Accreditation Exam 2022

Guide for candidates

(updated January 2022)

Contents

Version 1.1, January 2022

Purpose of exam

The purpose of the accreditation exam is to assess candidates' knowledge and skills against the IPEd standards for editing practice. The exam focuses on copyediting and essential skills such as project definition and the ability to identify legal and ethical issues such as accessibility, defamation, privacy and copyright infringement. For the 2022 exam, the current edition of the IPEd standards remains the 2nd edition of 2013, titled *Australian Standards For Editing Practice*, until candidates are advised otherwise.

Testing competence

The exam is a test of competence rather than excellence, and candidates who pass the exam are certified as capable of applying the editorial skills described in the standards.

Editing experience

The Accreditation Board recommends that you do not attempt the exam unless you have at least 3 years' full-time editing experience, or equivalent. The sample exams will help you decide whether you are ready to sit the exam.

A word of warning

Any person who attempts to take the exam for another person or enlists the help of others will be permanently disbarred from accreditation.

Exam content and structure

The exam content reflects the variety of work that editors do, with examples drawn from various kinds of publishing. The exam consists of three parts:

> The LANGUAGE part (1 x PDF form, labelled "L")
>
> The KNOWLEDGE part (1 x PDF form, labelled "K")
>
> The MANUSCRIPT part (2 x Word files), comprising an extract (labelled "M-E") and a style sheet (labelled "M-S").

To become familiar with how to work in the exam documents, make sure you:

- attempt the sample exams
- watch the demonstration video (webinar recording), which shows what to expect for each part – fully registered candidates will receive free access to the video
- read the document *How to use the 2022 exam documents*, which provides detailed instructions. This document will be made available to registered candidates closer to the exam date.

Approved remote candidates will also receive detailed step-by-step instructions on the extra systems and software set-up they will need.

Marks required to pass

The exam is pass/fail. The pass mark is a score of 80% overall, and a minimum of 65% in each of the three parts.

Marking is absolute, not relative (that is, there is no bell curve). If all candidates score at least the minimum pass marks, then all candidates will pass. However, the parts have different weights, as set out below.

LANGUAGE part (L)

L part is worth 20% of the total marks for the exam. You must answer 20 of 24 questions (each question is worth 1 mark), but you may choose to answer up to 24 questions to give yourself a safety margin if you wish. However, even if you answer all 24 questions, you can only score a maximum of 20/20.

20% of the total exam equates to a writing time of approximately 30 minutes for this section, including time to review answers, but you should decide for yourself how to allocate your time in the exam.

L part is a fillable PDF form (see "Editing on screen" below), in which 20 of the questions require you to type into a text box and 4 questions are multiple-choice.

MANUSCRIPT part (M)

M part is worth 40% of the total marks for the exam. In the M-E file you must edit the extract in accordance with the brief provided and write queries for the author, and in the M-S file you must prepare a style sheet for the extract.

40% equates to a writing time of approximately 75 minutes. We suggest spending 1 hour on completing M part and the other 15 minutes on reviewing your work, but you should decide for yourself how to allocate your time in the exam. If you're running over time on M part, and still have questions in the other parts to complete, you should move on to the other sections and go back to M part if you have time left.

Mark allocation and how to complete M part

M part provides a maximum of 200 raw marks, allocated as follows:
*   160 marks for copyediting the extract
*   20 marks for writing 10 author queries
*   20 marks for creating the style sheet.

Note that the extract contains more than 160 attainable marks, so you will not need to pick up every single possible edit.

Your total out of 200 is divided by 5 to produce a mark out of 40. You need to attain sufficient marks to reach the required minimum of 65% for the part, but of course you should aim to achieve as many marks as possible within the time. Some things will just need correcting (e.g. typos) but other edits will be issues of style. When you make a style decision, include it clearly on your style sheet.

Proudly sponsored by the Macquarie Dictionary and Thesaurus Online

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In the extract, you will:

- receive a mark for every correct edit that you make, including the correct application of your own style sheet (even if it does not involve making a correction)
- lose a mark for any edit that creates an error or that does not follow the style decision you made and entered in your style sheet.

You will not lose a mark where a change can be considered both right and wrong (e.g. some commas) – the markers are editors too and will not needlessly and aggressively mark you down.

For the author queries, you will only be awarded marks for 10 queries. You won't be penalised for raising more than 10, but you should focus on quality, not quantity. The danger with raising too many queries is that it takes up valuable time and, more importantly, introduces the risk of not making enough editing decisions. The advice from markers is that, in previous years, people have done less well in M part than they should have because they didn't take responsibility for querying things they should have, and they queried things they ought to have been able to resolve easily, for example by checking a dictionary or, in matters of style, by using their judgement and listing their decisions on their style sheet.

For the style sheet (M-S), remember to fill out both parts. The first part is where you record the *general* style decisions that apply to your edit; the second part is where you alphabetically enter your style decisions relating to individual words and phrases (spelling, capitalisation, etc.). Make sure you conform to your own style sheet as you do the edit.

KNOWLEDGE part (K)

K part is worth 40%. There are 10 questions; you must complete **4** of these. The emphasis in K part is on an understanding of the principles, practices and conventions of the editing profession, as much as on the application of particular editing skills.

40% in this part equates to 75 minutes of writing time. We suggest you spend 15 minutes on each of the four questions you choose (total 1 hour), plus 15 minutes to review your work. You should decide for yourself how to allocate your time in the exam.

Mark allocation and how to approach K part

Each question is worth 20 raw marks, giving a total of 80 marks, which is divided by 2 to arrive at a mark out of 40.

Use your time in this section wisely. Allow enough time to **do exactly 4 questions**. Don't spend more time than is allotted doing a question and leave too little time to finish the others. Remember, you need to achieve a minimum of 65% in each part, so if you don't do well on one of the questions in this part, there is room to make up marks on the other 3 that you attempt. But if you only attempt to answer 3 questions, the maximum mark you can achieve is 60/80 or 75% – this is below the 80% overall pass mark and too close to the minimum 65% needed for the part. Also, answering more than 4 questions will not gain you extra marks – the markers will not transfer your marks from one question to another – and will waste valuable time.

K part is a fillable PDF form (see "Editing on screen" below), in which many of the questions require you to type into a text box. Other questions are multiple-choice or true–false. The size of a box provides a guide to the expected length of the answer. If you don't have room, you can type more in the extra boxes at the end of the document ("Answers continued" pages). But if you find you are filling in these extra boxes, you are probably spending too long on a particular question.

Sample exams

The sample exams will help you decide whether you are ready to sit the exam itself.

For additional practice, attempt the other KNOWLEDGE part questions (the ones you didn't do when you worked through the paper under exam conditions), allowing 20 minutes for each.

Registration

Acknowledgement, receipt, photo ID, candidate number

On submission of your application, you will receive a registration acknowledgement followed by a receipt once your registration fee has been received. Although you will not need to produce this receipt on the day of the exam, we recommend including it in your bound notes. You will need to produce photo identification on exam day before you can be admitted to the exam room.

Once registrations close, about 4 weeks before the exam date, you will be issued with a confidential 5-digit candidate number, which you will use instead of your name on the exam answer documents.

Only you and the exam coordinator will be able to match this number with your name. This is to ensure that the assessors marking the exam papers do not know the names of candidates. This number should be treated like a PIN and kept confidential at all times. Do not use it in any correspondence except with the exam coordinator.

You will receive details about your venue and the time of the exam by email around 3 weeks before the exam.

Special needs

If you have any special needs that need to be accommodated so that you are not disadvantaged when sitting the exam, you must make a formal request when you register for the exam. If a special need arises after you have registered, you must contact the exam coordinator (exam.administration@iped-editors.org) with details of your request as soon as you are aware of the need.

This is to allow sufficient time for your special needs to be assessed and approved – you will usually be asked to provide more information and proof, such as a medical certificate, of your need. In some cases we will also need time to make arrangements to accommodate the special need.

Examples of special needs include extra time, special equipment (e.g. a special keyboard, mouse, monitor, screen-reader or chair), a sign-language interpreter (e.g. to understand invigilator instructions), medication to be taken during the exam, and dietary needs that require you to have food or drink at a particular time.

Please note, you do **not** need to make a special request to bring into the exam your own routine ergonomic equipment such as lumbar supports or small footstools, unless your equipment is large, needs special fitting or is likely to impact on others sitting around you.

Remote candidacy

Candidates who are unable to attend one of the exam venues for a valid reason may request a remote sitting. Valid reasons include:

- Residence in a location that requires you to cross the border of a country, state or region to attend your nearest venue, such that a sudden border closure may render you unable to attend the venue or to get home afterwards.
- Travel to the nearest venue is prohibitively long, complex or expensive.
- A physical or other difficulty that means you are unable to attend a venue.

You may be asked for more information about your reasons and to provide evidence of your circumstances.

If you are approved for remote candidacy, you will need to agree to certain technology waivers because you will be required to provide your own equipment and internet connection; and to privacy waivers because you must allow the remote invigilator to see you, the room where you sit the exam and your computer screen while you complete the exam, and for your exam to be recorded.

Candidates who do not have good internet connection that can sustain video feed, or who are not sufficiently computer-literate to manage their own technology, should not apply for a remote sitting. In this case a candidate who cannot attend one of the usual exam venues should request alternative venue arrangements.

If the Accreditation Board is unable to accommodate a remote sitting or alternative venue for a candidate for any reason – for example, insufficient remote invigilators or no alternative venue could be found – the candidate's registration will be cancelled and their registration fee refunded, less the administration fee.

Editing on screen

You will sit the exam on a Windows system unless you specifically request a Mac when you register for the exam.

Hardware systems

Windows computers at Cliftons venues

The exam facilities provide Windows PCs for candidates to use in the exam. In 2020, the computers were configured with:

- Windows 10 operating system
- 25-inch monitor.

This guide will be updated with the 2022 configuration once that is confirmed, closer to the exam date.

Cliftons provide onsite technical support, and invigilators will be equipped with basic troubleshooting instructions.

Apple computers at Cliftons venues

Cliftons hire Apple computers (iMacs) at extra cost per hire to IPEd. In 2020 the iMacs were configured with:

- OSX Mojave
- 27-inch monitor.

This guide will be updated with the 2022 configuration once that is confirmed, closer to the exam date.

Cliftons do not provide technical support for iMacs, but invigilators will be equipped with basic troubleshooting instructions and a number to call for further assistance.

You will only be able to sit the exam on an iMac if you specifically requested one during registration and this was confirmed. An iMac cannot be supplied on the day if you haven't requested one in advance.

Remote candidates

Approved remote candidates will sit the exam on their own systems, which may be either Windows or Apple systems. IPEd cannot provide technical support and takes no responsibility for systems failures for remote candidates. Remote candidates will be asked to sign a declaration that they take responsibility for their hardware.

Software systems

Microsoft Word

The M part exam documents must be completed in Microsoft Word. At Cliftons venues Word will be pre-configured with exam settings on both Windows and iMac computers – the version will be confirmed in June 2022.

Approved remote candidates may use any version of Word later than Word 2013 and will have to follow instructions to do the exam configuration themselves.

Adobe Acrobat Reader

The PDF exam documents (K, L and Instructions) must be read in Adobe Acrobat Reader (not Acrobat Pro and not an alternative PDF reader app).

In Cliftons venues, Reader should be installed as the default PDF app. Candidates should check the correct app opens in the briefing period before the exam starts, and ask an invigilator for help if their exam documents open in some other app.

Approved remote candidates will have to install Reader and set it as the default PDF app themselves. Instructions on how to do this will be provided closer to the exam.

Web browser and internet

Internet access will only be permitted to the following sites:
- *Macquarie Dictionary Online* (MDO)
- *Australian Manual of Style* (AMOS)
- Australian Government *Style Manual* (online).

Candidates at Cliftons venues will have these sites open and logged in for them on the computer's default web browser.

Remote candidates will be provided with temporary login credentials at the start of their exam and may use any web browser on their system.

Familiarity with Word and PDF skills

The exam requires basic computer literacy and some ability to use Microsoft Word and PDF files (keeping up with technology being a standard required of a competent editor). However, the exam does not test your skill or knowledge of advanced features of Word or Acrobat.

You'll find detailed information about the skills required on the Exam Resources page (under "Editing on screen") on the IPEd website.

Mark-up symbols

You will not be asked to mark up the exam files using paper mark-up symbols or using PDF mark-up tools. The only mark-up you will do is using Track Changes in Word in the MANUSCRIPT part.

However, paper mark-up symbols *are* covered by A6.6 in the *Australian Standards for Editing Practice* (2nd edition), so it's possible for a question about them to be included in the KNOWLEDGE part of the exam. We recommend that you have a basic familiarity with paper mark-up symbols – at least to be able to recognise what the main symbols mean – and that you know how to quickly look them up in your favourite hard-copy resource if necessary.

Hard copy

There will be no hard copy of instructions or exam documents – everything is on screen. The only hard-copy materials you will have are the references and bound notes that you bring in yourself.

Some venues may provide scribble paper. However, there is limited time for writing anything more than the most minimal notes during the exam.

Anything written down during the exam will be checked by invigilators and must be left behind or destroyed before you leave the exam room.

Exam day

COVID-safe requirements

More detailed guidance will be provided closer to the exam, in line with the current and expected state of the pandemic in August.

Candidates will be required to follow whatever advice or rules are in place, whether provided by IPEd, Cliftons or their local health authority. Noncompliance may see candidates refused entry to the exam venue.

Invigilators

There will be at least two invigilators at each exam venue, and one invigilator for each approved remote candidate.

During the exam, invigilators will be able to answer general questions about the exam format and procedure, but not about the content.

Invigilators will also be able to obtain help if candidates have any problems with the technology – for example, if the screen suddenly freezes or you accidentally log out of the *MDO* or *AMOS*.

Critical times

The exam lasts for approximately **4 hours**, including preparation and reading time, as follows:

- 30 minutes for the invigilator briefing and preparation time to read the instructions, open the exam documents, turn Track Changes on, enter your candidate number in each document and save it under your candidate number, check that the *MDO* and *AMOS* are logged in, and report any technology issues to the invigilators
- 30 minutes to read the exam documents and decide which part to start with and which 4 KNOWLEDGE questions to answer
- 3 hours to complete the exam.

Candidates should arrive at least half an hour before the exam preparation time begins, which means it will be about 5 hours from the time you arrive at the exam venue to the time you leave.

Approved remote candidates will have extra set-up and post-exam procedures to complete, so will also need to allow about 5 hours in total.

Exam timing

On the day, the timing will run as follows.

- 12.00–12.50 pm: Candidates will be processed by the invigilation team (notes and reference books checked, candidate numbers and photo ID etc. cross-checked). Once processed, you'll be able to enter the exam room to find a desk and check the equipment (but you won't be allowed to open up any of the exam documents).

- 12.50–1.00 pm: The invigilators will usher everyone into the exam room.
- 1.00–1.05 pm: The invigilators will brief candidates on how the exam will be run and will explain what to do if you need to go to the toilet or if there is an emergency.
- 1.05–1.30 pm: Candidates will read the exam instructions on screen, rename their exam documents, open each document and type their candidate number into the box in each, and check that they are logged into the *MDO* and *AMOS*. (An invigilator will lead candidates through this process.)
- 1.30–2.00 pm: Reading time (exam papers).
- 2.00–5.00 pm: Working time.

Time of arrival at the exam venue

Candidates should plan to arrive with enough time to allow for any entry procedures at the venue (e.g. QR check-in) and, once inside, registering with the invigilators to have your resources and photo ID checked. It is better to be early than in a rush.

- In venues that are likely to have 15+ candidates (Brisbane, Canberra, Melbourne, Sydney and Perth), we suggest you aim to arrive at least 45 minutes before the exam room opens (i.e. arrive around 12 noon).
- In venues that have fewer candidates (Adelaide and Wellington), we suggest you aim to arrive at least 20 minutes before the exam room opens (i.e. no later than 12.30 pm).

Late arrival

Anyone who arrives after the 30-minute reading period has ended will not be admitted.

What to bring

You will need to bring to the exam:

- photo ID
- your candidate number
- your hard-copy resources and references (bound notes and books)
- a stand-alone calculator (optional – you cannot use your phone, but you can use the default, basic calculator app on your computer)
- water and snacks (refreshments may be limited at the venue)
- hand sanitiser
- a face mask.

Entry into the exam room will not be guaranteed if you do not have your candidate number **and** ID. (You could consider printing and binding your candidate number confirmation email into your bound notes to make sure you don't forget it.)

Style guides

There is no prescribed style guide for the exam but you must use one that is reasonably current. You will need to indicate in the exam files which style guide you are using so that it can be used to mark your application of the style.

Note that the print 6th edition of the Style Manual (Snooks & Co, Wiley, 2002) will **not** be accepted as a style guide for the 2022 exam. However, it continues to be a useful reference book on matters of general editing practice that may be examined.

Publicly or commercially available style guides

In the exam you will have free online access to 2 style guides:

- Australian Government *Style Manual*: https://www.stylemanual.gov.au
- *Australian Manual of Style* (published by Biotext Pty Ltd and Macquarie University): https://stylemanual.com.au

For New Zealand candidates, the most commonly used style guide is *Fit to Print: The Writing and Editing Style Guide for Aotearoa NZ* (Hughes & Wallace, Dunmore, 2010). If you want to use this style guide, you'll need to bring your own copy into the exam.

You may also choose to use another readily available hard-copy style guide, such as:

- *Chicago Manual of Style* (17th edition)
- *Publication Manual of the American Psychological Association* (7th edition).

In-house style guides

Candidates may choose to use an in-house style guide that is not publicly or commercially available. If you want to do this, you will have to bring a hard copy into the exam, separate from your bound notes.

You will need to write your candidate number on the style guide, but it must not have your name or anything else on it that may identify you to the markers. At the end of the exam you will have to give your copy to an invigilator, who will forward it to the marking team. This copy will not be returned to you after marking.

Online or digital versions of style guides

The only digital style guides you can use in the exam are the Australian Government *Style Manual* and *Australian Manual of Style* (see above). You may not access any other digital style guide via the internet or on your own device even in an offline mode.

If you wish to use any kind of digital style guide other than the 2 for which access is provided in the exam, you should take time to print or take detailed notes of the sections most relevant for you and to include these in your bound notes.

Reference books

The exam is an open-book test, so you may bring along your preferred style guide and other references. Note that your references must be hard-copy texts. If you use digital editions of references, you should take time to print or make detailed notes of the sections most relevant for you and include these in your bound notes.

Three references should be enough – for example, your preferred style guide (if you don't want to use one of the 2 online style guides provided), your chosen dictionary (if you don't want to use the *Macquarie Dictionary Online*) and an editing handbook.

You may annotate your reference books and use post-it notes to mark sections.

Although the exam is open-book, you may not borrow references or anything else from other candidates during the exam.

Bound notes

You may also bring your own notes but they must be printed and bound – loose pages of handwritten material are not permitted, nor are electronic references such as dictionaries or ebooks.

Bound notes may include printed material, typed notes, photocopied handwritten notes and photocopies of reference book pages.

Neither loose sheets of paper nor handwritten notes are permitted (see "Checks for handwriting" below). Your notes must not include extracts from the sample exams.

Permitted bindings

Permitted bindings include:
- comb binding
- wire binding
- thermal binding
- staples along the left-hand side.

Bindings that allow pages to be slipped in and out, such as a ring binder, do not count as bound.

Checks for handwriting

The exam questions must remain confidential and not be disclosed outside the exam. The binding requirements are to prevent candidates copying down the exam questions on their scribble paper and slipping them into their bound notes when they leave.

The invigilators will check there is nothing handwritten in your bound notes before you enter the exam room and again when you leave.

During the exam

Phones, smartwatches, fitbits and other electronic devices

All electronic devices capable of transmission, including phones and watches, must be turned OFF (not silent) and placed under your chair.

If you are a carer who may need to be alerted to an emergency phone call during the exam, you should arrange with an invigilator to monitor your phone for you.

Ordinary watches

Ordinary (non-transmitting) watches must be removed and placed at the top of the candidate's table where they can be seen clearly by an invigilator.

Toilet breaks

If you need to go to the toilet during the exam, speak with an invigilator; save your work and minimise any files you have open. One invigilator will note the time you leave the room and the time you return, and another will escort you to the toilet.

Interruptions

Should something unexpected happen (e.g. a power outage), please listen to and obey instructions from invigilators.

Illness

If you need to leave the room for a reason other than a toilet break, you must speak with an invigilator, who will follow a procedure similar to that for toilet breaks. If you leave the room because of illness, you may not return.

Food and drinks

You may bring snacks, but they must not be noisy to unwrap or eat. For example, sweets are usually fine but potato chips (crisps) and crackers are not.

No fluids are to be placed on your workstation. All venues will allow you to bring water into the exam room; some venues may also allow hot beverages. All fluids must be kept in a bottle or container that has a secure lid; the lid must be kept closed and the bottle placed under your chair when not in use.

Early finish

To minimise disruption to those who are finishing the exam, no one may leave during the last 15 minutes of the exam.

At end of exam

Once you have finished the exam, before leaving the room you will be asked to:

- check you have inserted your candidate number on your exam documents
- save and close all files
- give any used scribble paper to the invigilator (and a copy of your in-house style guide, if you used one)
- show the invigilator that you have not written exam content into your bound notes
- collect all personal belongings.

If you need to return to the exam room for any reason, you must wait until invigilators have collected all paperwork or until all other candidates have left. You must seek permission from an invigilator to re-enter the room, and entry is conditional on an invigilator being available to supervise your activity. You will not be allowed to access any computer for any reason.

Non-attendance

If you are unable to attend the exam on the day, you must:

- on exam day, contact the lead invigilator at your venue to let them know you will not be coming
- at the earliest possible time after the exam, contact the exam administrator to explain the reason for your no-show.

Depending on the circumstances surrounding your non-attendance (such as a medical emergency, for which you may be asked to provide proof), you may be eligible for a refund of the registration fee, less an administration fee.

Any registered candidate who does not turn up and does not provide a valid reason will forfeit their registration fee.

Request for special consideration

If something happens on the day of the exam that affects your performance – e.g. sudden illness, death in the family, or environmental factors – you may request special consideration in the marking. A form will be provided for this purpose closer to the exam.

Requests for special consideration must be made within 7 days of the date of the exam. The Accreditation Board's decision on whether you qualify for special consideration will be final.

Marking

The pass mark is 80% of the total number of marks available in the exam and 65% of the marks available in each of the three parts.

The exam will be marked by IPEd assessors who are all Distinguished or Accredited Editors and who receive special training in the exam marking scheme. The assessors follow a detailed marking guide that recognises there may be more than one correct solution to an editorial problem and more than one way to mark up a manuscript.

The marking period also includes a moderation process to ensure all marking has been both fair and consistent, and to identify those candidates who clearly passed (achieved at least 80% overall and at least 65% in all 3 parts) and those who clearly failed (achieved less than 65% in all 3 parts). The exam documents of the candidates in between are looked at more closely (especially if special consideration needs to be taken into account), and sometimes re-marked by different assessors, to see if any marks need adjusting.

The initial marking and the moderation process combined takes 6–10 weeks, depending on the number of candidates in total and the number with borderline results.

All marking, re-marking and moderation processes are double-blind. Candidates do not know who the assessors are, and assessors do not know who the candidates are, with exam documents identified only by candidate number. For this reason it is critical that you do not disclose your candidate number to anyone other than the exam coordinator and the invigilators (assessors are precluded from performing these roles). You must also be careful to avoid including any information on your exam documents that might identify you, such as using your own name in an answer to a question.

Results

Your result is recorded only as either:
- "pass" if you achieved 80% or higher overall and 65% or higher across all 3 parts, or
- "fail" if you achieved less than 80% overall or less than 65% in any 1 part.

The Accreditation Board will notify you by email of your pass/fail result within 10–12 weeks of the exam date.

If you pass, you will receive a certificate stating your accredited status and, if you consent, have your name published in the IPEd newsletter and on the IPEd website.

No exam documents will be returned to you whether you pass or fail. That is, you will not see how your exam has been marked or your final score. This policy is to ensure confidentiality and security of exam documents, and also to ensure that there are no "grades" of accreditation from the exam. A candidate who achieves 80% overall is just as accredited as a candidate who achieves 99% overall. Similarly, a candidate who achieves 79% overall receives the same fail result as a candidate who only manages 42% overall.

Most candidates who fail pass 2 out of the 3 parts, but gain insufficient marks to pass all 3 parts or to gain 80% overall. Failed candidates receive a report on their performance that indicates which parts they passed (if any), which part(s) they failed, any particular areas that let them down, and suggestions on how to improve on these areas of weakness. Candidates who only fail one part are strongly recommended to resit the next exam, providing they take steps to improve their skills and knowledge as suggested.

Failed candidates may resit the exam as many times as they like; however, the reduced fee for resitting only applies to one subsequent exam.

Appeals

Candidates who fail may appeal their result as long as the appeal is lodged:
- within 21 days of receiving their result and exam report
- in writing (complaints and requests made by telephone will not be accepted)
- with detailed reasons for seeking review.

More information about how to lodge an appeal will be provided after the exam.

Exam papers will not be provided to failed candidates for the purpose of the appeal.

The Accreditation Board will appoint an appeals subcommittee to review the appeal, which may include independent re-marking of the candidate's exam documents. Candidates will be notified of the outcome within 3 weeks of the appeal being received.

Appeals must be accompanied by a fee of two-thirds of the standard exam fee to cover the cost of the appeal. This appeal fee will be refunded in full if the appeal is upheld.

The appeals subcommittee's decision is final.

Tips from AEs who have passed the exam

- Decide what resources you are going to take in and get used to using them effectively.

- Make sure your notes are in an allowed form (bound, not handwritten) and tag the most frequently used pages or sections of your resources.

- Make the most of the reading time:

  Don't spend much reading time (if any) on the LANGUAGE part as you will have little choice in which questions to do and the part should be straightforward if you've done your preparation.

  Choose your KNOWLEDGE part questions using, as far as possible, the summary list of questions – you should be able to tell if you can do a question simply by reading the summary; or at least you should be able to tell which ones you *can't* do. Don't waste time reading the questions you can't do – eliminate them straight away.

  Don't forget that passing requires you to accrue enough marks, not to complete each question to perfection. Some KNOWLEDGE part questions might have options within them, so you should decide how many and which you can do. Avoid doing extra questions or options that don't count.

  Use as much of the reading time as you can on the MANUSCRIPT part. During this time:
  ◦ try to get a good picture of the overall structure and content of the extract
  ◦ look for the big-ticket items, such as heading structure, image and table placement, or missing information
  ◦ don't focus on spelling errors or typos – leave that until you are working through the document as they'll jump out at you at that stage.

- Plan your exam process and go in with a clear plan of attack. Allocate the time you will spend on each question, how you are going to use your reading time etc. Type this up as a plan with times rather than minute allocations (e.g. "2.00–2.30 pm: L part", rather than "L part: 30 mins") and bind it into your notes.

- If you cannot finish a question in the time you've allowed, leave it and go on to the next question. If you have time left at the end, come back and try to finish the bits you didn't get to.

- Do the sample exams. Do as many as you can.

- Consider doing a sample exam under exam conditions, i.e. only have with you what you can bring to the exam. Use this time to test your resources for the exam – will they work on the day?

- Swap and mark someone else's sample paper. You will discover they did things that got them marks that you didn't think to do. You will also notice where they lost easy marks. Get together and share all that knowledge with each other.

- Don't stress, and be systematic with your approach. Treat the exam as a job with a non-negotiable 5.00 pm deadline for a client who needs you to get as much done as you can in the given timeframe. Keep reminding yourself that you are not going to do a perfect job, and that's OK in this instance.

- Follow the brief you are given and answer the questions as they are asked. In the MANUSCRIPT part, read the brief very carefully and do exactly what is asked. This also applies to the KNOWLEDGE part: if you are asked to give 3 dot points or suggestions or words as an answer, then give 3, not 5 or 7 or 2.

- Type up a checklist of what to include in your style sheet for the MANSUCRIPT part and bind this into your notes. Remember that spelling errors are not style decisions and need not be included in the alphabetical list.

- In the LANGUAGE part you'll show that you can identify and fix errors in spelling, grammar and style. In some areas of the KNOWLEDGE part you have to do the same, but there you will be expected to show you understand *why* some of these things are important. So spend some time before the exam thinking about the rationale behind the style conventions you are familiar with – for example, why plain English is important, or how different types of presentation (lists, tables, diagrams, charts, photos etc.) affect the way readers process information.

Version and acknowledgements