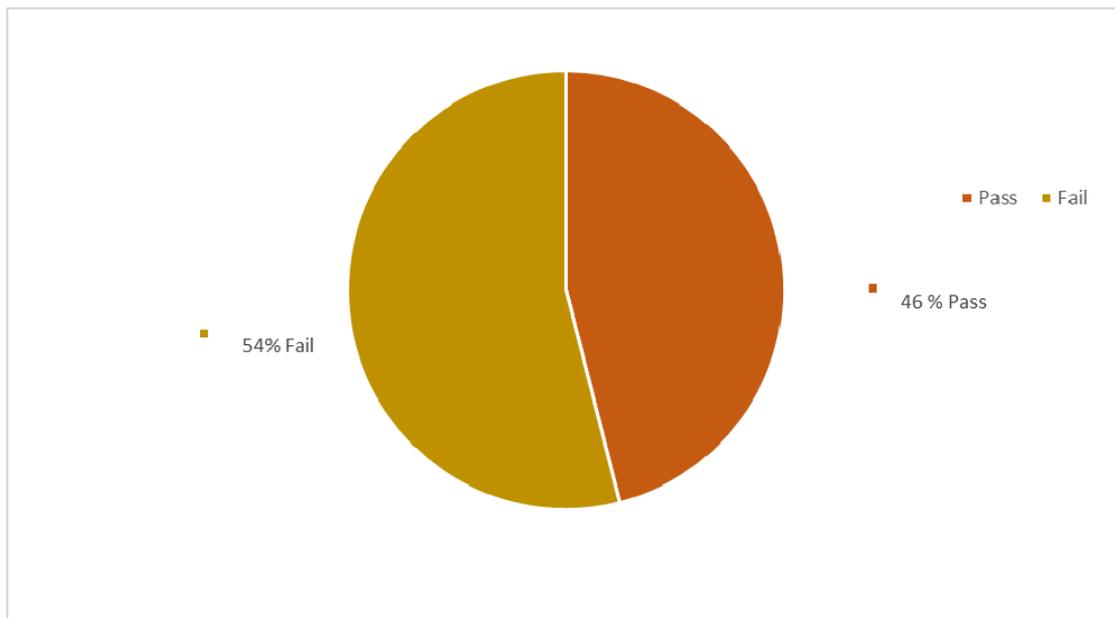


July 2014 series – Examiner’s report

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

Centres and candidates should familiarise themselves with the marking criteria. As previously mentioned, it is no longer a matter of accumulating marks overall. Candidates must be successful in each section.

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

This section was tackled well and most candidates were successful in this part of the examination. Some candidates were not successful in finding all the spelling errors (although they found enough to pass the examination). There should be no reason for candidates to not identify the incorrect spellings. If a dictionary is used, then the candidate only has to check which of the three spellings presented is correct from the options given. In addition to this some candidates did not pass the punctuation section as they do not understand the use of the apostrophe.

Part 2

Spelling

This section was rather disappointing and it is clear that if a candidate can spell correctly, then they have a far better chance of passing the examination. Once again candidates should be reminded that dictionaries are allowed.

The words often missed or changed incorrectly were:

- transfered/transferred
- trail/trial
- giving/given
- refered/referred
- plee/plea
- sentance/sentence
- acquitted/acquitted
- here/hear
- break down/breakdown
- none-payment/non-payment.
- entirley/entirely

Many candidates circled unnecessary words, evidence again that dictionaries are not being used, eg marriage, licences.

Punctuation

The use of the apostrophe has still caused some candidates problems and they circled 'Magistrates' each time it appeared in the text. There was only one instance of the apostrophe being inserted incorrectly and the word 'Magistrates' used often. Candidates run the risk of having their paper 'voided' as they could run over the number of circles permitted. Some candidates did fail the whole examination because of incorrect answers on this section.

Centres should be aware that the marking criteria for this new examination requires the candidates to pass each section (ie spelling, punctuation and presentation/consistency) so it is important that candidates have a good understanding of the use of punctuation.

Grammar, presentation and consistency

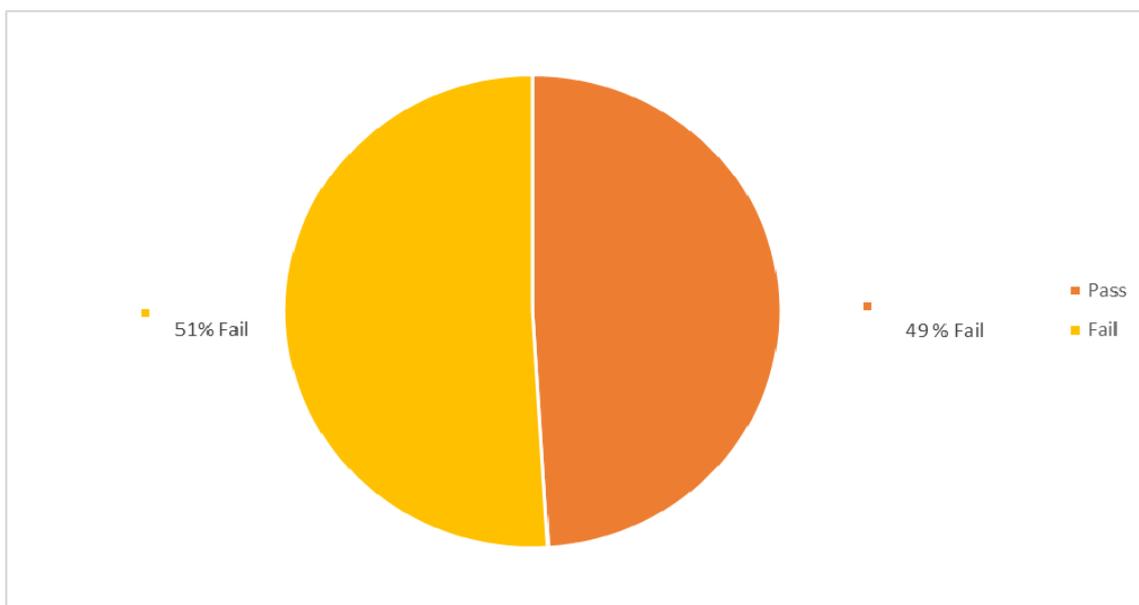
This section was well answered, although a few candidates did not manage to identify sufficient errors and this resulted in an overall fail. Some candidates missed the grammatical error is/are. Many failed to spot the consistency error in the use of numbers. One number was presented as a word and all others as numbers eg 'three/3' was very often missed.

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 Legal Secretaries City & Guilds website page.

July 2014 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

The overall standard was lower than anticipated. It was disappointing when candidates passed Part 1, achieving high marks, only to fail the entire examination because of their failure to identify sufficient errors in each of the three areas (Spelling, Punctuation, Grammar/Consistency and Presentation). As previously mentioned, it is essential that candidates use a dictionary for this examination.

Although the level of success is satisfactory, the overall pass rate should be much higher for this Level 3 examination.

Some candidates achieved high marks but did not pass as they failed the presentation /grammatical section.

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

A small number of candidates failed this part of the examination - either on punctuation or on spelling.

Part 2

It is essential that Centres and candidates are aware of the new marking criteria for this Part of the examination. Candidates were able to gain full marks in Part 1, however, many candidates then went on to fail Part 2 because they were unable to identify the required number of errors in each of the three sections below.

Spelling

This section was well done by the majority of candidates, although a few candidates did fail the examination because of low marks in this section. Dictionaries should be used to check any words that candidates are unsure of. The main errors missed were:

- their/there
- partys/parties
- voluntry/voluntary
- interferred/interfered
- bare/bear
- criticised/criticised
- disolved/dissolved

Some words that were correct but circled and changed by candidates were; breakdown changed to break down, partys changed to party's.

Punctuation

Many candidates are poor in this section of the examination and further practice is required, especially in the use of apostrophes. Several candidates failed the entire examination because they did not correctly identify the required amount of errors in punctuation. As in previous examinations, many candidates still do not understand the correct use of the apostrophe. As this will continue to be tested in this examination it is essential that candidates have a good understanding of the use of the apostrophe. Also tuition in the use of the apostrophe is essential in order for the candidates to improve.

The punctuations that caused problems were:

- doctors'/doctor's
- children;/children
- firms/firm's
- suit,/suit

Many did not add the full stop after the word suit and therefore were not awarded a mark. At the bottom of the document an address was added with Birmingham having a comma added. It should have been corrected showing Birmingham without a comma but some wanted to add another comma after 'Terrace'.

Grammar, presentation and consistency

This section is usually well answered, and therefore it was disappointing to see several candidates failing the entire examination because they had not acquired sufficient marks in this section. Errors missed by many candidates were:

- not spotting a different font used within the numbered items
- are/is
- agree/agrees

Recommendation

- Make use of a dictionary.
- More practice needed on apostrophes.
- Take time reading and re-reading the paper.
- Check each sentence makes sense.
- Make use of the proofreading guide available on the Legal Secretaries City & Guilds website page.