

Institute of Professional Editors (IPEd)

Accreditation Exam Sample 2

Part 1: worth 20%

Enter your candidate number here

12345

Instructions for Part 1

- Enter your candidate number in the box above.
- There are 24 questions in Part 1. You must answer at least 20 of them.
- Each question is worth 1 mark. The maximum mark possible is 20.
- Questions 1–20 are copyediting questions. Questions 21–24 are multiple choice questions.

[Go to copyediting questions](#)

[Go to multiple-choice questions](#)

Copyediting questions (1–20)

- Correct errors in questions 1–20. Your corrections will be automatically tracked by Track Changes.
- There may be sentences that do not contain any errors. If you believe a sentence requires no correction, type 'No change needed' alongside it.
- Your choice of a particular style (for instance, your style for showing a dash, or of using upper and lower case) will be ignored in awarding marks, provided its use in a single sentence is consistent.
- You are not expected to check errors of fact in questions 1–20.

Hover mouse over, or click on, comment icons to see allocation of marks.

Q1

How will Robinson's resignation **a**ffect the government's plans? 

Q2

Canberra, **capiteal** of Australia, is my least favourite town. 

Q3

When the ship left the shore, it had a full **compliment** of personnel. 

Q4

Tran's wallet had **laidn** in the street **for** two days. 

Q5

The politician was **censured** for not being more **discreete** about his affairs. 

Q6

It's not the money, but **the principale** that counts 

Q7

To prolong your car's life, change it²s oil regularly 

Q8

This time the government whip stepped in to ~~kerb~~curb the honourable member's remarks. 

Q9

The accident has blocked the freeway and motorists are urged to take an alternative route. 

Q10

Coles ~~are~~is one of Australia's biggest retailer's. 

Q11

~~A m~~Mammals ~~is~~are ~~a~~ creatures that suckles ~~his~~their young 

Q12

Neither storm ~~nor~~ fire could stop the mail coming through 

Q13

Social policy today is reminisca~~en~~t of Swift's *A Modest Proposal* 

Q14

Vanessa Stephen, Virginia's younger sister who²se paintings include *Studland Beach* (1912), was married to the art critic Clive Bell 

Q15

Andrew is taller than Sean and ~~l~~me. Karen is the taller of ~~she~~her and Lin 

Q16

The success of the evening was enhanced by the high-quality program and the finely-dressed guests. 

Q17

The National Park is bordered~~undaried~~ on all sides except one by virginal~~l~~ bush. 

Q18

It is a ~~totally~~-unique phenom~~en~~aon and more money is needed to research it fully. 

Q19

While I was thinking about this catastrophe, the sun ~~s~~ank from view. 

Q20

Jane, not her sister, was the one who attended school in Wellington. 

End of copyediting questions

[Go to beginning of copyediting questions](#)

[Go to multiple-choice questions](#)

[Or Scroll down for the multiple choice questions](#)

Multiple-choice questions (21–24)

- Select the best option by clicking on the check box immediately to the left of the question.
- NOTE: If you change your mind, make sure you unselect the old box before selecting the new one. If more than one box is selected, no marks will be given.

Q21

The best way to establish consistency in editing a publication for an employer or client is to:

- A find out what has been expected of previous editors.
- B agree on the use of an established style guide or manual, and supplement it with a project style sheet. 
- C have access to recognised editing reference books to develop a project style sheet.
- D consult with more experienced editors if you have queries.

Q22

Select the sentence that is correct:

- A The bank had diversified its investments to cover global media, global infrastructure and more recently, sustainable investing.
- B The bank had diversified its investments to cover global media, global infrastructure and, more recently, sustainable investing. 
- C The bank had diversified its investments to cover global media, global infrastructure and more recently, sustainable investing.
- D The bank had diversified its investments to cover global media, global infrastructure and, more recently, sustainable investing.

Q23

In proofreading SECOND page proofs, an editor should:

- A read the whole text against the manuscript.
- B check that corrections from the first proofs have been incorporated and that all display text (e.g. headings, running heads, boxes) and cross references are correct.
- C check that all images, photographs and illustrations, and their captions, have been correctly placed.
- D both B and C. 

Q24

En rules should be used:

- A to join a prefix to a term consisting of several words, such as post–World War II.
- B in spans of numbers, such as 10–12 potatoes.
- C to join two words that form a compound noun or adjective, such as blue–green algae.
- D both A and B. 

End of multiple-choice questions

[Go to beginning of copyediting questions](#)

[Go to multiple-choice questions](#)

End of Part 1

Before you close this document, ensure that you have:

1. entered your candidate number in the box provided under the main heading of the document
2. saved the document.
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