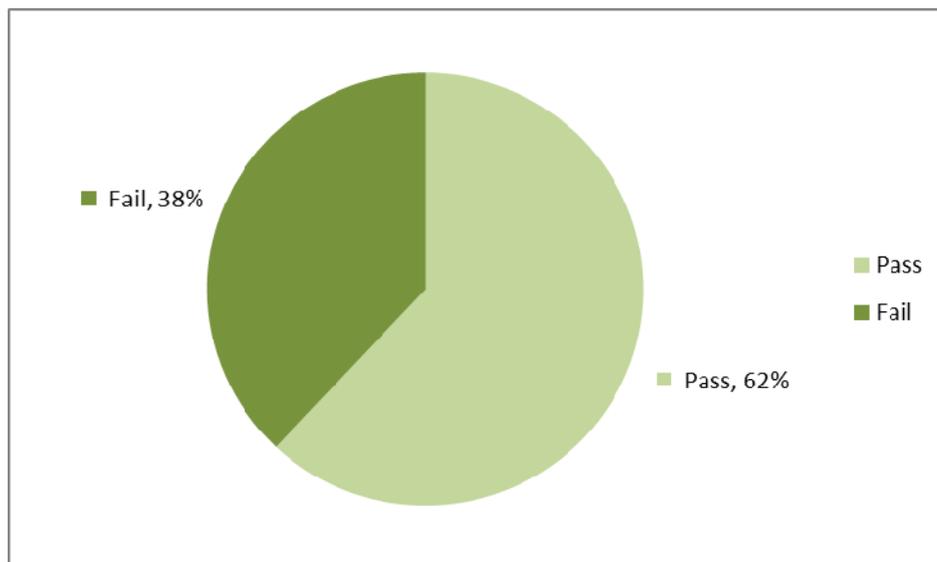


May 2014 series – Examiner’s report

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

The overall result is far better than the earlier examinations. A small number of candidates circled too many errors and therefore their paper was declared void. However, some centres did very well with almost 100% of their candidates passing.

Centres and candidates are still advised to 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 done well and most candidates were successful in this part of the examination with only a few candidates unable to identify the correct spelling and therefore failed the exam on the first section of part 1.

As examiners, we feel there is no reason for candidates to not be able to identify the spelling errors, if a dictionary is used. The candidate only needs to check which of the three spellings is correct from the options given.

Part 2

Spelling

This section was rather disappointing and it is clear that if candidates 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 were:

- soul/sole
- hubsand/husband
- Solictors/Solicitors
- provisons/provisions.

Many candidates circled unnecessary words, evidence again that dictionaries are not being used. For example:

- testamentary
- predeceases
- residuary
- signed.

Punctuation

The use of the apostrophe still caused some candidates problems, although in general, this section of the examination was quite well answered. However, some candidates did fail the whole examination because of incorrect answers on this section.

Some candidates circled the end of both instances of 'witness' in the attestation clause as one had a colon and the other did not. It was clear they did not know which was correct so circled both instances.

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

Grammar, presentation and consistency

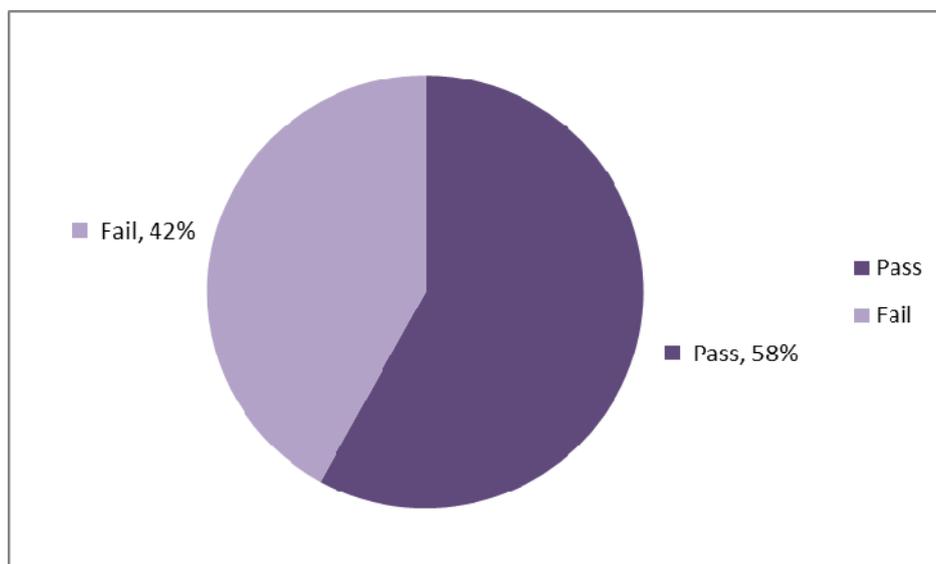
This section was well answered, although a few candidates did not manage to identify sufficient errors and this resulted in an overall fail. Some candidates missed the grammatical error are/is. Some did not identify the consistency error with Trustees"/Trustees'.

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.

May 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/Presentation). As previously mentioned, it is essential that candidates use a dictionary for this examination.

Tutors must prepare candidates for this exam. Spelling, punctuation and grammar are essential skills for any legal secretary. There were some candidates who wanted to change 'agreement' to a capital A as in Agreement. However, the context was not referring to a legal document but to a general agreement between two people. Candidates should read the context of the passage and not just try to find errors.

Although the level of success is satisfactory, Examiners would like to see the overall pass rate much higher for this Level 3 examination.

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. Many candidates missed the incorrect spelling of holiday (although this did not make a difference to their overall result).

Part 2

It is essential that Centres and candidates are aware of the new marking criteria for this Part of the examination. After gaining full marks for Part 1, many candidates 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. This should not happen in the spelling section as dictionaries should be used to check any words that candidates are unsure of. The main errors missed were:

- stationary/stationery
- hereafter/hereafter
- liable/liable
- supersedes/supersedes
- warranties/warranties
- writing/writing.

Some words which were correct but circled and changed by candidates were practise, practices (it would seem that candidates would benefit from extra tuition on the difference between verbs and nouns) and contemporaneous. The latter need not have been circled, had the candidate first checked its meaning in a dictionary. Candidates also gave a variety of ways to spell contemporaneous, reiterating dictionaries are not being used to check the word.

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 examination because they did not correctly identify enough punctuation errors. As in previous examinations many candidates do not understand the correct use of the apostrophe. This will continue to be tested and in this new-style examination it is essential that candidates have a good understanding of the use of the apostrophe. The punctuation that caused the most difficulties were:

- follows/follows
- partnerships/partnership's
- partner's/partners'
- week's/weeks.

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:

- Partner/partner
- are/is
- has/have
- paragraph not indented.

Candidates require a good understanding of grammar and this is a section that will continue to be tested in this new-style examination.

Recommendation

- Make use of a dictionary.
- More practice needed on apostrophes.
- Take time reading and re-reading the paper.
- Check each sentence makes sense.