

223 Practice Examination

Level 2 Award in Proofreading in the Legal Environment

Proofreading test

In order to complete this exam you will need Adobe Acrobat Reader with the ability to Highlight text.

Fill in these particulars

| | |
|----------------------|--|
| Centre number | |
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| | |
|-----------------------------------|--|
| Candidate enrolment number | |
|-----------------------------------|--|

Candidate's name

General instructions

- The duration of this paper is 45 minutes.
- Read **each** question carefully.
- The test is formed of two parts. Part 1 contains **10** sentences and Part 2 contains **40** errors overall which will be in the form of spelling, punctuation, consistency, grammar and presentation.
- You can identify up to a **maximum** of **50 errors** in Part 2 of this test. However, if more than 50 errors are identified, your examination result will become void.
- You are required to achieve a minimum number of marks across both parts in order to pass.
- You will be **allowed** to use English, legal or mother tongue dictionaries to assist you in this test.
- The invigilator will tell you when you can start the test.
- At the end of the 45 minutes, the invigilator will tell you to 'stop writing' and to put your pens down. The invigilator will then collect the papers and return them to CILEx to be marked.

| For Examiner's use only | |
|--------------------------------|--|
| Spelling | |
| Punctuation | |
| Grammar | |
| Consistency | |
| Presentation | |
| Total | |

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TASK 1**(10 marks)****Candidate instructions**

- Each sentence below contains **one** error which has been identified and will be in the form of spelling, punctuation, consistency, grammar and presentation.
- You are required to **write the correct answer** in the space provided

**Write the correct
answers below**


| | | |
|----|--|--|
| 1 | County Courts deals with civil cases, including people owing money, claims for personal injury and disputes over contracts. | |
| 2 | An Executor (a male is appointed to administer the estate of a deceased person; an Executrix (is the female counterpart). | |
| 3 | If you would like to work in Criminal Law, apply to your local Solicitors Office as they may specialise in crime. | |
| 4 | It is illegal to check your mobile phone whilst stationery in traffic or at traffic lights. | |
| 5 | You must appeal within 21 days' of being sentenced if you want to make an appeal against your conviction. | |
| 6 | A Particulars of Claim are prepared when someone is claiming compensation for a wrongful act carried out against them. | |
| 7 | An experenced Court Usher can earn just over £15,000 per annum and performs many duties such as handing evidence to the Judge or Jury. | |
| 8 | A Paralegals' duties include doing research, reading and checking contracts, dealing with clients, writing notes at court and assisting the solicitors wherever possible. | |
| 9 | If appearing in Court as a witness makes you feel unsure and aprehensive , you can arrange to visit a Court through 'Witness Service' who will also provide support. | |
| 10 | "Why is it necessary to switch off mobile phones in Court?" asked one of the visiting students when the Court Usher asked if anyone had any questions. | |

Turn over

TASK 2

(40 marks)

Candidate instructions

- The Will contains **forty** errors which will be in the form of spelling, punctuation, consistency, grammar and presentation.
- **Using the highlighter tool in Adobe Reader**,  you are required all the errors that you can find.

THIS IS THE LAST WALL AND TESTAMENT of me STEPHANIE LOUISE GRAINGER of 41 Lomas Road Cullercoats North Tyneside Tyne and Wear NE30 9CZ.

1. I REVOKE all former Wills and testamentary dispositions made by me and declare this to be my last Will and testament
2. I APPOINT my friend ALICE MARY TREMAINE to be sole executrix of this my Will and in case she is unable for any reason whatsoever to except the office of executrix then I appoint the executors named in Clause 6 of this Will to be the executors and trustees of this my Will
3. I GIVE my 9 stone diamond 22 carot gold ring to my grand daughter ELLIE ROSE HOUGH for her soul benefit absolutely:
4. I GIVE £25,000 each to my sister EILEEN ANN CLOSE my grandson ELLIOTT BENNETT and granddaughter ELLIE ROSE HOUGH for their sole benefit and us absolutely
5. If my husband survives me for a period of 28 days then but not otherwise I GIVE to my husband absolutely all my real and personal property whatsoever and wheresoever not specifically devised or bequeathed by earlier provisions of this Will If my husband predeceases me or does not survive me for the period of 28 days' or if for any other reason the gift to him fails then the following provisions of this my will shall take effect
6. I APPOINT Eric Porter of 35 Knoll Rise Spennymoor County Durham DL16 4AB and Trevor Knight Accountant of Knight Frobisher & Grove of 16 Jackson Street, Tynemouth Tyne and Wear NE30 4MN to be the executor's and trustees of this my Will ('my Trustees') and I declare that the expression 'my Trustees' shall mean and include the persons who prove this my Will whether as original executors or executrixes substituted by acts of law or otherwise!

7. I Give all my real and personal property whatsoever and wheresoever not specifically given by earlier provisions of this Will to my Trustees upon trust to see call in and convert into ready money all such parts as do not consist of ready money with absolute power to postpone sale and after payment of my just debts funeral and testamentary expenses and taxes arising out of or due at my death my Trustees shall stand possessed of the net proceeds of such sale calling in and conversion and such part of my estate which is unconverted ('my residuary estate') to be given in equal shares absolutely to my sister's and my grandchildrens' benefit

IN WITNESS of which I has set my hand to this my Will this
day of _____ 2020

Signed by the above named _____)
STEPHANIE LOUISE GRAINGER in _____)
our presense and by us in hers _____)
presence _____)

Witness

Name:

Address

Occupation

Witness

Name

Adress

Occupation

| For examiner's use only | | | |
|------------------------------------|---------------|---------------|--------------|
| | Task 1 | Task 2 | Total |
| Spelling | | | |
| Punctuation | | | |
| Grammar, consistency, presentation | | | |
| Overall Total | | | |
| Pass/Fail | | | |

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