2026–27 exam registration form

* Required

Instructions for completing the IPEd accreditation exam registration form

1. Read the 2026–27 Guide for candidates before you start.

2. Keep a copy of these instructions. You can print, save or copy and paste these instructions into another document, or download and save a PDF preview.

3. Allow about 20 minutes to complete the form. Make sure you have all your information ready in advance (see item 6 for the information). You will not be able to save the form and come back to it. Move through the form using the Back / Next buttons at the bottom of each page – do not use the back button on your browser.

4. Complete all questions about sitting the exam, such as choice of how to sit. Other questions are optional, but we will de-identify the information you provide. It helps us understand candidates' editing background and experience so we can ensure the exam continues to meet the profession's needs.

5. Check your email after submitting the form. We'll email you a copy of your completed form once you've submitted it. If your circumstances change, or you need to update any information, contact the exam administrator directly as soon as you can (exam.administration@iped-editors.org).

6. Please have the following information ready:
(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 can also provide an alternative email.
(b) If you are resitting the exam, the year you last sat it.
(c) How you want to sit the exam (remotely or at an alternative venue).
(d) Whether you have any adjustment requirements. You must make adjustment and other requests as early as possible so we have time to prepare. If your request is about a medical condition, we will ask you to provide a medical certificate before registrations close.
(e) Details of your name and address for your accreditation certificate, if you pass, as well as whether you consent to IPEd publicising your name. But you can update this information on receipt of your notice of passing the exam.
Optional information: (f) 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).

7. Declare that you have read, understood and agree to comply with the various exam policies set out in the *2026–27 Guide for candidate*s, and that if you have not already paid the registration fee for the Language part, you will pay by the due date.

8. Submit your form before the closing dates. Earlybird registrations close on 11 October 2026. If you have registered as an early bird but do not pay the Language part fee by this date, we will issue you a new invoice for the full fee for this part. All registrations close on 8 November 2026. If you have not paid the Language part fee by this date, we will cancel your registration. (For more information about cancellations and refunds, read the *2026–27 Guide for candidates* and the IPEd website.)

Your email address

1. Your email *

Your name

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

2. Please type your name as it appears on your ID. *

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

- ◯ Yes
- ◯ No

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

Your phone number

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

5. Please type your phone number. *

Please include country and area codes.

6. Please type an alternative phone number or email that we can contact you on.

Candidate type

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

- ◯ Yes
- ◯ No

Resitting candidates

We need to know which year you last sat the exam so we can check our registration records and fees paid. This enables us to check your eligibility for the reduced fee. If you have already resat the exam at a reduced rate, you are not eligible for the reduced fee. Our records go back only as far as 2016 when IPEd was formed. If you sat the 2014 or an earlier exam, you will need to send us independent proof, such as your fee receipt, that shows you have already sat the exam at the full fee.

8. In what year did you last sit the exam? *

- ◯ 2024
- ◯ 2022
- ◯ 2020
- ◯ 2018
- ◯ 2016
- ◯ 2014 or earlier

Options for sitting the exam

You may sit the exam remotely (your home, workplace or other suitable venue) or at an alternative venue near you.

9. Please tell us where you would like to sit the exam. *

- ◯ Remote sitting of the exam in my own home, workplace or other suitable venue.
- ◯ Arrangement of an alternative venue at or near my location.

Remote candidate time zone

We need to know this so that we can assign a remote invigilator in the same, or a close enough, time zone.

10. In what time zone will you be on 7 December 2026?

Alternative venue location

If you are not able to sit the exam in your home, workplace or other venue of your choosing, you may ask us to arrange an alternative exam venue close to you. If we are unable to come to a suitable arrangement for you, you may choose between a remote sitting or cancelling your registration and having your fee refunded according to our cancellation policy.

11. Please state where you expect to be located on 7 December 2026, the nearest large town or city to that location, and your reason for requesting an alternative venue (i.e. why you are unable to sit the exam remotely).

Remote candidate agreement

You will sit the exam at your home, workplace or another suitable venue of your choice. An invigilator will monitor you remotely via webcam and screenshare. To sit the IPEd 2026–27 accreditation exam remotely, you must agree to each of the following 9 conditions.
Please indicate your agreement by checking the box next to each condition to show that you have read, and that you understand and agree to, that condition. These ticks indicate your agreement and are an alternative to your signature.

12. Question *

Please select 9 options.

- [ ] You will be asked to attend practice sessions (that are recorded) and agree that if you choose not to attend, IPEd is not responsible for any technical issues that prevent you from sitting the exam remotely on the day.
- [ ] You will not disclose the contents of the exam to any person, nor copy or distribute any exam document or part of an exam document in any way, unless directed to do so by the exam coordinator or your remote invigilator.
- [ ] You will test the computer and internet systems at the location where you will sit the exam against the technical requirements provided by the exam coordinator, and warrant that you are able to sustain a video and audio connection for the duration of the exam session (up to 3 hours).
- [ ] Your physical image, voice, computer desktop, exam documents and workspace will be recorded for the purposes of quality, security and integrity of the exam process. You consent to the recording being uploaded and stored on secure IPEd cloud accounts until the exam assessment and appeal process are completed, after which it will be securely deleted.
- [ ] You will be monitored during the exam session in real time so that your upper body, voice, computer desktop and workspace will be visible to the remote invigilator and possibly recorded during the exam session.
- [ ] You will have no right to privacy at your location during the exam session and you explicitly waive any and all claims asserting a right to individual privacy or other similar claims.
- [ ] Your remote invigilator will make a note of any inappropriate or wrongful conduct, as determined at the sole discretion of the invigilator in line with guidelines issued by the Accreditation Board, that they witness while monitoring your exam session. The invigilator will refer any noted conduct to the exam coordinator, who will review the recording to decide on the appropriate action to be taken, if any. That action may include reporting the conduct to the Accreditation Board, the IPEd Board, appropriate government authorities and law enforcement officials.
- [ ] Your exam session may be terminated if any third party, including an artificial intelligence agent, is: 1) detected as being present in your physical location, whether visible or not; 2) overheard in any manner, whether physically detected through movement and making of noise or through sounds irrespective of whether they are in your current location or not during your testing session; or 3) observed interacting with you via any electronic messaging, whether or not it relates to the exam. If your session is terminated for this or any other reason, you will not receive any score and you will not receive an exam fee refund, credit or voucher.
- [ ] Availability of the exam is subject to enough remote invigilators being available.

Alternative venue candidate agreement

You will sit the exam at an agreed alternative venue, using either the venue's or your own computer, equipment and mobile internet. An invigilator will monitor you in person at the venue. To sit the IPEd 2026–27 accreditation exam at the alternative venue, you must agree to each of the following 8 conditions. Please indicate your agreement by checking the box next to each condition to show that you have read, and that you understand and agree to, that condition. These ticks indicate your agreement and are an alternative to your signature.

13. Question *

Please select 8 options.

- [ ] If a suitable venue or in-person invigilator at your location cannot be arranged in time for the exam, or part of the exam, you will switch to remote sitting or have your registration cancelled.
- [ ] You will be asked to attend practice sessions (that are recorded) at the venue to ensure all computer hardware, software and internet systems, whether provided by you or the venue, meet the technical requirements to sit the exam.
- [ ] You warrant that you will have sufficient mobile internet connection to be able to download and upload the exam documents and to access the approved online resources, in the event that the venue's internet service is disrupted or unreliable; and that you will be primarily responsible for your own technical support in the event that you have technical issues on exam day.
- [ ] You will not disclose the contents of the exam to any person, nor copy or distribute any exam document or part of an exam document in any way, unless directed to do so by the exam coordinator or your remote invigilator.
- [ ] If the alternative venue is a private residence or workplace, you agree to grant the invigilator access to the venue for practice sessions and on exam day, and to stay at the venue to monitor you throughout the exam.
- [ ] You agree that on exam day, the invigilator may inspect the contents of your computer's drives before, during and after the exam to check for unauthorised materials.
- [ ] Your invigilator will make a note of any inappropriate or wrongful conduct, as determined at the sole discretion of the invigilator in line with guidelines issued by the Accreditation Board, that they witness while monitoring your exam session. The invigilator will refer any noted conduct to the exam coordinator, who will decide on the appropriate action to be taken, if any. That action may include reporting the conduct to the Accreditation Board, the IPEd Board, appropriate government authorities and law enforcement officials.
- [ ] Your exam session will be terminated if you 1) access any internet materials that are not the approved online resources; or 2) interact with any third party, including artificial intelligence agents, via any electronic messaging, whether or not it relates to the exam. If your session is terminated for this or any other reason, you will not receive any score and you will not receive an exam fee refund, credit or voucher.

Choice of computer system

We need to know whether you intend to sit the exam on a Windows or Apple computer so that we can assign you an invigilator familiar with your computer's operating system. You may change your choice of computer system before registrations close by notifying the exam coordinator, but you will not be able to change your choice after Sunday 8 November 2026 or on exam day.

14. Which computer system do you plan to use for the exam? *

- ◯ Windows
- ◯ Apple

Style guide preference

We need to approve any style guide you plan to use for the exam.

15. Which style guide do you plan to use for the exam? *

- ◯ *Australian Government style manual* (pre-approved)
- ◯ *Fit to print: the writing and editing style guide for Aotearoa New Zealand* (pre-approved)
- ◯ House style guide (you will need to supply a copy for the assessors)
- ◯ Other commercial style guide

16. Please provide details of the commercial style guide you plan to use, including title, format (digital or print) and edition, so that we can approve its suitability and ensure the assessors have a copy (if print) or can access it (if digital). *

Digital resources

In the exam you will have access to the *Macquarie dictionary online* and digital versions of the latest editions of *IPEd standards for editing practice* and *Books without barriers: a practical guide to inclusive publishing*. However, we need to approve any other digital resources you plan to use for the exam.

17. Please provide details of all digital resources you intend to use in the exam, including title, format (e.g. online, PDF, Word) and publisher. *

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 get prior approval well in advance so that we can put the adjustments or other arrangements in place.

Notes:
(a) You are responsible for your own equipment and workstation set-up, whether you sit remotely or at an alternative venue.

(b) 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.

18. Please select all that apply. *

- [ ] No adjustment or other request
- [ ] Extra time
- [ ] Auslan or other sign language interpreter (e.g. to understand invigilator instructions)
- [ ] Medication to be taken during the exam (only if unable to be administered at your workstation)
- [ ] Dietary needs requiring particular food or drink to be taken during the exam (only if unable to be kept and consumed at your workstation)
- [ ] Other

Details for your certificate

We need this information in the happy event that you pass the exam.

19. Please type your 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.

20. Where would you like us to send your certificate? *

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

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.

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

- ◯ Yes
- ◯ No

Optional information

The following questions ask for information about your editing background and experience. Unlike the previous questions, we will de-identify your responses and match them to your candidate number so we can analyse the 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.

Membership profile

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

22. 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 years or more
- ◯ None – I am not an IPEd member

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

Please select all that apply.

- ☐ Canberra Society of Editors
- ☐ Chartered Institute of Editing and Proofreading (CIEP)
- ☐ Editors Canada
- ☐ Professional Editors Guide (PEG, South Africa)
- ☐ Society for Book and Magazine Editors of Nigeria (SBMEN)
- ☐ Board of Editors in the Life Sciences (BELS)
- ☐ Australian and New Zealand Society of Indexers (ANZSI)
- ☐ Australian Publishing Association (APA)
- ☐ Independent Publishers Network Australia (IPNA, formerly SPN)
- ☐ Australian Society of Authors (ASA)
- ☐ Other

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.

24. Please select the option that 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

25. Please select the options that best describe your current (or most recent) editing work.

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

Your education

26. 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

27. In what year did you attain this level?

28. 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

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.

29. 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

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

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.

31. 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 years or more
- ◯ None – I am a volunteer or student

32. What kinds of texts do you edit? (Please select 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 content”; 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 content
- [ ] 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

33. 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 (e.g. editing of technical writing such as instructional manuals)

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.

34. I declare that: *

- ◯ I have already paid the registration fee for the Language part in full.
- ◯ I intend to pay the registration fee for the Language part in full by the due date.

35. I also declare that: *

Please select 9 options.

- ☐ I intend to sit the 2026–27 accreditation exam.
- ☐ I have declared any adjustment needs I have for sitting the exam and can provide proof of my adjustment needs, if applicable.
- ☐ I have obtained and read the latest version of the *Guide for candidates*.
- ☐ I will abide by all exam rules as advised in the *Guide for candidates* and by the invigilator on exam day.
- ☐ 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.

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