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CILEx CHARTERED INSTITUTE OF LEGAL EXECUTIVES

City & Guilds

7655-323 JULY 2014
Level 3 Award in Proofreading in the Legal Environment
Proofreading test

If provided, stick your candidate barcode label here.

Thursday 3 July 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*

- If any additional answer sheets are used, enter the additional number of pages in this box. ➡ 0 0
- 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.
- 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 **fifteen** errors and Part 2 contains an article which you need to identify and correct the **thirty-five** errors.
- You can identify up to a **maximum** of **42 errors** in Part 2. 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 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	

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Part 1

Candidate instructions

- Compare the following passage.
- You are required to circle the **fifteen** errors, in pen, on the **second** passage.

1st passage

Criminal Law

As a rule criminal cases in the UK are handled by the Crown Prosecution Service. If found guilty, the accused will most likely be subjected to a substantial prison sentence.

The most serious types of criminal cases are usually dealt with by the Crown Court and could include the following crimes:

Murder
Robbery
Rape
Manslaughter.

Trials associated with criminal cases can be lengthy and complicated (unless the defendant pleads guilty).

Defence and prosecution barristers will argue the case in front of a jury to either discharge or convict the accused. If convicted, the judge will issue the sentence.

2nd passage

Criminal Law

As a rule crimnal cases in the U.K are handled by the Crown Proscution Service. If found guilty, the accused will most likely be subjected to a substantial prison sentence.

The most serious types of criminal cases is usuallly dealt with by the Crown Court and could include the following crimes;

- Murder
- Robery
- Rape
- Manslaughter

Trails associated with criminal cases can be lengthy and complicated (unless the defendant's pleads “guilty).

Defence and prosecution baristers will argue the case in front of a jury to either discharge or convict the accused. If convicted, the judge will issue the sentence.

(15 marks)

For examiner’s use only

Spelling	Punctuation	Consistency Grammar Presentation	Total

Part 2

Candidate instructions

- The extract 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 answers in the margin adjacent to the error.

Write the correct answers below

EXTRACT FROM "ANSWER TO PETITION'

The Respondent in answer to the Petition filed in this suit says that:

1 SO far as is known to the Respondent their are no other child now living born to the Petitioner during the said marriage save for the children set out in paragraph 3 of the Petition.

2 NO agreement or arrangment has been made or is proposed to be made between the partys for the support of the Petitioner or the children of the family except a voluntry payment of £170 per week (per child) for maintenance of the children.

3 THE Respondent agree that the said marriage has broken down irretrievably but denies that such breakdown can be attributed to his behavour as alleged in the Petition or at all.

4 THE Respondent denies that he has behaved in such a way that the Petitioner cannot reasonably be expected to live with him. Save as expressly admittted in the following paragraphs he denies every alegation as set out in the Particulars

5 THE Respondent admits that he has sworn at the Petitioner on severel occasions but he says that on every such occasion the Petitioner provoked him by first screaming abuse at him and then proceding to punch and kick out at him.

6 HE admits that in April 2013 he ordered the Petitioner to leave but says that he was justified in doing so as over the past two years she had continually neglected him (failing to go out with him at any time). The Petitioner had pestered him to such an extent that this had interferred with his working day while he was working from home. He could no longer bare to live with her?

<u>Particulers</u>

The Petitioner has habitually abused the Respondent and often when angry scratched and kicked him. On one occasion the attack necesitated a doctors' visit to dress his injury.

Write the correct answers below

Over the Bank Holiday weekend in May 2013 the Petitioner continually critisiced and nagged him and shouted abuse at him in front of their young children; making them cry.

On 20 June 2013 the Petitioner tore the Respondents' clothing in nothing more than a fit of temper.

On 4 September 2013 the Petitioner kept the Respondent locked out of the house for three hours when he was expected to take part in his firms teleconferance.

During the years 2010 to 2012 the Petitioner ill-treated the respondent as set out in paragraph 5 above.

The Respondent therfore prays:

1 That the Petitioner's prayer may be rejected
2 That the said marrage may be disolved
3 That the Respondent may be granted residance of the children of the family:
Marcus James Bradshaw born 12 June 2008
Ruby Mary Bradshaw born 31 October 2011
4 That the Petitioner may be ordered to pay the costs of this suit,

DATED this day of 2014

Signed _____

Lambert & Woodstock
1 Chamber Terrace Birmingham, B12 3TP
Soliciters for the Respondent

To: The Court Manager
and
To; The Petitioner

For examiner's use only

Spelling	Punctuation	Consistency Grammar Presentation	Total

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