

PERFORMANCE INDICATORS FOR SQE2 LEGAL DRAFTING ASSESSMENT

<i>Skills</i>	<i>Indicators demonstrating competence</i>	<i>Indicators that do not demonstrate competence</i>
Use clear, precise, concise and acceptable language	• The candidate uses understandable and simple language to convey facts and information effectively • The candidate uses words and phrases that are suitably formal for the document being drafted • The candidate uses correct legal terminology where necessary • The document uses as few words as possible without compromising the quality of the answer	• The candidate's answer is consistently wordy, repetitive, or confusing and cannot be easily understood • The meaning of the document cannot be ascertained because it contains few words • The candidate uses inappropriate language e.g. the language is too informal or casual • The candidate uses unnecessary technical terms/legal jargon throughout
Structure the document appropriately and logically	• The candidate presents facts and information in a methodical way, e.g. the focus, flow and direction of each paragraph is clear and appropriate signposts are used to guide the reader through the document • The way in which the candidate sets out the contents of the document achieve its purpose	• The candidate's arrangement of facts or information is disjointed or confusing, e.g. the paragraphing or sequencing of information is illogical • The way in which the candidate sets out the contents of the document does not achieve its purpose
<i>Law</i>	<i>Indicators demonstrating competence</i>	<i>Indicators that do not demonstrate competence</i>

Draft a document which is legally correct	• The candidate identifies the correct legal principles in accordance with the SQE2 assessment specification and applies them correctly in their drafting • The candidate's drafting is legally effective, e.g. the document contains all key information or the names of relevant parties	• The candidate does not identify the correct legal principles • The candidate does not apply the legal principles correctly in their drafting • The candidate's drafting is not legally effective
Draft a document which is legally comprehensive	• The candidate's drafting is sufficiently detailed in the context of the client's situation and the relevant factual and legal issues	• The candidate's drafting is not sufficiently detailed in the context of the client's situation and the relevant factual and legal issues
Identify any ethical and professional conduct issues and exercise judgment to resolve them honestly and with integrity	• Where relevant, the candidate recognises ethical issues and exercises effective judgment in addressing them in accordance with the SRA Principles and rules of professional conduct	• The candidate does not recognise ethical issues or exercise effective judgment in addressing them in accordance with the SRA Principles and rules of professional conduct