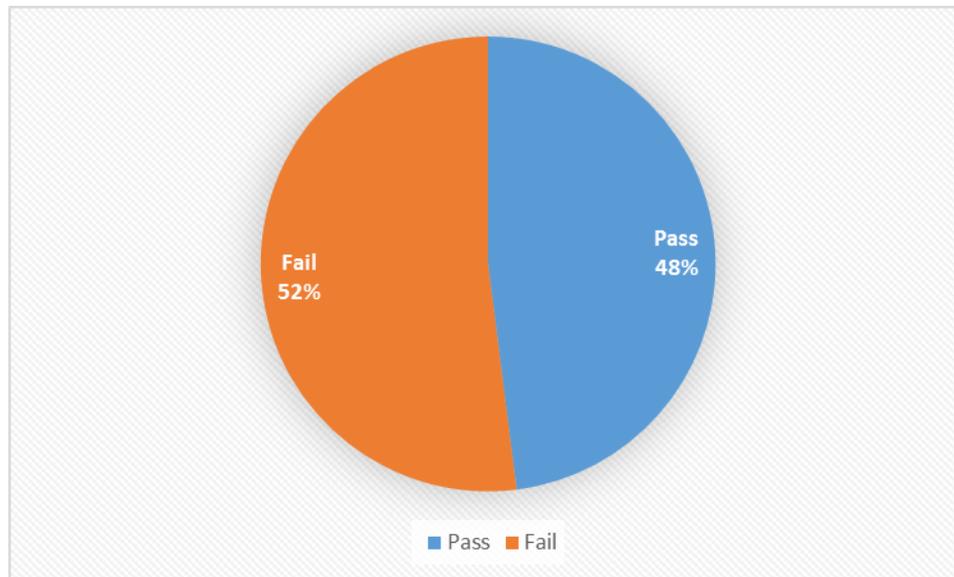


February 2016 series – Examiner’s report

7655-223 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, ensure 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 candidates passed this section, however, some failed spelling which shouldn't occur as dictionaries are allowed and it would only take a few minutes to look up the spellings and achieve 100%. The punctuation section was very disappointing as candidates clearly did not know how to use the apostrophe and some scored as little as no marks. The consistency/grammar section was generally well answered.

Part 2

Spelling

Candidates did generally well in this section but a few failed it. Again, a dictionary would have helped the candidate.

The words often missed or changed incorrectly were:

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

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

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 and some candidates failed the entire examination because of low marks in this section.

Grammar, presentation and consistency

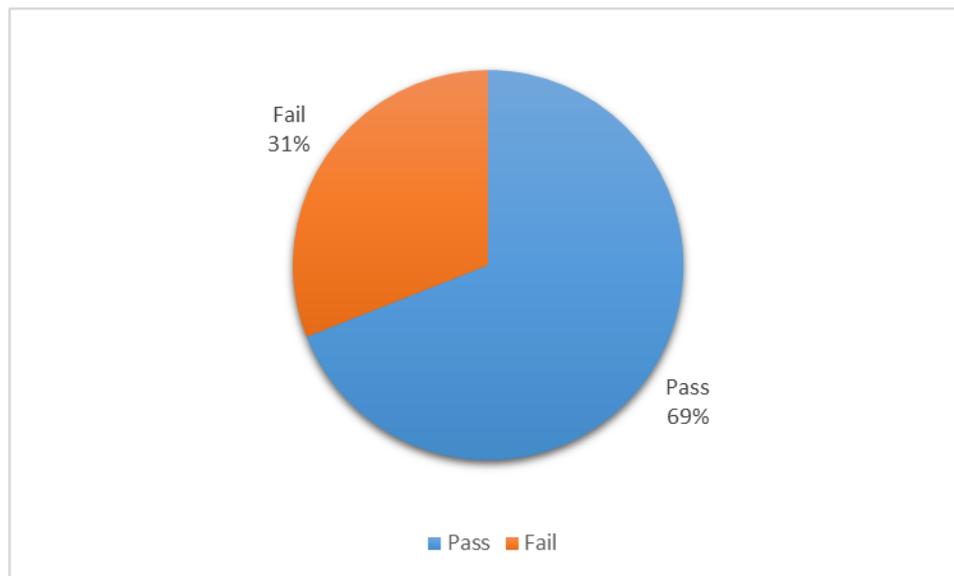
Many candidates failed to spot the right unjustified margin and the extra line space between paragraphs. Most candidates found one of the grammatical errors but not the second one and did not circle the space in the postcode. However, not many failed this section and it was generally well done.

Recommendation

- Make use of a dictionary.
- More practice needed on apostrophes.
- Take time reading and re-reading the paper. Read the document backwards to ensure spelling errors are not missed.
- Check each sentence makes sense.
- Make use of the proofreading guide available on the 7655 Legal Secretaries City & Guilds website page.

February 2016 series – Examiner’s report

7655-323 Level 3 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

If candidates used a dictionary they would score much better in spelling, instead it is very disappointing to see candidates fail in this area. It is clear some centres give candidates guidance and practice for this exam before sitting, whilst 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 to.

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

Most candidates passed this part of the examination. There were a few candidates who failed the consistency section.

Part 2

Spelling

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

- acquaintances / acquaintances (candidates just guessed the error and wrote 'acquaintences)
- maliciously / maliciously
- unlicensed / unlicenced
- Missuse / Misuse
- elicit / ellicit (some candidates changed it to 'illicit'),
- extradition / extradition (versions of this word exporation, extroditation, extrodiction)
- aloud/allowed
- practise/practice
- advise/advice

Also many candidates changed malware which was correct. These examples are evidence dictionaries are not used in this exam when they are allowed.

Punctuation

On the whole this section was well answered by many candidates. 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')
- technologies (changed to technologys)
- country (plural of country changed to countrys)

Grammar, presentation and consistency

This section was reasonably well answered, however, some candidates did not see

- 'kingdom/Kingdom'
- is/are
- Some candidates changed an 'is' to 'are' in the line above which was correct

Recommendation

- Make use of a dictionary.
- More practice needed on apostrophes.
- Take time reading and re-reading the paper. Read the document backwards to ensure spelling errors are not missed.
- Check each sentence makes sense.
- Make use of the proofreading guide available on the 7655 Legal Secretaries City & Guilds website page.