

Institute of Professional Editors (IPEd)

A note on the sample exam for accreditation

The revised sample exam for accreditation is now available on the IPEd website. We have tried to make it look as much like the final format of the exam paper as possible.

Candidates should not assume that because a subject area or editorial skill is tested in this paper that it *will* or *will not* be represented in the exam paper itself.

We recommend that you **print the exam and work through it under exam conditions**, with only the reference books you plan to bring into the exam. See the following note on suggested timing. Then check your answers against the [Answer Guide](#) and award yourself marks to see if you have passed. You might want to work with a colleague to mark each other's papers.

A note on suggested timing

These suggestions are for your guidance only: record how long each task takes while you're doing the test exam to work out timing *before* you take the final exam.

Reading time: 20 minutes + 10 minutes for writing candidate reference numbers.

Part 1: 30 minutes maximum, including time to review answers. Worth 20%

You must answer 20 of 24 questions, but may choose to answer up to 24 questions to give yourself a safety margin if you wish.

Part 2: 1 hour + 15 minutes to review. Worth 40%

You must edit the extract in accordance with the brief provided, and prepare a style sheet and list of queries for the author.

Part 3: 1 hour (15 minutes for each of four questions) + 15 minutes to review.
Worth 40%

You must answer any 4 of 12 questions, covering general and specialist topics.

Preparing for the exam

Choose your reference books well ahead of the exam and ensure you know their contents well. You may tag the books. Bring at least a good dictionary and a copy of Snooks & Co., *Style Manual for Authors, Editors and Printers*, 6th edn, 2002, which is the assumed style. If you want to choose another style guide, you must note that on the first page of the exam paper. If your preference is a house style guide, you must provide a copy of it with the completed exam for the use of the marker (it will not be returned to you).

Once you have answered your chosen four questions from Part 3, we recommend you work through or study the remaining eight questions, to extend your knowledge. **We also suggest you read through a general editing book, such as E. Flann and B. Hill, *The Australian Editing Handbook*, 2nd edn, 2004, or J. Mackenzie, *The Editor's Companion*, 2004, to refresh your memory of things you haven't done for a while or to extend your knowledge.**