

Instructions to candidates

Enter your candidate number here:

Preferred style guide

You must nominate the style guide you will use in the exam. There is no set style guide; the only requirement is that you use a style guide that is reasonably current.

The exam assessors need to access your nominated style guide to mark your exam documents. They will have copies of the guides listed below as well as other commercially available guides.

If you brought with you a hard-copy house style guide that is not commercially available, you must provide this copy to the invigilators. Your candidate number must be clearly visible on the guide, but there must not be any other identifying information. This copy will be sent to the assessors; it will not be returned to you.

Please indicate the style guide you will be using:

- A** *Fit to print: the writing and editing style guide for Aotearoa NZ* (2010)
- B** *Australian Government style manual* (online): www.stylemanual.gov.au
- C** *Biotext content manual* (formerly *Australian manual of style*) (online):
<https://stylemanual.com.au/>
- D** other commercially available style guide (including edition, if applicable):

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

See over for Contents and detailed instructions

SAMPLE ONLY

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Resources

This is an open-book exam. You may use your own hard-copy reference books, bound notes and a standalone calculator. On your computer you may also use the calculator (in basic mode), a digital version of the *IPEd standards for editing practice*, the 2 online style manuals listed above, and the *Macquarie dictionary online*. However, you do not have access to any other site on the internet. You may not use your own smartphone or device to access the internet, email, messages or any pre-loaded resources.

Technical help

Tell an invigilator immediately if you:

- experience any technical problems with your computer, internet or exam documents
- need to log back into the *Macquarie dictionary online* because you have accidentally logged out or closed the browser window.

Timing

You have 4 hours in total, including the invigilator briefing (5 minutes), preparation time (25 minutes), reading time (30 minutes) and working time (3 hours).

Preparation time: 25 minutes

You have 25 minutes to read these instructions and prepare your exam documents. Your invigilator will step you through these processes. For your reference, the steps are listed below. But **wait for the invigilator's instruction. Do not skip ahead.** During this time you must not write or type anything unless the invigilator tells you to.

1. Open the folder containing your **working** exam files on the computer desktop (**not** the backup folder).
2. **Rename each exam document with your candidate number** as follows:
 - Place the cursor at the **end** of the document's current filename – be careful not to delete the existing filename.
 - Add an underscore _ (hold the Shift key while pressing the hyphen key) followed by your 5-digit candidate number. Do not add spaces. For example, this document will become *Instructions_IPEdExam_SAMPLE_#####.pdf* (where ##### represents your candidate number).
3. In **each** exam document, including this one, **enter your candidate number in the box** on the first page. To check that your changes are saving properly, you will also need to save and close each document, then open it again.
4. **Indicate your preferred style guide** on page 1 of this Instructions document.
5. **Check Track Changes is on** in the Word M-E file.
(Optional: turn off Spelling & Grammar check and automatic capitalisation in tables.)
6. Check that the *Macquarie dictionary online* is open **and logged in**.
7. Optional: adjust your PDF page settings for your personal preferences (e.g. close unnecessary panels, enable scrolling, configure view settings).
8. Alert an invigilator if you have any technical issue with any of the files – including if your PDFs are opening in a program other than Acrobat.

Reading time: 30 minutes

You have 30 minutes to read through the exam documents. **No typing in the exam documents** is allowed during this time. You may access your resources and make notes on scribble paper, but you must not start work on the exam questions.

Working time: 3 hours

You have 3 hours to complete the exam itself.

Timing announcements will be made:

- at the start of the reading time
- 10 minutes before the end of the reading time
- at the start of the exam working time
- 1 hour before the end of the exam
- 15 minutes before the end of the exam.

Marking

Overall pass requirements

Total possible marks for the exam = 100.

To pass the exam, you must score at least 80 out of 100 and pass all 3 parts.

The pass requirements for each part are set out below.

Allocation of marks and pass requirements in each part

KNOWLEDGE: Worth 40% of total. Maximum of 80 raw marks (20 for each question). Minimum (65%) pass mark of 52 raw marks, which must be made up of:

- 13 raw marks for compulsory question 1
- 13 raw marks for compulsory question 2
- 26 raw marks combined for any 2 of the optional questions.

Total raw marks out of 80 are divided by 2 for a mark out of 40 for the part. Overall (80%) pass mark = 32.

LANGUAGE: Worth 20% of total. Maximum of 20 marks. Minimum (65%) pass mark = 13. Overall (80%) pass mark = 16.

MANUSCRIPT: Worth 40% of total. Maximum of 200 raw marks.

Minimum (65%) pass mark = 130 raw marks, which must be made up of the minimum pass mark in each of the 3 individual components:

1. Copyediting the extract: maximum of 160 marks; minimum pass mark = 104.
2. Author queries: maximum of 20 marks; minimum pass mark = 13.
3. Style sheet: maximum of 20 marks; minimum pass mark = 13.

Total raw marks are divided by 5 for a mark out of 40 for the part. Minimum (65%) pass mark = 26. Overall (80%) pass mark = 32.

Further information about completing each part is found on pages 7–9 below.

Exam documents

The sample exam is spread across 4 documents plus these instructions:

KNOWLEDGE:	K_IPEdExam_Sample.pdf	fillable PDF form
LANGUAGE:	L_IPEdExam_Sample.pdf	fillable PDF form
MANUSCRIPT	M-E_IPEdExam_Sample.docx	MS Word file
	M-S_IPEdExam_Sample.docx	MS Word file

Each document contains detailed instructions for completing the exam questions. General instructions for each part, and for using the documents, begin below.

You may complete the documents in any order.

Using the exam documents

Make sure you **use only the working documents that you have named with your candidate number**. (The folder containing a copy of the documents is only there as a backup in case something happens to your documents while you are working on them.)

Opening the documents

Open the PDFs using only Adobe Acrobat. Do not use any other PDF reader or viewer that may be on your computer. (For example, Apple users should not use Preview.)

Open the Word documents using Microsoft Word.

In both cases these should be the default programs. Ask an invigilator for help if the documents open in another program or you cannot find Adobe Acrobat or MS Word on your computer.

Saving the documents

You are responsible for saving the documents sufficiently often (e.g. after completing a question or sub-question) to avoid losing your work if there is a technical problem.

To save, use the keyboard shortcut **Ctrl+S** (Windows) or **Cmd+S** (Apple).

If the document asks you to “Save As” instead, simply save over the top of the same file (i.e. select “Yes” if asked to replace the file). Do not create multiple versions of your working files.

Entering answers in PDF

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

- Type into a blank text box, which will look something like this:

The size of the box provides a rough guide to the length of answer expected. In some cases the boxes will be within a table.

- Make edits to text that is already in a text box.
- Select from multiple-choice options presented as round radio buttons. Only one radio button can be selected at a time.
- Click on a square check box (a tick-mark appears in the box when you click on it). Click it again if you need to un-check it.

Text formatting in PDF

Instructions for applying text formatting and special characters are provided in each PDF document, with a link to these instructions at the bottom of each page.

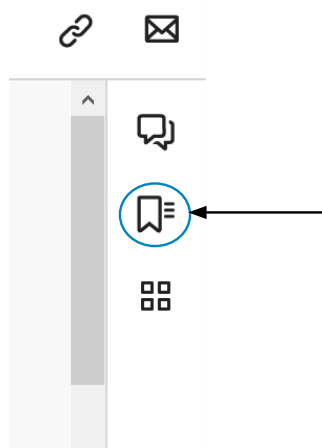
If you find that you are unable to apply the formatting you would like to, you may note your intended formatting in angle brackets < > (e.g. <italic>text<end italic>).

Navigating the PDF files

Use the hyperlinks provided throughout the documents and at the foot of each page to take you back to instructions and other main sections in the document. Follow a link by clicking on it.

Navigation instructions are in light blue italics, with the hyperlink underlined, as in this example:

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



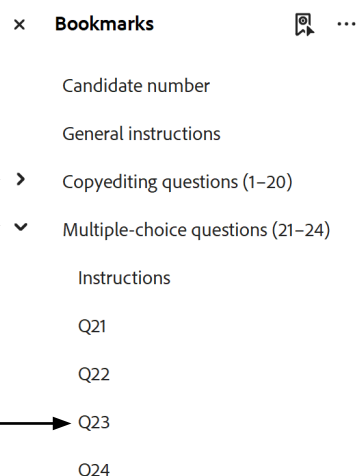
Use bookmarks in the navigation pane for quick access to a specific question. To open the bookmarks panel, go to **Menu > View > Show/Hide > Side panels > Navigation Panes > Bookmarks**.

In the panel that appears at the side of the screen, click on the bookmark symbol to show all the bookmarks in the document.

Arrows next to a bookmark indicate there are more bookmarks nested under that bookmark.

Expand or collapse nested bookmarks by clicking on the arrow.

To go to a specific part of the document, click on the bookmark for the particular heading or question.



Click on the horizontal arrow to expand the nested bookmarks

Click on the vertical arrow to collapse the nested bookmarks

Click on the bookmark "Q23" to go Question 23 in this document

You can also **scroll** up and down, or use the **search** function. Configurations for viewing (zoom, enable scrolling) and searching are accessed via the Menu.

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

Instructions for LANGUAGE part

Enter your candidate number in the box on page 1 of the file L_IPEdExam_SAMPLE.pdf.

There are 24 questions in the LANGUAGE part. You must answer at least 20 of them.

Each question is worth 1 mark. The maximum mark possible is 20.

Use the [links](#) or bookmarks to navigate within the document. Make sure you SAVE your work regularly.

Copyediting questions (1–20)

Each of questions 1–20 contains a sentence that may or may not contain errors of spelling, punctuation, grammar, syntax or word choice.

If you think a sentence contains errors, correct them by making the changes directly in the text box.

If you think a sentence contains no errors, you must select the check box “OK”. Leaving this unchecked without making changes to the sentence means you have not attempted the question and you will gain no marks for leaving it unchanged.

You are not expected to check errors of fact in these questions.

Your choice of dash style (i.e. em dash or en dash, with or without spacing) and quotation mark style (i.e. single or double quotation marks) will be ignored in awarding marks, provided your usage in a single sentence is consistent.

Multiple-choice questions (21–24)

Questions 21–24 are multiple-choice questions. Select the best option (A, B, C or D) by clicking on the button immediately to the left of the option.

Note: Only one option may be selected. Once you have made a selection, your choice cannot be de-selected. However, you can make a new selection if you change your mind about your answer, just by clicking on a different button.

Instructions for KNOWLEDGE part

Enter your candidate number in the box on page 1 of the file K_IPEdExam_Sample.pdf.

Structure and marks

There are 6 questions in the KNOWLEDGE part:

- Each question contains several sub-questions. You must do the number of sub-questions indicated in the instructions for each question.
- Each question is worth a maximum of 20 raw marks.

A question summary list on page 2 of the document provides an overview of the question topics and the number of sub-questions in each.

- **Question 1 is compulsory**, although it may contain sub-questions that are optional. You must score at least 65% (i.e. 13 raw marks) in this question, or you will not pass the part.
- **Question 2 is compulsory**, although it may contain sub-questions that are optional. You must score at least 65% (i.e. 13 raw marks) in this question, or you will not pass the part.
- Answer **any 2 of the other 4 questions**.

- Indicate which 2 of questions 3, 4, 5 and 6 you have chosen to answer in the check box on the question summary page.
- You do not need to pass both of your chosen 2 questions, but you must gain at least 26 raw marks combined, if you are to gain enough raw marks to pass the part. For example, if you only score 6/20 in one question, you will need to score 20/20 in the other.
- Do not answer more than 2 of the 4 optional questions. You will not be awarded marks for answering extra questions, and you will use up valuable time attempting to do so. For example, if your answers to all 4 optional questions would score 3, 12, 8 and 3, only the 2 highest scores will count: your combined total for the 2 optional questions would be $12 + 8 = 20$, which is less than the 26 raw marks you need for these 2 questions.

The maximum mark possible is 80 raw marks (maximum of 20 for each of the 4 questions you answer). Your total out of 80 is divided by 2 to produce a score out of 40 for this part.

- To pass the part, you must score a minimum of 52/80 (65%), to give 26/40, providing you have also passed both compulsory questions 1 and 2.
- To pass the exam overall, you should aim to score at least 64/80, to give 32/40 (80%) for the part. Scoring less than 80% in this part means you will need much higher scores in the other parts if you are to achieve the minimum pass mark for the exam.

How to answer the questions in KNOWLEDGE part

- Unless a report, letter or specific communication of some kind is asked for, all answers can be provided in note form. Ensure your notes are complete and clear.
- Avoid using abbreviations unless you explain them clearly.
- If a question includes an editing exercise, you are not expected to check errors of fact in this part of the exam.
- Be careful when writing free text answers that you do not include your own name or anything that could reveal your identity to the exam assessors.
- The **Keystroke guidelines** on page 3 of the document tell you how to apply or remove formatting such as bold, underline and italics; insert special characters such as dashes; and cut, copy, paste or undo.
- You should be able to write your answers in the space provided. If you feel you need more space for a particular question, use the spare text boxes provided in the **Answer(s) continued** section at the end of the paper – remember to make a note of this in the answer box for that question.

Use the [links](#) or bookmarks to navigate within the document.

Make sure you **SAVE** your document regularly.

Instructions for MANUSCRIPT part start on the next page.

Instructions for MANUSCRIPT part

First enter your candidate number in the box on page 1 of each of the 2 MANUSCRIPT files, M-E_IPEdExam_SAMPLE.docx and M-S_IPEdExam_SAMPLE.docx.

Making edits in the Word files

The MANUSCRIPT part requires you to edit an extract and write author queries in the M-E file, and to create a style sheet for the extract in the M-S file.

You must **turn on Track Changes in the M-E file** before you begin. You have access to full Track Changes functionality, including rejecting changes if you make a mistake or change your mind. You may switch between All Markup, Simple Markup and No Markup views if you wish, but **do not turn Track Changes off** and do not change any other Track Changes settings.

You will use the Comments function for writing your author queries. Do not use the Comments function for any purpose other than writing queries to the author.

Optional Word settings

Both M-E and M-S files: Spelling and Grammar check are on by default. You may turn these off if you prefer.

M-S file: You will enter your style sheet decisions in a table. Word's AutoCorrect function will capitalise the first letter in a table cell unless you turn this setting off. If you do not turn this setting off, you will have to manually override the capitalisation each time you do not want to show an initial capital as your style choice. To avoid having to do this, go to the AutoCorrect settings in Word and uncheck this option.

Instructions for component 1: Extract edit

Read the publisher's brief on page 3 of the M-E document. This brief provides important guidance on style decisions, level of editing and intended readership. Failure to follow the brief – for example, by doing a structural edit instead of a copyedit – means you are unlikely to gain sufficient marks to pass the part.

Using Track Changes, edit and mark up the extract, which starts on page 4.

Each individual edit is worth 0.2%, and 160 sound edits will gain the maximum mark of 32% for edits of the extract.

To pass the part as a whole, you must pass this component by gaining at least 65%. That means finding a minimum of 104 sound edits.

Indicate appropriate heading levels in the extract by marking the grade of heading in angle brackets using a consistent and clear notation such as <A>, , <C> or <H1>, <H2>, <H3> etc. **Do not attempt to apply Word Styles or indicate the hierarchy with formatting** – the documents are saved as PDFs for marking and there is no guarantee your formatting or styles will appear exactly as you intend. The assessors may not be able to see the names of Word Styles and may not understand your heading hierarchy from formatting alone.

Check the placement of non-text items (e.g. images, tables) and edit captions, if necessary. Make sure you follow the brief for instructions on how to treat non-text items.

You are not expected to check or correct errors of fact in the edit.

Instructions for components 2 and 3 are on the next page.

Instructions for component 2: Author queries

In the M-E file, write at least 10 queries for the author, using the Comments function to do this. Do not use the Comments for any other purpose.

Each author query is worth 0.4%, so 10 clear, respectful, sound queries will gain the maximum mark of 4% for author queries.

To pass the part as a whole, you must pass this component by gaining at least 65%. Failing to ask at least 10 queries is unlikely to gain you sufficient marks to pass.

Instructions for component 3: Style sheet

Complete your style sheet for the MANUSCRIPT Extract using the template on page 2 of the M-S document.

You must enter your style decisions in the appropriate table cell, either in **General notes** for general decisions such as punctuation, or in the correct alphabetic letter range (i.e. A–B, C–D, etc.) for particular words.

Note: AutoCorrect will capitalise the first letter of entries unless you have turned this setting off. If you leave it on, you must manually override the capitalisation each time you do not want to show an initial capital as your style choice.

The style sheet is worth 4% of the exam total. Each style sheet entry is worth 0.1%, so 40 valid style sheet entries will gain the maximum mark of 4% for the style sheet.

To pass the part, you must pass this component by gaining at least 65%. That means you must make at least 26 valid style sheet entries.

General exam rules

Below is a summary of some of the general exam rules. The *Guide for candidates*, which you should have read in advance, provides a more complete guide to all of the exam rules. If you are not sure if something is permitted, ask an invigilator.

Speaking

As for all exams, you must not talk to anyone except to ask an invigilator for help.

Writing

This is an on-screen exam so no writing is required. You can make notes to yourself on scribble paper – for example, noting a question to come back to – but you will be asked to show an invigilator what you have written so they can check that you are not copying down exam content.

Food, drink and medication

You may only consume food or fluids or take any medication that you have with you at your workstation. It is your responsibility to ensure that you have what you need to hand for the duration of the exam.

Movement

You are welcome to get up and stretch at your workstation as often as you need to. However, you must minimise disturbance to others, and you must not wander around the room.

Finishing early

If you finish the exam before the allotted time is up, quietly let an invigilator know and wait for their instructions before leaving the room.

Toilet breaks

You may take a short toilet break at any time as long as you notify an invigilator first. Exam time does not stop while you are in the toilet.

Sudden illness

If you become unwell, tell an invigilator immediately. They will advise what to do after determining whether you can continue the exam after a short break or whether you need to stop and seek urgent medical attention.

Final reminders

READ all instructions carefully.

FOLLOW all instructions properly.

Do not open or read your exam documents until instructed to do so by an invigilator.