

2022 IPed Accreditation Exam – Registration Form Preview

This document provides a preview of questions contained in the registration form for the 2022 IPed accreditation exam. The online form is accessible only to candidates who have completed step 1 of registration via the [IPed Events page](#).

The online form was created in Google Forms in a secure area hosted by IPed. All submissions are kept in a confidential Drive folder that only essential IPed exam staff have access to.

If you have any questions about using the form or need further guidance, please contact the chair of the Accreditation Board: ab.chair@iped-editors.org.

The form comprises 21 pages and takes approximately 15–20 minutes to complete. Some answers will make you skip to a later question, so you might not see all 21 pages and so the time you take to complete the form will be even shorter.

The first page is a set of instructions and information (only the top half is shown here).

Registration for 2022 accreditation exam

INSTRUCTIONS FOR COMPLETING THE FORM

1. Before you start, please read the 2022 Guide for Candidates: <https://www.iped-editors.org/accreditation-scheme/iped-accreditation-exam/guide-for-candidates/>. You will be asked to declare that you have obtained and read this guide, which sets out all exam-related information and policies, before you submit this form.
 2. You must complete all questions relating to the information needed for you to sit the exam. These questions are marked as required. Other questions are optional, but the information you provide will be de-identified for analysis, to help the Accreditation Board understand the editing background and experience of candidates sitting the exam so that we may ensure the exam continues to meet the needs of the profession.
 3. You should allow around 15–20 minutes to complete the form, and make sure you have all your information to hand in advance. Unless you are signed into a Google account, you will not be able to save the form and come back to it later. A preview of the form is available at <https://www.iped-editors.org/accreditation-scheme/iped-accreditation-exam/2022-exam-registration/>
- You will receive an email copy of your registration once you have submitted the form. If your circumstances change, or you need to update or correct any information, you should contact the exam administrator (exam.administration@iped-editors.org) directly as soon as you can.
4. Before you begin, print or make a digital copy of this page, in case you need to refer to it while completing the form.
 5. Please have ready the following information.

At the end of the instruction page, you must enter your email address. This should be the email account where you want to receive exam information. IPed members must use the email associated with their membership record.

SUBMISSION AND DECLARATION

Submission of the form includes completing a declaration that you have read, understood and agree to comply with the various exam policies set out in the Guide for Candidates, and that if you have not already paid the registration fee, you will pay by the due date.

CLOSING DATES

Early bird registrations close on Friday 17 June 2022. If you have registered as an early bird but do not pay the fee by this date, you will be issued a new invoice for the full fee.

All registrations close on Friday 22 July 2022. If you have not paid the fee by this date, your registration will be cancelled.

CANCELLATION

If you need to cancel your registration, you may do so up until the closing date of Friday 22 July 2022 and claim a full refund less an admin fee of A\$35 (incl. GST).

Candidates who cancel their registration between Saturday 23 July and Wednesday 17 August will receive a full refund less an admin fee of A\$110 (incl. GST).

Requests for a refund for cancellation after 18 August 2022 must be received by 29 August 2022. A refund application form for this purpose will be provided closer to the exam date.

See the 2022 Guide for Candidates and the IPed website for more information about cancellations.

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***Required**

Email *

Your email address

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Page 2 first asks for the name you are using to register, which must be the same as the name on the photo identification that you will show to the invigilators on exam day.

It then asks whether this name is the same as on your membership record held by IPEd or, for non-members, your affiliate organisation.

Answers to both questions are required.

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***Required**

1. Candidate registration name

This is the name that will be on your candidate registration – it must match any photo identification you will use on exam day.

Your name as it appears on your ID *

Your answer

Is this the same name as held in your membership record? *

☐ Yes

☐ No

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If your answer is Yes to the second question, you will skip to page 4 of the form. If your answer is No, you will proceed to page 3 of the form.

Page 3 asks for your name as it appears on your membership record. You will only see this page if you answered No on the previous page. If you are on this page, your answer is required.

1-1. Membership name

We need to match your candidate name to your membership name.

Please provide your name as held by IPEd or your affiliate organisation. *

Your answer

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Page 4 asks for a phone number we can use to contact you urgently. All candidates are required to answer this question. There is also an option to provide an alternative phone number or email.

2. Candidate contact phone number

This is in case we need to contact you urgently before the exam, and cannot be sure you have received an email.

Best contact phone number *

Please include country and area codes.

Your answer

Alternative contact phone number or email

Your answer

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Page 5 of the form asks whether you have sat the exam before. All candidates must answer this question.

3. Candidate type

Is this the first time you have sat the IPEd accreditation exam? *

☐ Yes

☐ No

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If your answer is Yes, you will skip to page 7 of the form. If your answer is No, you will proceed to page 6 of the form.

Page 6 asks what year you last sat the exam. If you are resitting the exam, you are required to answer this question.

3-1. Resitting candidates

This question enables us to check your eligibility for the reduced fee. Candidates who sat the 2014 or an earlier exam, or who have already resit the exam at a reduced rate, are not eligible for the reduced fee in 2022.

In what year did you last sit the exam? *

☐ 2020

☐ 2018

☐ 2016

☐ 2014 or earlier

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Page 7 asks you to choose your exam venue.

If you select one of the 7 cities listed, you will proceed to page 11 of the form. There are 6 Australian cities (Adelaide, Brisbane, Canberra, Melbourne, Perth and Sydney) and 1 city (Wellington) in Aotearoa New Zealand. You are expected to travel to the nearest venue in the country you will be in on exam day.

If you choose “None of the above”, you will proceed to page 8.

4. Choice of exam venue

The exam will be held at a number of Cliftons computer centres in Australia and New Zealand.

Please select the venue nearest to you *

- ☐ Adelaide
- ☐ Brisbane
- ☐ Canberra
- ☐ Melbourne
- ☐ Perth
- ☐ Sydney
- ☐ Wellington
- ☐ None of the above

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Page 8 asks about your preferred alternative to one of the main venues. If you select arrangement of an alternative venue, you will proceed to page 9. If you select remote sitting, you will proceed to page 10.

4-1. Alternative sitting arrangements

Indicate which is your preferred alternative *

☐ Arrangement of an alternative venue with other candidates at or near my location

☐ Remote sitting of the exam in my own home or office

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Page 9 asks for your location at the time of the exam, and the nearest large town or city, so that we can coordinate with other candidates about an alternative venue. You will only see this page if you selected this option on page 8.

4-2. Alternative venue

If there are sufficient candidates in your region, we may be able to arrange an exam venue convenient to you all. If not, you will still be offered a remote sitting or you may decide to travel to one of the other venues.

If we are unable to come to a suitable arrangement for you, your registration will be cancelled and your fee refunded according to our cancellation policy.

Where do you expect to be located on 22 August 2022, and what is the nearest large town or city to that location? *

Your answer

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Page 10 first asks for your reason for seeking remote candidacy, with a choice of 4 options plus “other”.

On receipt of your registration you will be asked to provide proof of the circumstances that support your reason for sitting the exam remotely. There is no provision for uploading supporting material via the form. However, you do not need to provide the proof until contacted by the exam administrator, who will let you know what is needed and by when.

The second question on this page asks what time zone you will be in on exam day.

4-2a. Remote candidacy

We need to know why you seek remote candidacy. You will be asked for proof of your reasons. Approval of remote candidates is also contingent on the availability of sufficient remote invigilators.

If for any reason your request for remote candidacy cannot be met, and you are unable to attend an exam venue, your registration will be cancelled and your fee refunded in line with our cancellation policy.

Which option best describes your reason for wanting to sit the exam remotely? *

NOTE: Selecting one of the listed reasons does not automatically qualify you for remote candidacy, even with proof, only that your particular circumstances will be taken into account. The possibility of sitting the exam remotely is contingent on other factors besides eligibility (such as adequate technology), and final approval is entirely at the discretion of the Accreditation Board.

- ☐ Location – travel to any exam venue requires me to cross a border into another country, state or region that may close its borders
- ☐ Distance – travel to the nearest venue is prohibitively long, complex or expensive
- ☐ Physical difficulty – travel to any exam venue is physically difficult or impossible for medical or other reasons
- ☐ Other difficulty – attending any exam venue is difficult or impossible for medical or other reasons
- ☐ Other: _____

In what time zone will you be on 22 August 2022? *

This is so that we may match a remote invigilator in the same, or a close enough, time zone.

Your answer _____

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Page 11 asks you to nominate whether you sit the exam on a Windows or an Apple computer. All candidates are required to answer this question, including remote candidates.

Venue-based candidates need to nominate their system so that we can ensure we hire sufficient iMacs.

Remote candidates need to nominate their system so that they are issued with the correct set of technical instructions for pre-exam setup, and so that they can be matched with a remote invigilator who is familiar enough with that system to provide technical help during the exam.

More information about hardware configuration and software is in the 2022 Guide for Candidates.

5. Choice of computer

Candidates at Cliftons venues will sit the exam on a Windows PC, unless we have arranged in advance to specially hire a Mac for you. You will not be able to change your choice of computer on the day.

Candidates intending to sit remotely need to tell us whether you intend to sit on a Windows or Mac system so that we can match you to an invigilator familiar with that system.

Please indicate your choice *

You should select the system on which you are most comfortable working in Word. If this changes before the exam, you must let the exam administrator know before the registration closing date of 22 July 2022.

☒ Windows PC

☐ Apple Mac

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Page 12 of the form asks if you have any special needs for the exam. All candidates are required to answer this question – those with no special needs should select “No special needs”.

On receipt of your registration you will be asked to provide proof of the circumstances that support your special needs request (e.g. medical certificate). There is no provision for uploading supporting material via the form. However, you do not need to provide the proof until contacted by the exam administrator, who will let you know what is needed and by when.

6. Special needs

If you have any special needs that we need to accommodate so that you are not disadvantaged when sitting the exam, you must obtain prior approval well in advance. This applies equally to remote candidates (e.g. if you need to use screen-reader technology or need extra time).

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

Please select all that apply *

We will contact you for further information about your request. You may be asked to supply a medical certificate or other supporting information.

- ☐ No special needs
- ☐ Extra time
- ☐ Special equipment, including a special keyboard, mouse, monitor, screen-reader or chair
- ☐ Sign language interpreter (e.g. to understand invigilator instructions)
- ☐ Medication
- ☐ Dietary needs
- ☐ Other: _____

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The next two pages ask for information that will be used if you pass the exam. Page 13 asks you to nominate the name to appear on your certificate and the address to which you'd like it posted.

7. Details for your certificate

This information is needed in the happy event that you pass the exam.

Full name as you would like it to appear on your certificate. *

This should either be your full legal name or the name you use professionally. Note, titles (Professor, Dr), credentials (e.g. BA, PhD, ELS) and other honorifics (e.g. HLM) are NOT included on certificates.

Your answer

Address to which you'd like your certificate posted *

Note, if you select your IPed membership record, this will be the record current at the time of posting, so make sure that you keep your Memnet details up to date.

☐ Address held in my IPed membership record

☐ Other:

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Page 14 asks if you consent to having your name included in published lists of Accredited Editors.

8. Public acknowledgement of your success

We would like to announce your success by including your name in the list of AEs on the IPed website, in the IPed Gatherings newsletter and the IPed annual report. Note, we do not publish or otherwise disclose your name if you fail the exam.

Do you consent to your name being included in announcements of new IPed Accredited Editors? *

☐ Yes

☐ No

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This is the end of the required questions until you reach the declarations at the end of the form.

Page 15 explains that the next set of questions are optional, but that your answers help guide the Accreditation Board in understanding who sits the accreditation exam, ensuring that the guidance and resources provided are fit for purpose, and that the exam itself continues to meet the needs of the profession. The information provided in this section is de-identified prior to analysis.

Optional information

The following questions ask for information about your editing background and experience. Unlike the previous questions, your responses here will be de-identified and matched to your candidate number for analysis of exam results. The more we know about candidates sitting the exam, including the profiles of those who fail and those who pass, the better we can ensure that the exam meets the needs of the profession and also that we are providing the best information to candidates.

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Page 16 contains 2 questions about your membership profile. The first asks how long you have been a member of IPEd.

9. Membership profile

This section asks about your membership of IPEd, affiliate or related organisations.

How long in total have you been a member of IPEd?

Note, "member" in this question means in any category of IPEd membership, including student and associate members. If you joined, left and re-joined, do not include any years of lapsed membership. Members of affiliate organisations should select "None".

- ☐ Less than 1 year
- ☐ 1 year to nearly 3 years
- ☐ 3 years to nearly 5 years
- ☐ 5 years to nearly 10 years
- ☐ 10 or more years
- ☐ None – I am not an IPEd member

The second question on page 16 asks if you are a member of an affiliate or related organisation.

Are you a current member of an affiliate or related industry organisation?

Please check all that apply

- ☐ Canberra Society of Editors
- ☐ Chartered Institute of Editing and Proofreading (CIEP)
- ☐ Editors Canada
- ☐ Professional Editors Guild (PEG, South Africa)
- ☐ Society for Book and Magazine Editors of Nigeria (SBMEN)
- ☐ ACES: The Society for Editing (USA)
- ☐ Board of Editors in the Life Sciences (BELS)
- ☐ Australian and New Zealand Society of Indexers (ANZSI)
- ☐ Australian Publishing Association (APA)
- ☐ Small Press Network
- ☐ Australian Society of Authors (ASA)
- ☐ Other: _____

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Page 17 contains 2 questions relating to your current work as an editor (or, if you are not currently working as an editor, your most recent editing work).

The first question asks you to select the option that best describes your editing situation in terms of employment category.

10. Current work as an editor

We assume all candidates sitting the exam currently work as an editor in some capacity. If you are not currently working as an editor in any capacity, please check the box that describes your most recent editing situation.

Which best describes your editing situation?

- ☐ Editor employed full-time (permanently or under contract)
- ☐ Editor employed part-time or casual (permanently or under contract)
- ☐ Self-employed editor – you have your own editing business, whether as a sole trader, company or partnership
- ☐ Other employee – your job includes occasional editing work
- ☐ Student editor – you are enrolled for a formal qualification in editing
- ☐ Volunteer editor – your editing work is unpaid or for a nominal honorarium
- ☐ Other: _____

The second question on page 17 asks you to indicate your current role or scope of editing work in terms of job title (even if it's not your formal job title).

CURRENT role or scope of editing work (select all that apply) *

- ☐ Managing editor
- ☐ Senior editor
- ☐ Associate editor
- ☐ Supervisor of editors
- ☐ Trainer of editors
- ☐ Commissioning editor
- ☐ Structural editor
- ☐ Copyeditor
- ☐ Proofreader
- ☐ Production editor
- ☐ Other: _____

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Page 18 of the form contains 3 questions about your education. The first asks for your highest level of formal education (in any field) and the second asks when you attained this level. The third question asks whether you have received any editorial training. If you answer No to this question, you will skip to page 20.

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11. Education

Please select your highest level of formal education in any discipline

- ☐ Secondary school
- ☐ Vocational diploma or certificate
- ☐ Bachelor's degree
- ☐ Postgraduate diploma or certificate
- ☐ Master's degree
- ☐ Doctorate

In what year did you attain this level?

Your answer _____

Have you received any editorial training, formal or informal?

- ☐ Yes, I have had some editorial training
- ☐ No, I am entirely self-taught

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Page 19 of the form contains 2 questions about your editorial training. You will only see this page if you answered Yes to the third question on the previous page.

The first question asks you to indicate the different types of editorial training you have received. The second questions asks you to provide course details if any of that training was in a college or university setting.

12. Editorial training

Your answers here will help us understand whether, and what types of, editorial training equips candidates to pass the exam. Please indicate only training provided by a third party, and do not include any self-teaching activities such as reading.

Where did you receive your editorial training?

Please select all that apply

- ☐ In-house: employer-provided training by internal or external teachers
- ☐ In-house: on-the-job training or mentoring by managers or colleagues
- ☐ Technical or vocational college
- ☐ University – undergraduate degree
- ☐ University – postgraduate coursework degree
- ☐ IPEd workshop
- ☐ Other professional workshop or training
- ☐ IPEd or other formal mentoring program
- ☐ Other: _____

If your editorial training was through a TAFE, college or university, please provide the name of the institution(s) and the course(s)

Your answer

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Page 20 contains 3 questions about your editorial experience. The first asks how long you have been editing professionally.

13. Editing experience

These questions help us gain an idea of what experience candidates have when they sit the exam, and whether the exam is biased toward a particular kind of editor.

For how many years (full-time equivalent) have you been editing professionally?

Note, the Accreditation Board recommends candidates do not sit the exam unless they have been editing professionally for at least three years full-time or equivalent. Your answers here will tell us whether that recommendation is still valid.

- ☐ Less than 1 year
- ☐ 1 year to nearly 3 years
- ☐ 3 years to nearly 5 years
- ☐ 5 years to nearly 10 years
- ☐ 10 or more years
- ☐ None – I am a volunteer or student editor

The second question on page 20 asks what kind of texts you edit, in terms on content or subject matter (not format).

What kind of texts do you edit?

Please check all that apply. Note, this question is about subject matter, not format, so it does not matter if the material is for print or digital. For example, if nearly all your work is online, your answer still depends on the kind of content it is. If you edit website copy for businesses, then you would select "Business, corporate or marketing documents"; if you edit online support material, then you would select "Technical manuals"; and if you edit something like Wikipedia or Lonely Planet online, you would select "Reference materials".

- ☐ Fiction for adults (books, novellas, short stories and microlit)
- ☐ Poetry
- ☐ Trade non-fiction (including narrative forms such as memoir)
- ☐ Magazine or newspaper copy
- ☐ Business, corporate or marketing documents
- ☐ Government or industry research or reports
- ☐ Academic journals or articles
- ☐ Academic monographs or textbooks
- ☐ Student theses, dissertations or papers
- ☐ Children's fiction
- ☐ Children's non-fiction
- ☐ Primary or secondary school educational texts
- ☐ Technical manuals
- ☐ Reference materials such as dictionaries, encyclopedias and guidebooks
- ☐ Other: _____

The third question on page 20 asks whether you specialise in particular fields – that is, fields in which you have received extra training on top of your general editing training, or where you have extensive experience in addition to your general editing work.

Do you consider yourself a specialist in any of the following fields of editing?

A specialist is someone who has received additional training or gained extensive additional experience in a particular field. Do not select any field if you are a generalist or only occasionally work on texts in the field.

- ☐ Children's books
- ☐ Fiction editing
- ☐ Education (e.g. school textbooks or online learning modules)
- ☐ Legal editing
- ☐ Medical or scientific editing
- ☐ Academic editing
- ☐ Technical editing (i.e. of texts such as instructional manuals)

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The final page of the form contains the declarations. The first set of declarations relates to payment of the registration fee, and the second to the exam in general.

DECLARATIONS

You must make certain declarations before submitting this form, to ensure you understand the registration requirements.

One of these relates to verification of claims. You do not need to submit evidence with your application, but IPED and the Accreditation Board reserve the right to request proof of special needs, for example, and to contact you for further information relating to such requests.

I declare that: *

- ☐ I have already paid the registration fee in full
- ☐ I intend to pay the registration fee in full by the due date

I also declare that: *

- ☐ I intend to sit the 2022 accreditation exam
- ☐ I have declared any computer requirements or other special needs I have for sitting the exam
- ☐ If applicable, I can provide proof of my special needs or inability to attend a venue
- ☐ I have obtained and read the latest version of the Guide for Candidates
- ☐ I will check my email and the IPED website regularly for updated information about the exam
- ☐ I will inform the exam administrator of any change in my circumstances before the exam, and any change to my contact details up until I receive my results
- ☐ I have read and understand the cancellation policy, including time limits on refunds
- ☐ I have answered all questions truthfully

A copy of your responses will be emailed to the address that you provided.

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[Submit](#)

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If you have successfully submitted the form, you will see the following message:

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Your registration for the 2022 accreditation exam has been received. If you have not yet paid the registration fee, please do so at your earliest convenience and before the applicable early bird or full closing date. You will receive your candidate number once all registrations have been received, approximately 3 weeks before the exam. If you have any questions, please contact the 2022 exam administrator, Amanda Webster, on exam.administration@iped-editors.org

You will also receive an automated email containing a copy of your responses to the questions. It is your responsibility to check that the information you provided is correct and up to date, and to contact the exam administrator as soon as possible to provide corrections and updates if anything changes.