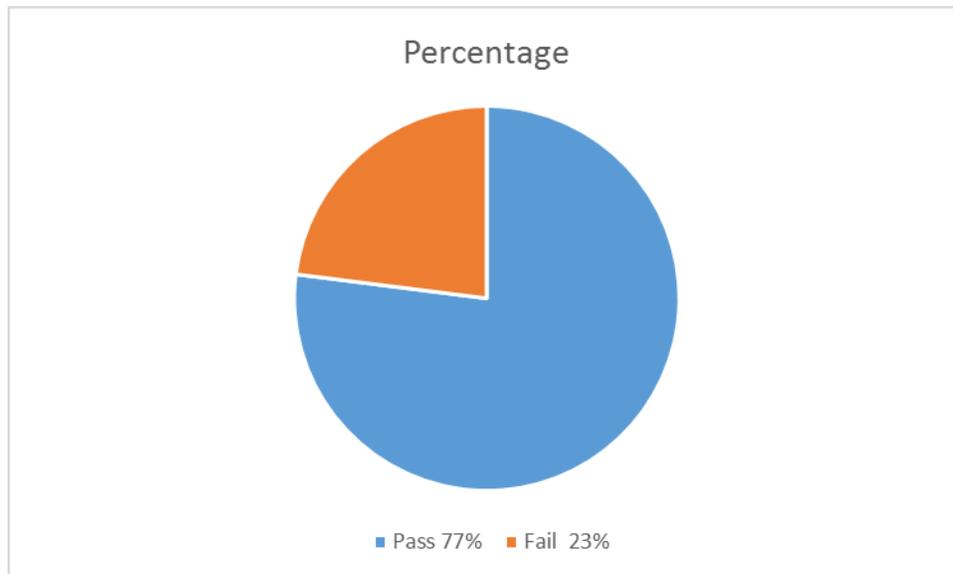


November 2016 series – Examiner’s report

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 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 of the candidates passed this part of the examination. Those who didn't obtain full marks thought it unnecessary to have an apostrophe on Clients (Question 1), or did not know how to spell Superseded (Question 2).

Candidates should use a dictionary and extra tuition around the rules of apostrophes.

Part 2

Section 1 Spelling

Candidates generally did well in this section. The errors often missed were:

- arrangement/arrangement
- a/an
- sincerley/sincerely
- break down/breakdown
- there/their
- committed/committed
- receive/receive
- payed/paid

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

Section 2 Punctuation

Many candidates achieved full marks on this section. Others missed:

- information;/information:
- schools/schools'

Section 3 Grammar, presentation and consistency

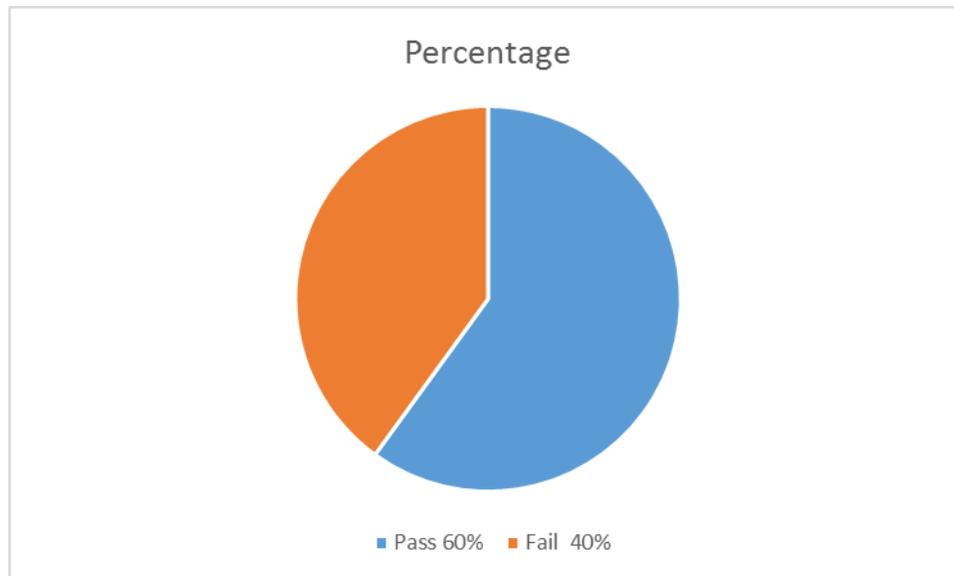
Many candidates achieved full marks on this section. Others missed Enc/Encs

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.

November 2016 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

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. Those who didn't obtain full marks had difficulty with spelling of fined/fine and Behaviour/Behavouir

Part 2

Section 1 Spelling

This section was well answered, but the errors some candidates missed were:

- effect/affect
- Litgation/Litigation
- expence/expense
- right/write
- presedent/precedent
- recieved/received
- judgement/judgment

Section 2 Punctuation

Many candidates achieved full marks on this section. Others missed:

- companies'/companies
- Solicitors'/Solicitor's
- debtors'/debtor's
- owing legal/owing, legal

Section 3 Grammar, presentation and consistency

This was the section most candidates lost the marks to pass. The main areas missed were:

- are/is
- is/are
- court/Court

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.