2024 IPEd accreditation exam – registration form preview

This document provides a preview of questions contained in the registration form for the 2024 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. Depending on your answers, you might skip some questions, and the questions on pages 16–20 are optional, so you are unlikely to see all 21 pages. At the bottom of each page is a progress bar with an option to go "Back" or proceed to the "Next" page.

The first page is a set of instructions and information. This page is quite long. The top half is shown below and the rest is shown on the following pages.

Registration for 2024 accreditation exam

Instructions for completing the registration form

1. Read the 2024 *Guide for candidates*
Before you start, please read the 2024 *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. Retain a copy of these instructions
Before proceeding to the form, retain a copy of these instructions, in case you need to refer to them while completing the form. You can print this web page, save it or just copy and paste it into another document, or you can download and save the PDF preview of the form available on the registration procedure page of the website: https://www.iped-editors.org/accreditation-scheme/iped-accreditation-exam/2024-exam-registration/#registration-procedure.

3. Allow around 15–20 minutes to complete the form
You should allow around 15–20 minutes to complete the form, and make sure you have all your information to hand in advance (see below under item 5 for the list of required and optional information). Unless you are signed into a Google account, you will not be able to save the form and come back to it later.

You must complete all questions relating to the information needed for you to sit the exam, such as choice of venue and computer system. 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.

4. Check your email after submitting the form
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.

5. Please have ready the following information

* Required information:

(a) Your full name and contact information, including a phone number where we can reach you urgently (e.g. on exam day). You must provide the email address you use for IPEd membership, although you may also provide an alternative email if you wish.

(b) If you are resitting the exam, the year you last sat the exam.

(c) The location at which you choose to sit the exam. This should be the venue nearest you in August 2024 – the options are Adelaide, Auckland, Brisbane, Canberra, Hobart, Melbourne, Perth, Sydney and Wellington.

If none of these venues suit, you may ask for an alternative venue closer to you or apply for a remote sitting.

Note that if for any reason we are unable to hold the exam at one of the above venues, all candidates registered for that venue will be offered alternative or remote sitting arrangements.

If you apply for an alternative venue or remote sitting on medical or other grounds, we will ask you to provide proof before registrations close.

(d) Whether you wish to sit the exam on an Apple or Windows computers.

(e) Whether you have any adjustment requirements for sitting the exam. Adjustments and other requests must be made as early as possible so that we have time to put arrangements in place to accommodate your needs. If your request is made on medical grounds, you will be asked to provide a medical certificate before registrations close.

(f) Details of your name and address for your accreditation certificate, if you pass, as well as whether you consent to IPEd publicising your name. This is for indication only – you will have the opportunity to update this information on receipt of your notice of passing the exam.

Optional information:

(g) Profile information e.g. level of education, type of editorial training, years of experience as a professional editor, and the nature of your current editorial work, including specialties.

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 2024 *Guide for candidates*, and that if you have not already paid the registration fee, you will pay by the due date.

Closing dates

Earlybird registrations close on Sunday 2 June 2024. 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 12 July 2024. If you have not paid the fee by this date, your registration will be cancelled.

Cancellation and refunds

You may cancel your registration at any time before the exam, but different cancellation fees are deducted from the refund depending on when you cancel.

For more information about cancellations and refunds, see the 2024 *Guide for candidates* and the IPEd website: https://www.iped-editors.org/accreditation-scheme/iped-accreditation-exam/2024-exam-registration/#cancellation-and-refund-policy

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* Indicates required question

Email *

Your email address

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At the end of the instruction page, you must enter your email address for the email account where you want to receive exam information. IPEd members should use the email associated with their membership record. However, you might want to use a Gmail account so that you can save your progress in the form and return to it later. If your Gmail account email is not the same as the email in your IPEd membership record, you will need to provide your other email as an alternative contact.

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.

Note that the header above the question appears on all pages. For reasons of space in this preview, this header is not shown for subsequent pages.

Registration for 2024 accreditation exam

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* Indicates required question

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. Both pages 3 and 4 are shown on the next page of this preview.

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

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

Page 5 of the form asks if 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, which 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

We need to know which year you sat the exam previously so that we can check our registration records and fees paid. This enables us to check your eligibility for the reduced fee in 2024.

Candidates who have already resat the exam at a reduced rate are not eligible for the reduced fee.

Our records only go back as far as 2016 when IPEd was formed. Candidates who sat the 2014 or an earlier exam will need to provide independent proof, such as their fee receipt, that they have already sat the exam at the full fee.

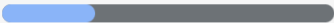In what year did you last sit the exam? *

○ 2022

○ 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 9 cities listed, you will proceed to page 11 of the form. There are 7 Australian cities (Adelaide, Brisbane, Canberra, Hobart Melbourne, Perth and Sydney) and 2 cities in Aotearoa New Zealand (Auckland and Wellington).

You are expected to travel to the nearest venue in the country you will be in on exam day. However, that may not be feasible for everyone. 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 Aotearoa New Zealand.

Please select the venue nearest to you *

Venues marked with an asterisk* will depend on availability of candidates. If there are insufficient candidates to meet minimum booking requirements for your chosen venue, the exam coordinator will discuss alternative venue or remote sitting options with you.

Candidates who are unable to attend any of these venues should select "None of the above".

○ Adelaide*

○ Auckland*

○ Brisbane

○ Canberra

○ Hobart*

○ Melbourne

○ Perth

○ Sydney

○ Wellington*

○ None of the above

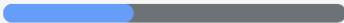| Back | Next | | Page 7 of 21 | Clear form |

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 12 August 2024, and what is the nearest *
large town or city to that location?

Your answer

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

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 not automatic, even with proof; it is also contingent on factors other than eligibility (such as the availability of sufficient remote invigilators and adequate technology). Final approval is entirely at the discretion of the Accreditation Board.

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 according to our cancellation policy.

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

If there is more than one reason, just select one for now. You will have the opportunity to provide us with the other reasons when we are discussing the remote arrangements with you.

○ 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 accessibility reason (e.g. physical difficulty or inability to leave home or sit in exam room)

○ Other accessibility reason (e.g. mental health condition affects ability to leave home or sit in exam room with other people)

○ Other:

In what time zone will you be on 12 August 2024? *

We need to know this so that we can assign 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.

Alternative venue and 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 an 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 2024 *Guide for candidates*.

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5. Choice of computer system

Cliftons venue candidates: You will sit the exam on a Windows computer, unless we have arranged in advance to specially hire an Apple iMac for you, at extra cost to IPEd. For this reason we need to know well in advance if you wish to use an iMac. The cost of iMac hire is not passed on in your registration fee, but if you cancel after IPEd has incurred the cost of hire (i.e. after 26 July 2024), there is a small cancellation fee in addition to the standard emergency cancellation fee (see https://www.iped-editors.org/accreditation-scheme/iped-accreditation-exam/2024-exam-registration/#cancellation-and-refund-policy).

Alternative venue and remote candidates: We need to know whether you intend to sit on a Windows or Apple computer so that we can assign you an invigilator familiar with your computer's operating system.

All candidates: You may change your choice of computer system before registration closes by notifying the exam coordinator, but you will not be able to change your choice after 12 July 2024 or on exam day.

Please indicate your choice *

○ Windows

○ Apple

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Page 12 of the form asks if you have any adjustment and other requests for the exam. All candidates are required to answer this question – those with no adjustment or other request should select that option.

Note that there is no provision for uploading supporting documents via the form. If further information or documentation is needed, the exam administrator will contact you by email on receiving your registration.

6. Adjustments and other requests

If you have any adjustments or other requests that we need to accommodate so that you are not disadvantaged when sitting the exam, you must prior approval well in advance so that we can put the adjustments or other arrangements in place. 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 prior 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 other candidates sitting near you.

Note: The exam questions may contain images. If you have any kind of visual impairment or other condition that means you will need an alternative way to access the content in the images (e.g. alt-text descriptions), please provide details, including your preferred alternative, under "Other" so that we can ensure the exam questions are accessible to 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 adjustment or other request
- [ ] Extra time
- [ ] Custom equipment, including a custom keyboard, mouse, monitor, screen-reader or chair
- [ ] Auslan or other sign language interpreter (e.g. to understand invigilator instructions)
- [ ] Medication to be taken during the exam
- [ ] Dietary needs requiring particular food or drink to be taken during the exam
- [ ] 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. This question is required of all candidates.

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 be either your full legal name or the name you use professionally. Note that titles (e.g. 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 IPEd Accredited Editors. All candidates are required to answer this question.
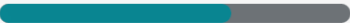
8. Public acknowledgement of your success

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 in the IPEd annual report. Note that 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 pass and those who don't, 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. The first asks how long you have been a member of IPEd, and the second question asks if you are a member of an affiliate or related organisation.

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 that "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

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 (or most recent) work as an editor

Please tell us if you currently work or volunteer as an editor, or you are currently a student in a course that includes editing. If your current situation does not involve editing work or study, please check the box that describes your most recent editing situation.

Note, there is no option for *never* having undertaken any editing work or study. If that is your situation, then we strongly suggest you do not continue with registration, as you are unlikely to be ready to sit the exam.

Which best describes your current (or most recent) 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 (or most recent) 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, I am entirely self-taught" to this question, you will skip to page 20.

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 (e.g. mentoring)?

○ Yes, I have had some editorial training

○ No, I am entirely self-taught

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Page 19 of the form contains asks for details about your formal or informal editorial training. You will only see this page if you answered Yes to the third question on page 18.

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 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, where "professionally" refers to whether you have been paid for your editing work, not the quality or type of editing work.

Students and volunteers are generally not paid as professionals, so they should select "None", unless they also do professional editing as well. In this case they should select the full-time equivalent number of years they have done paid editing work.

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 towards a particular kind of editor.

For how many years (full-time equivalent) have you been editing professionally?
By "professionally", we mean that you are being paid for your editing work.

Note, the Accreditation Board recommends you do not sit the exam unless you have gained some experience as a professional editor (about 2–3 years full-time, or at least 4 years casual or part-time). 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 of genre, 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 (i.e. not professional or academic) 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. editing of technical writing such as instructional manuals)

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This is the end of the optional questions, and all questions.

The only page left is the declarations and submissions page.

Page 21 of the form contains one set of declarations relating to payment of the registration fee and another to the exam in general. All candidates must complete the declarations before clicking "Submit".

DECLARATIONS

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

One of these declarations 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 your need for adjustments, 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 2024 accreditation exam

☐ I have declared any computer requirements or other adjustment needs I have for sitting the exam

☐ If applicable, I can provide proof of my adjustment 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

☐ I will inform the exam administrator of any change to my contact details up until I receive my results

☐ I have read and I 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.

| Back | **Submit** | ━━━━━━━━━━ | Page 21 of 21 | Clear form |

When you click "Submit", Google Forms requires you to verify that you are a person. An example of the verification pop-up window is shown below, but of course each verification will be different.

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

Registration for 2024 accreditation exam

Your registration form for the 2024 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 earlybird 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 2024 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.