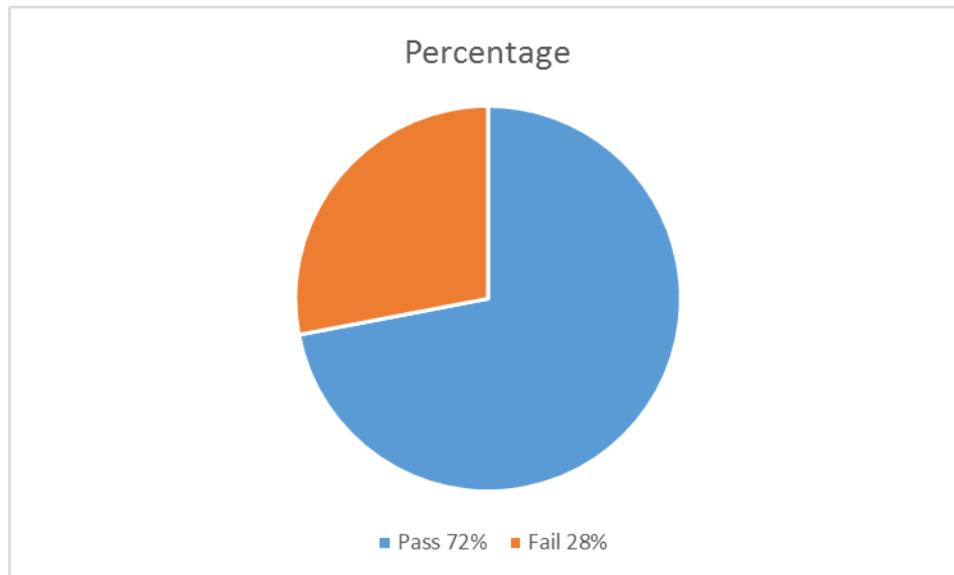


November 2016 series – Examiner’s report

7655-223 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 explain to candidates that it is only necessary to circle the incorrect word. Some candidates, as well as circling the error, wrote out the correction. This is not required at Level 2. The errors should be circled and not underlined. Underlining makes it difficult for an examiner to mark.

Candidates should use a dictionary during this examination.

Invigilators must check the candidates are completing the front sheets correctly. They should ensure candidate enrolment number, centre number and date of assessment have been entered by the candidate. The candidates should be given time at the beginning of the examination to read the requirements.

Any spare time at the end of the examination should be used for candidates to check their papers and look up words they were unsure of. They should also check Part 1 to ensure they have answered every question.

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 although a few failed on spelling. Dictionaries are allowed and all four spellings could have been checked, rather than guessing. Several candidates did not know how to spell secretary and/or superseded. Failing Part 1 results in an overall fail, so it is important that this Part is done well and checked thoroughly. The punctuation and the consistency/grammar sections were generally well answered.

Part 2

Section 1 Spelling

This section was generally well answered, although some candidates did fail on this section. Spellings often missed were:

- Break down/breakdown
- Arrangement/arrangement
- From/form
- Receive/receive
- Payed/paid
- a/an
- sincerley/sincerely

Section 2 Punctuation

Several candidates failed the examination because they were one mark short on this section, although other candidates did quite well. Errors often missed were:

- information;/information:
- schools/school's
- husbands'/husband's
- Soilicitor's/Solicitors

Section 3 Grammar, presentation and consistency

This was the section where the majority of errors were missed. Many candidates failed this section and were therefore unsuccessful overall. Many candidates failed to spot the comma

after 'Drive', creating a mix of open and full punctuation. Also many candidates failed to spot the comma after 'Drive', creating a mix of open and full punctuation. Other errors missed were:

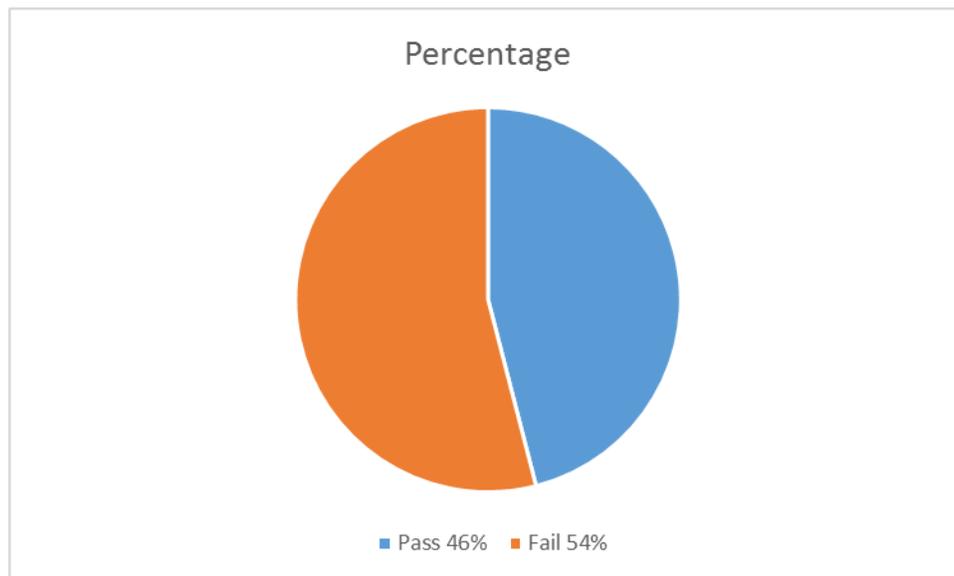
- 'Enc/Encs'

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.

November 2016 series – Examiner’s report

7655-323 Level 3 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 explain to candidates that they must circle all errors, as well as writing the correction on the adjacent line. Where the candidates do not circle the errors, it is sometimes impossible to see which word the correction relates to and this could result in a loss of marks or failure.

Tutors should give extra support to ESOL candidates, as well as extra tuition for all candidates on the use of an apostrophe.

Not all candidates understand the use of the apostrophe and would benefit from tuition on this.

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 performed very well in this part of the examination. A few candidates failed to notice the spelling error in the heading 'Behaviour' and the past tense 'fined'.

Part 2

Section 1 Spelling

Most candidates performed well in this section. The main errors missed were:

- Right/write
- Presedent/precedent
- Judgement/judgment
- Effect/affect
- Acknowledgeing/acknowledging

Many candidates thought that 'received' was incorrect and corrected it to 'recieved'. Others thought that 'inputting' should have only one 't'.

It cannot be stressed too highly that a dictionary should be used.

Many candidates clearly did not know the meaning of 'precedent' and thought the correction should be 'president'.

Section 2 Punctuation

This section was well answered by most candidates. The areas causing some candidates a problem were apostrophes and the use of the essential comma in a list.

Some candidates added an apostrophe in 'Many legal companies' however, this is merely a plural and there is no sense of belonging. Candidates also added apostrophes after '14 days' and '7 days'

Other errors missed were:

- Debtor'/debtor's
- Owing legal/owing, legal
- 14 days'/14 days
-

Grammar, presentation and consistency

This section was very poorly done and resulted in many candidates failing the entire examination. Some candidates failed to notice that the second word of the heading was in italics. Many candidates found the two grammatical errors. Unfortunately, several candidates failed to spot the consistency errors in 'twenty-eight/28' and 'court/Court'. These should have been straightforward errors for a Level 3 candidate to spot.

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.