

# Instructions to candidates

Enter your candidate number here:

## Preferred style guide

- You must nominate the style guide you will use in the exam so that the exam assessors can mark accordingly.
- There is no set style guide – the only requirement is that your nominated guide is reasonably current.

**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](http://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.\*

**\* If you selected option E house style guide:**

- You must provide a hard copy to the invigilators at the end of the exam.
- This copy will be sent to the assessors; it will not be returned to you.
- Your candidate number must be clearly visible on the guide, but there must be no other information that could identify you to an assessor.

*See over for Contents and detailed instructions*

SAMPLE ONLY

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## Exam rules

The general exam rules are set out in the *Guide for candidates* and, for remote and alternative venue candidates, in the specific instructions provided in advance of exam day.

If you are not sure whether something is permitted, ask an invigilator.

## 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.

## Resources

This is an open-book exam but there are some restrictions.

You **can** use:

- hard-copy resources
- a standalone calculator or the computer calculator (in basic mode)
- the *IPEd standards for editing practice* (provided in digital formats)
- *Australian Government style manual* (provided)
- *Biotext content manual* (formerly *Australian manual of style*) (provided)
- *Macquarie dictionary online* (provided)
- *Te Aka Māori dictionary* (provided).

You **cannot** use other online or digital resources.

## Timing

You have 4 hours in total, comprising:

- 5 minutes for the invigilator briefing
- 25 minutes of preparation time
- 30 minutes of reading time
- 3 hours of working time.

### **Preparation time: 25 minutes**

- You have 25 minutes to prepare your exam documents and check that all your systems are functioning as expected. **Your invigilator will step you through these processes.**
- The steps were detailed in the *Guide to using the 2024 exam documents*, which you received in advance. Some candidates (e.g. remote candidates) will have received extra instructions.
- For your reference, the key steps are summarised below.
- **Wait for the invigilator's instruction. Do not skip ahead.**
- Alert an invigilator if you have any technical issue with any of the files.
- When all documents and systems are ready, you may use the time that is left to review these instructions, consult your resources or take a quick toilet break.

### **Summary of preparation steps:**

1. Set up your exam working folder on the desktop using your candidate number for the folder name.
2. Rename each exam document with your candidate number.
3. Open each exam document in turn and:
  - enter your candidate number on the first page
  - make any adjustments to view or other optional settings
  - check your changes have saved.

## **Reading time: 30 minutes**

You have 30 minutes to open and read through the 4 exam documents.

During this time, you **can**:

- indicate your choice of elective questions on page 2 of the KNOWLEDGE part document
- access your resources
- make notes on scribble paper.

You **cannot** start work on any exam question or enter anything into any exam document (apart from the elective choice in KNOWLEDGE).

## **Working time: 3 hours**

You have 3 hours to complete the exam itself.

## **Timing announcements**

These 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.

## **Technical help**

Tell an invigilator immediately if you experience any technical problems with your computer, internet or exam documents.

## **The 4 exam documents**

The exam is spread across 4 documents plus these instructions:

KNOWLEDGE:	K_IPEdExam_2024.pdf	fillable PDF form
LANGUAGE:	L_IPEdExam_2024.pdf	fillable PDF form
MANUSCRIPT	M-E_IPEdExam_2024.docx	MS Word file
	M-S_IPEdExam_2024.docx	MS Word file

Each document contains detailed instructions for completing the exam questions.

You may complete the documents in any order.

## **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.

## Allocation of marks and pass requirements in each part

**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.

**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 elective 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 part – key points

- 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.

### 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.
- The number of errors varies from question to question.
- If there is no error in the sentence, marking the check box “OK” will earn 1 mark.
- If there is a single error, correcting the error will earn 1 mark.
- If there are 2 or more errors, each error corrected earns part marks up to a total of 1 mark.
- You do not lose marks for failing to correct an error, but 0.25 mark is deducted for each error that you introduce (down to 0 marks for the question; there are no negative marks).
- Making no changes and failing to mark the “OK” box means you have not attempted the question. You will not gain a mark even if there are no errors to find.
- You are not expected to check errors of fact in these questions.

### Multiple-choice questions (21–24)

- Questions 21–24 are multiple-choice questions on identifying grammar issues in sentences.
- Each question is worth 1 mark.
- You do not lose marks for an incorrect answer or for not answering a question. You simply do not gain the mark for the question.

## MANUSCRIPT part – key points

### *Component 1: extract edit*

- The publisher's brief on page 3 of the M-E document 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.
- The extract is 4 pages long and begins on page 4 of the M-E document.
- Edit the extract using Track Changes for your mark-up.
- The extract component is worth 32% of the exam total.
- Each individual edit is worth 0.2%, so 160 sound edits will gain the maximum mark of 32% for this component.
- 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 heading levels in angle brackets using a consistent and clear notation such as <A>, <B>, <C> or <H1>, <H2>, <H3> etc.
- **Do not attempt to apply Word Styles or indicate the hierarchy with formatting.**
- You are not expected to check or correct errors of fact in the edit.

### *Component 2: author queries*

- In the M-E file, write at least 10 queries for the author of the extract.
- Use Word's Comments function in the Review tab to create each query.
- Do not use the Comments for any other purpose.
- The author query component is worth 4% of the exam total.
- Each author query is worth 0.4%, so 10 clear, respectful, sound queries will gain the maximum mark of 4% for this component.
- 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.

### *Component 3: style sheet*

- You are required to create a style sheet for your edit of the extract using the template on page 2 of the M-S document.
- Enter your style decisions in the appropriate table cell.
- Enter general style decisions (e.g. capitalisation, punctuation and number style) in the "General notes" section.
- Enter style decisions for particular words in the cell for the correct alphabetic letter range (i.e. A–B, C–D, etc.).
- The style sheet component 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 this component.
- To pass the part as a whole, you must pass this component by gaining at least 65%. That means you must make at least 26 valid style sheet entries.

## KNOWLEDGE part – key points

There are 6 questions in the KNOWLEDGE part: 2 compulsory questions and 4 elective questions.

- 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 4 elective 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 elective 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 elective questions would score 3, 12, 8 and 3, only the 2 highest scores will count. Your combined total for the 2 elective 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 to give 26/40 (65%), provided 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.