

## Appendix 16 – Proofreading in the Legal Environment Guidance

*Proofreading in the Legal Environment* is assessed by a dated examination which is available in four series each year, February, May, July and November. These dates can be found on our [website](#).

### How to register for the examination

All candidates must register for the Proofreading examinations by the end of the month prior to the exam month. For example, if the candidate wishes to sit the examination in May, they must have registered by the end of March.

All registrations must be submitted via an Examination Registration Form and emailed to [legalsecretaries@cilex.org.uk](mailto:legalsecretaries@cilex.org.uk).

### How to run the examination

All examinations and assignments must be run in compliance with the JCQ Guidelines – *Instructions for conducting examinations*.

Candidates are **allowed** to use English, legal or mother tongue dictionaries to assist them in these examinations.

The examination is formed of two parts. The Level 3 examination is 60 minutes in length.

### What to expect in the examination

Candidates who sit examinations will be tested on proofreading text from an article or an extract from a legal document. These extracts, documents or text can be on any subject – but they are generally always related to the legal world in some way or are similar to documents they may encounter in the real working world. We continue to test candidates on their proofreading capabilities within the content of these documents.

**Please note:** Legal documents will appear in some of the examinations throughout the year and centres should advise their learners of this. CILEx do **not** test candidates on the layout of these legal documents.

Please see a list of legal documents below which may potentially be used in forthcoming proofreading examinations.

- Letters
- Notices
- information sheets
- Briefs to Counsel
- Statements

- Deeds (Change of name, deed of gift)
- basic Wills (including Codicils)
- Sworn Statements
- Particulars of Claims
- Answer to Petitions
- Defences
- Minutes
- Formal and informal reports
- Articles of Association
- Partnership Agreement

## Marking Criteria

At level 3 the candidate is assessed on the ability to identify and amend spelling, punctuation and consistency/grammatical/presentation errors.

Part 1 contains two passages which require candidates to compare and identify **fifteen** errors. To pass Part 1 candidates are expected to identify a **minimum of 75%** of the errors contained in the first passage from **each** of the listed areas.

Part 2, a document, contains **thirty-five** errors. Candidates are required to circle all the errors that they can find **and** write the correct answers in the adjacent margin. To pass Part 2 candidates are expected to identify and correctly amend a **minimum of 75%** of the errors in the document from **each** of the listed areas.

Results for candidates circling **43 or more** potential errors will be void as confirmation of their ability to correctly identify errors would not be possible.

## Grading

Proofreading in the Legal Environment is graded pass/ fail only. Failure to achieve the minimum percentage from each area in Part 1 or Part 2 will result in an overall fail grade.

Results will be sent to centres within 7 weeks from the date of examination.