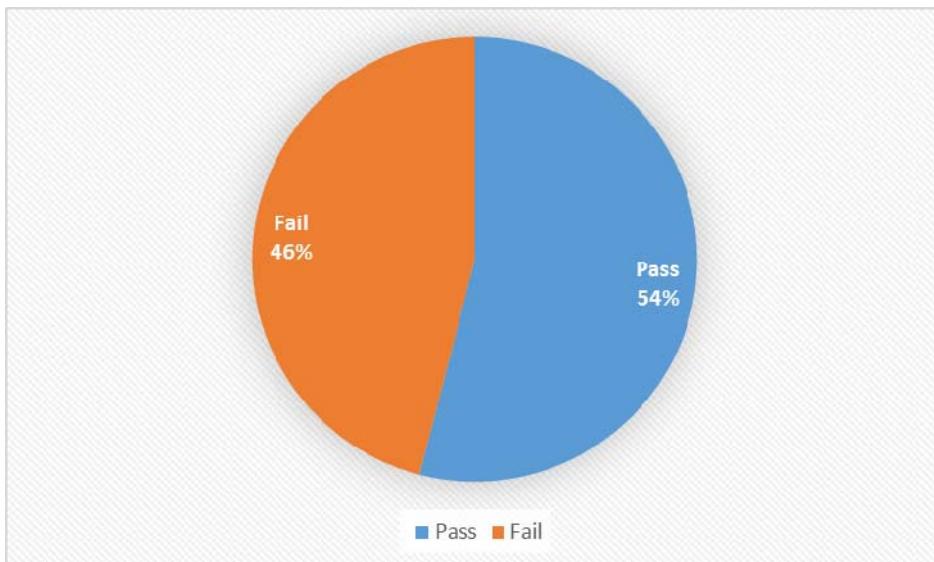


February 2016 series – Examiner's report

5528-250 Level 2 Proofreading in the Legal Environment



The pass mark for this examination is 75% 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 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.

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

Most passed this section but some candidates still failed on spelling which would have been avoided if dictionaries were used as they are allowed in the exam. It would only take minutes to look up the spellings and achieve 100%. Some failed punctuation and scored as little as no marks. Candidates clearly did not know how to use the apostrophe. The consistency/grammar section was generally well answered.

Part 2

Spelling

Candidates generally did well in this section and a few failed it. The words often missed were:

- 'vue/view/
- eyesite/eyesight
- theif/thief
- been/being
- willfully/wilfully
- meters/metres

Some candidates encircled 'belief', which was not an error. Again, this should have been checked in a dictionary.

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

Punctuation

Candidates could pass this section if they found all the errors apart from the apostrophes. However, candidates omitted the comma in a list and failed to see a comma in an address. Some candidates missed the omitted question mark at the end of a sentence.

Grammar, presentation and consistency

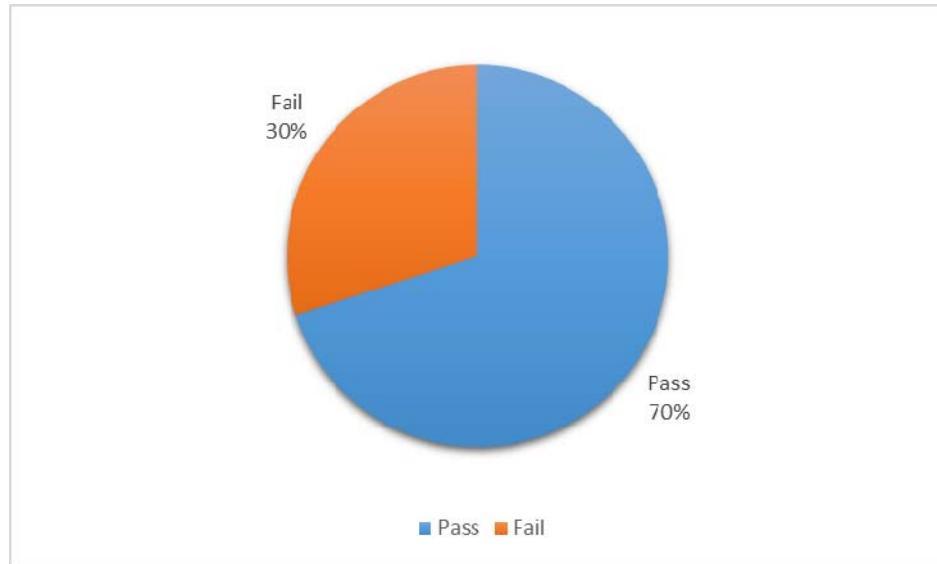
Many candidates failed to spot the right unjustified margin and the extra line space between paragraphs. Most candidates found one of the grammatical errors but not the second one and did not circle the space in the postcode. However, not many failed this section.

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.

February 2016 series – Examiner's report

5528-354 Level 3 Award in Proofreading



The pass mark for this examination is 75% 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

If only candidates would use a dictionary they would score much better in spelling, instead it is very disappointing to see candidates fail spelling which should never happen. It is clear some centres give candidates guidance and practice for this exam before sitting as some centres have 100% pass rate with very high scores.

In addition, centres should encourage their candidates to ensure that the errors are circled, as well as written out correctly. If the errors are not circled, it is not clear as to which errors the candidates are referring.

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 this part of the examination.

Part 2

Spelling

This section was well answered by some candidates, although some candidates did fail the examination because of low marks in this section. This should not have happened as dictionaries should be used to check any words that candidates are unsure about. The main errors missed were:

- acquaintances/acquaintances (candidates just guessed the error and wrote 'aquantences')
- maliciously / maliciously
- unlicensed/ unlicenced
- Misuse/Misuse
- ellicit/ellicit, (some candidates changed it to 'illicit'),
- extrodition/ extradition, (versions of this word exporton, extroditation, extrodiction).
- Many candidates changed malware which was correct.

Errors also not identified were

- aloud/allowed
- practise/practice
- advise/advice.

Punctuation

This section was answered well. Even so, the areas causing some candidates a problem were:

However, (comma omitted which candidates failed to see),

- its'/its was changed to it's
- three-fifth's changed to three-fifths'
- policy's at the end of a sentence changed to policys'.

Grammar, presentation and consistency

This section was reasonably well answered but some failed by one mark and did not see 'kingdom/Kingdom' or did not spot the grammatical error changing is to are. Some candidates changed an 'is' to 'are' in the line above which was correct.

Recommendation

It is clear some centres give candidates guidance and practice for this exam before sitting as some centres have 100% pass rate with very high scores.

In addition, centres should encourage their candidates to ensure that the errors are circled, as well as written out correctly. If the errors are not circled, it is not clear as to which errors the candidates are referring.