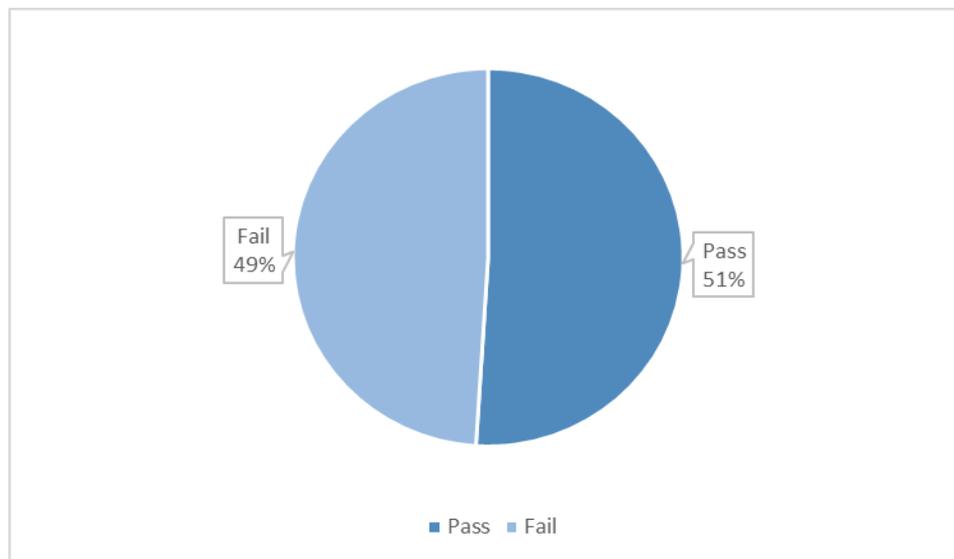


November 2015 series – Examiner’s report

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. Some candidates were successful in one part of the examination, but were unsuccessful in the other part, resulting in overall failure.

Candidates should be reminded that there is no need to write in the correct answers on this Level 2 paper. It is only necessary to encircle the errors. Candidates should also **not** enter marks into the boxes labelled 'For examiner's use only'.

The overall results are disappointing and centres must ensure candidates understand punctuation, and are familiar with grammar and consistencies. Tutors should remind candidates to take a dictionary with them into the examination and use any spare time looking up words.

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

Many candidates failed this section because of poor punctuation skills. Some candidates failed the spelling section as they guess rather than check the spelling in the dictionary. No candidates should lose marks for spelling in this section, since the correct spelling is given in the responses and the candidates have the opportunity to use a dictionary to check the spellings.

The presentation/grammar errors were achieved by all. Once again apostrophes are the candidates' downfall. It is clear from candidates' papers that they circle one version of the apostrophe then change their mind and cross out their original choice. It is clear they are guessing the answer. Tutors should revise the use of semi-colons and apostrophes to ensure future success.

Also, some candidates had not answered at least one question. Candidates need to be reminded they **must** check all of their work before thinking they have completed. In all cases, this caused them to fail this section only.

Part 2

Spelling

Most candidates did well in this section. Candidates continue to circle correct words and miss incorrect words as they do not check in the dictionary. The words often missed or changed incorrectly were:

- unwilling/unwilling – many candidates missed the superfluous 'l'
- defendents/defendants
- lawndering/laundrying
- given/giving
- soul/sole
- stressfull/stressful
- Government/Government
- neccessitate/necessitate

Some candidates did not know which spelling of 'witnesses' was correct so circled all. A few candidates, who instead putting a circle around the whole word Government, decided this should have a lower case G resulting in them losing a mark. Candidates only need to look in the dictionary to get the correct spelling. Candidates need to be encouraged to use dictionaries.

Punctuation

Apostrophes - The first apostrophe (Persons') was often missed or candidates chose the apostrophe in the heading which was correct. Other candidates circled both the heading and the same word in the first sentence as they did not know which was correct. Most found the apostrophe after (witnesses') which was not required but then omitted (defendant's/defendants') as they were not sure if it was correct or not. As it was (defendants' families), it should have been after the 's'. Later (defendant's friends) appeared in another paragraph which was correct but candidates circled this as well. Any candidate circling correct apostrophes shows they do not understand the use of an apostrophe. A general understanding of the use of apostrophes would help the candidates to be more successful in this examination. It would also help for purposes of progression to Level 3 and in employment.

Many candidates did not find the comma missing in a list – services promote/services, promote. Candidates should read the text carefully and ensure that a comma is inserted within a list of items.

Many failed in this punctuation section. If they did not spot the comma, and missed the apostrophes they did not have enough marks in punctuation to pass the section.

Presentation, grammar and consistency

This section was well answered. The main reason for loss of marks in this section was for missing the grammatical error:

are/is.

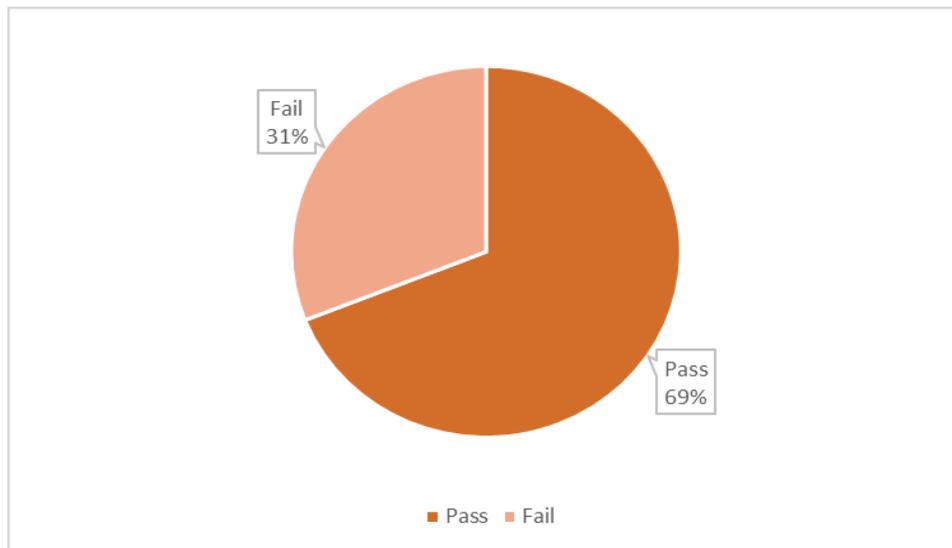
Some missed the inconsistent brackets, and several circled the first sub-heading instead of the second which had been inadvertently underscored. Some circled both sub-headings as they were unsure of the correct one.

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 7655/5528 Legal Secretaries/Legal Administration City & Guilds website page.

November 2015 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 of fewer raw marks to compensate and to gain a pass.

General

It is essential that centres and candidates are aware of the marking criteria for this 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.

It is essential that candidates use a dictionary for this examination and that they have a good understanding of the use of the apostrophe.

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 well in this section although many did not identify the incorrect spelling of 'Lawyers'.

Part 2

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. Some of the words missed were:

- grevous/grievous - not grevius as many candidates wrote. Many identified this as an error, but proceeded to spell it incorrectly.
- dependant/dependent
- affect/effect
- succeeding/succeeding
- voluntry/voluntary
- Council/Counsel
- manslaughter/manslaughter
- where/were
- Lawyers/Laywers – candidates did not proofread their work sufficiently to identify the transposed letters.

Punctuation

For many candidates, further practice is required in this section, especially in the use of apostrophes. Several candidates failed the entire examination because they did not correctly identify the required number of errors in punctuation. As in previous examinations, many candidates do not understand the correct use of the apostrophe. This will continue to be tested and it is essential that candidates have a good understanding of the use of the apostrophe. The punctuation that caused the most problems were:

- carry's/carries - many candidates just removed the apostrophe and left it as (carrys)
- Majestys/Majesty's
- elses'/else's - many candidates wrote elses
- Queens/Queen's - many did not identify Queens at all needing an apostrophe. Some identified an error, but then placed the apostrophe after the 's'
- Murder/Murder? - many candidates missed this initial error which was in the heading. It seemed that candidates moved immediately to the passage itself, without carefully proofreading the heading.
- Magistrates/Magistrates' - many candidates identified this as an error, but then put the apostrophe before the 's' rather than after it. Candidates should realise that three Magistrates appear in a Court and therefore the word in this instance is in the plural form.

Grammar, presentation and consistency

Candidates generally performed well in this section. Most candidates identified the grammatical errors of are/is on each occasion. However, a few candidates did not read the passage for sense and identified 'Murder' as an error (changing it to 'Murders'). The passage looks at the offence of 'Manslaughter' and the offence of 'Murder'. Thus, the grammatically incorrect word is 'are'.

The error most frequently not spotted was the unjustified paragraph.

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 7655/5528 Legal Secretaries/Legal Administration City & Guilds website page.
- Read the entire examination paper.