

Instructions to candidates

Enter your candidate number here:

General instructions

If you experience any problems with the technology during the exam, tell an invigilator immediately.

Timing

Time allowed: 3 hours + 30 minutes reading time.

You will be advised when reading time starts and finishes, and the exam itself begins. Timing announcements will also be made 1 hour before and 15 minutes before the end of the exam.

Preferred style

The style manual set for the exam is:

- Australia: *Style manual: for authors, editors and printers*, 6th edition (Snooks & Co, Wiley, 2003)
- New Zealand: *Fit to print: the writing and editing style guide for Aotearoa NZ* (Hughes & Wallace, Dunmore, 2010).

You may also use a different style manual instead or a house style guide. If your house style guide is not commercially available you must provide a copy to the invigilators, with your candidate number clearly written on it. It will not be returned.

Please indicate the style guide you will be using:

- A** ☐ *Style manual*, 6th edition
- B** ☐ *Fit to print*
- C** ☐ other commercially available style manual

- D** ☐ house style guide (and you have a copy to give to the invigilators).

Marking

Total possible marks for the exam = 100.

To pass the exam, you must score at least 80% in total, and at least 65% in each of the three parts (LANGUAGE, KNOWLEDGE, MANUSCRIPT).

Allocation of marks

LANGUAGE: Copyediting and multiple-choice questions. Worth 20% of total.
Maximum of 20 marks. Pass mark 16.

MANUSCRIPT: Copyediting a manuscript extract. Worth 40% of total.
Maximum of 200 marks. Pass mark 160. Divided by 5 for a mark out of 40.

KNOWLEDGE: Short-answer questions. Worth 40% of total.
Maximum of 80 marks. Pass mark 64. Divided by 2 for a mark out of 40.

Resources

This is an open-book exam and you may use your own reference books, bound notes and a standalone calculator. You may also use the calculator on your computer.

Internet

You have access to the *Macquarie Dictionary Online* (MDO) via the browser on your computer. This should be open and logged in before you start.

- Check that a browser page is open to the MDO and that you are already logged in.
- If you are not logged in, tell an invigilator immediately.
- If you accidentally close your browser or log out, tell an invigilator immediately, so that you can be logged back in.

No other internet access is permitted.

Format of the exam

The exam is spread across four documents, two in PDF and two in MS Word:

LANGUAGE: IPEd_AccreditationExam2020_L.pdf

KNOWLEDGE: IPEd_AccreditationExam2020_K.pdf

MANUSCRIPT IPEd_AccreditationExam2020_M-E.docx

IPEd_AccreditationExam2020_M-S.docx

These documents are in the IPEd Accreditation Exam folder on the desktop of your computer.

Opening and saving the documents

Detailed instructions for completing the exam questions are contained in each document.

It is your responsibility to ensure you save the documents sufficiently often to reduce the risk of losing your work if there is a technical problem (e.g. after completing each question or part thereof).

Notes on using the documents

Entering answers in PDF

You will interact with the PDF documents in three main ways:

- Writing your answer in the text box field provided.
- Within a text box field, making edits to the text that is already there.
- Selecting from multiple-choice options presented as radio buttons.

You must follow the brief in the question. For example, if you are asked to make edits to text, DO NOT REWRITE the text: if you rewrite, zero marks will be awarded. Only rewrite text if that is what the question asks you to do (e.g. in a Plain English exercise).

If you make a mistake, use the 'Undo' function or keystroke (shortcuts are provided in both PDF documents) or delete and start again.

Navigating the PDF files

Hyperlinks are provided throughout the documents and at the foot of each page to take you back to instructions and other main sections in the document. Hyperlinks are in light blue italics, e.g.:

[*Go to formatting, special character and keystroke guidelines*](#)

You can also open the navigation panel for quick access to a specific question via bookmarks.

You can also scroll up and down, or use the search function.

For text box answers, the tab key will move you from question to question, or you can simply click into the text box.

Using the Word files

You will need to turn Track Changes on in both MANUSCRIPT documents before you make any further changes.

Making edits using Track Changes, entering author queries in Comments, and making notes in your style sheet document should work exactly the same as in other Word files.