

Appendix 12 – Legal Text Processing – Marking Scheme

Assessment Criteria		
Fault No.	Fault	Penalty
Page / Document Layout		
	<i>Arial or similar is the preferred font style - no penalty for other suitable fonts</i>	
	<i>Single line spacing between the component parts of a letter or memo is preferred, but appropriate and consistent use of other spacing, eg two line spaces, will not be penalised</i>	
1a	Font size of less than 10 or greater than 12 (unless instructed otherwise)	1
1b	Top, bottom left or right margin in a document of less than 13 mm (½ in) (unless instructed otherwise)	1
1c	A ragged left margin	1
1d	Incorrect stationery used (eg [first page only of] letter not on letterhead, memo not on memohead)	1
1e	Stationery not used as instructed (eg Bill of Costs not on letterhead when instructed to do so)	1
1f	Not following instructions given for line spacing (eg single, double)	1
1g	Not leaving horizontal or vertical space as instructed	1
1h	Footnotes, headers or footers not inserted as instructed	1
1i	Failure to number second and subsequent pages of a document (not legal documents)	1
Word Faults		
	<i>A recognised alternative to UK spelling used consistently in a document will not be penalised</i>	
	<i>Consistent use of initial capitals not shown in the draft will not be penalised (eg Solicitor, Office Manager, Probate, Conveyance)</i>	
2a	The same word fault only incurs one penalty despite how many times it is repeated within a task	1
2b	One penalty only will be given to any one word containing more than one fault (eg recie5pt)	1
2c	An abbreviation which has not been expanded correctly (eg asap, yrs)	1
2d	An abbreviation which has not been retained (eg etc, Ltd, & in company names)	1
2e	A word in lower case which contains one or more incorrectly used uppercase characters (eg stOp)	1
2f	A word which has an additional character (eg compl;ain)	1
2g	A word which has an incorrect space within it (eg sep arate; 'here with' instead of 'herewith')	1
2h	A word which contains hand-written characters (except those unavailable on the keyboard)	1
2i	A word which has no space after it	1
2j	A proper noun which does not start with an initial capital	1

2k	Post town which is not typed in capitals in addresses of letters	1
Sentence Faults		
3a	Failure to start a sentence with a capital letter	1
3b	Failure to end a sentence with a full stop (or exclamation mark or question mark) except in legal documents such as probate or conveyancing documents	1
3c	Faults incurred by incorrect use of initial capitals following incorrect use of, or absence of, a full stop will not be penalised separately (eg ...the time. Of day....week we look forward ...)	1
Following Instructions		
4a	Failure to follow instructions, including:	1
	• instructions specifically given or implicit	
	• given by written word(s)	
	• by correction signs	
Moving and Copying		
5a	Not moving selected text as instructed	1
5b	Moving selected text to incorrect position	1
5c	Moving only part of selected text	1
5d	Not copying selected text as instructed	1
5e	Copying selected text to incorrect position	1
5f	Copying only part of selected text	1
5g	Moving and/or copying text which was not required to be moved or copied	1
Inserting and Deleting		
6a	Word(s) inserted in the wrong order or position (eg from a 'bubble')	1
6b	Continuous string of words not deleted as instructed	1
6c	Word not deleted as instructed	1
6d	A word added when not instructed to do so	1
Emphasis		
7a	Not carrying out instructions to emphasise words, including: embolden, italicise, underscore, use capitals or spaced capitals	1
	<i>NB: Emphasis used where not instructed will not incur a penalty (eg emboldened headings)</i>	
Correction signs and specific instructions		
<i>Not correcting errors or following instructions which were indicated in the draft, including:</i>		
8a	Word(s) not transposed as instructed	1
8b	Not indicating a new paragraph as instructed	1
8c	Not adding an (accurate) date or post-date as required	1
8d	Not locating and including (accurate) information from another document as instructed	1
8e	Items/lists not sorted into order (alpha, cost, numerical etc) as instructed	1
8f	Not centring text as instructed	1
8g	Not insetting text to the correct measurements as instructed (within a reasonable tolerance)	1

8h	Not inserting page breaks (as instructed)	1
8i	Not indicating special marks where instructed (eg URGENT, SUBJECT TO CONTRACT)	1
8j	Borders visible on a table when instructed to hide them	1
8k	Incorrect calculations eg adding VAT; totalling columns of figures etc (If final total is incorrect, despite other errors in calculations, one penalty will be incurred)	1
8l	Not inserting bullet points or other emphasis where instructed	1
Implicit Instructions		
9a	Not including the date in letters and memos - the date may be shown in any suitable position	1
9b	Not emphasising headings and subject headings (caps, bold, underscore, italics etc)	1
9c	Not indicating enclosure(s) in letters or memos (where they are implied in the letter or memo)	1
9d	Not correcting errors of agreement	1
9e	Incorrect use of the apostrophe(s)	1
9f	Recipient(s) of extra copy/copies not shown	
	Extra copies for additional recipients not printed	1
	Routing of extra copies not indicated - tick, highlight etc	1
	Maximum two penalty errors for all (or combination of the above)	1
9g	Not aligning decimal points in columns of figures	1
9h	The following should not be divided: <i>names</i> <i>one line of an address</i> <i>town names</i> <i>the three parts of a date</i> <i>times</i> <i>sums of money (in figures)</i> <i>Measurements</i> <i>car registration numbers</i>	1 mark for each
Legal Documents – <i>(the following are implicit instructions and may/may not be given in rubric)</i>		
10a	Legal document not typed in double line spacing	1
10b	A left margin in a legal document of less than 25 mm (1”) (unless instructed otherwise)	1
10c	Attestation clause not in single line spacing	1
10d	Failure to align brackets vertically after attestation clause	1
10e	Capitalisation – Respondent, Petitioner, Claimant, Defendant should be typed with initial capitals.	1
10f	Closed Caps to be used for signposts - Examples include: BETWEEN ALL THAT TOGETHER WITH WHEREAS TO HOLD SUBJECT TO IN WITNESS SIGNED AS A DEED NAMES OF PARTIES PROVIDED IT IS HEREBY CERTIFIED	1

10g	Page Breaks – penalties will be incurred if a new page is started with the first attestation clause or the dated line	1
Backsheets		
	<i>Designation of parties may be on line immediately below names</i>	
10h	Text not distributed equally on page vertically – to a reasonable tolerance	1
10i	One penalty will be incurred for each missing item, eg designation of claimant etc; solicitor’s name; address; tel/fax no (one penalty only per item)	1
10j	Backsheet not typed on the right hand side of a vertical page	1