



DWF assessment centre

Mock proof-reading exercise



Mock proof-reading exercise

Candidate brief

This assessment is a proof-reading exercise which you are given **20 minutes** to complete.

The proof-reading exercise assesses attention to detail, which is a key skill for a trainee solicitor and is one of the DWF values. You will see a press release below, covering a recent news story which was featured on the DWF website.

Within the allocated time, you will need to proof-read the press release and identify any errors. You should:

- Circle and correct any spelling, typographical and grammatical errors
- Identify and correct any formatting errors

You will have 20 minutes to complete this task. Please note that you will not be negatively marked (i.e. you will not lose marks if you incorrectly identify an error).

Good luck!

Please note that the answers for this exercise are listed on pages 5 and 6. Please do not read on to the answers until you have attempted the exercise.

DWF adopts inclusive academic requirements for graduate recruits

14 AUGUST 2020

DWF, the global legal business, today announced that they have moved to a contextual assessment of graduate recruitment, in a bid to attract a more diverse talent pool and increase social mobility.

DWF will no longer be asking for specific A-level/Scottish Highers requirements for graduate recruits, it will instead ask for "good A-Levels/Scottish Highers or equivalent". The change comes in order to attract the best talent, specifically those who may have chosen not to apply to DWF due to the previously high entry requirements.

James Szerdy, Graduate Recruitment Partner at DWF, said, "Since implementing the Rare Contextual Recruitment System in 2017, we have been able to look at an applicant's achievements in the context that they were gained which has enriched our recruitment process and has given us a clearer idea of candidate potential. We want to take the next step towards a more contextual assessment, ensuring that we are attracting and recruiting talented individuals from all backgrounds.

Ty Jones, Director of Corporate Social Responsibility and Engagement at DWF, said, "For too long social background has impacted an individual's likelihood of working in the legal sector. As a leading Social Mobility Employer, we are taking steps to dismantle the barriers to accessing and progressing within the profession. This change is a positive step to becoming a more inclusive employer."

DWF was one of the UK's leading law firms that recently signed up to the [Race Fairness Commitment](#), an initiative that aims to ensure fairness at work for people of all ethnic backgrounds and that everyone has the equal chance to succeed. Further research published by Rare Contextual Recruitment shows that candidates from disadvantaged backgrounds on average perform worse at A-Level but better at university. This change will challenge the traditional route into law, both now and in the future and allow DWF to continue hire the best talent.

In October 2019 DWF also ranked 16th in The Social Mobility Employer Index. The Index is the creation of the social mobility foundation and ranks Britains employers on the actions they are taking to ensure they are open to accessing and progressing talent from all backgrounds. DWF was recognised for the comendable work it has taken to tackle this and enable those from lower socio-economic backgrounds to succeed.

DWF's graduate applications will open in two weeks on Thursday, 3 September.

Proof-reading exercise

ANSWERS

DWF adopts inclusive academic requirements for graduate recruits

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CORRECTIONS

- 1) Incorrect spelling of "requirements" in the heading of the press release.
- 2) Inconsistency in the opening paragraph with A-Level and A-level.
- 3) The word "to" has been used twice in the final line of paragraph one.
- 4) Missing closing quotation marks in James Szerdy's quote.
- 5) Remove the indent before Ty Jones' quote.
- 6) Incorrect use of "to" in Ty Jones' quote, should be "too".
- 7) Incorrect font in paragraph four, not consistent with the rest of the press release.
- 8) Social Mobility Foundation should have capital letters because it's the name of a company.
- 9) Missing appostraphe in Britain's in paragraph five.
- 10) Comendable should be spelt commendable in paragraph five.