



Supplementary Guidance for examiners as authors

A guide for examiners who are considering writing or revising resources, or have existing texts

For internal and external use

October 2015

Quality, Standards and Research

Supplementary guidance for examiners as authors

Author Director of regulatory stakeholder relations Owner Publisher Relations Manager

Authorised by Responsible Officer

October 2015

Ratified by PUKLT January 2016



Contents

What does this guidance cover?	3
Writing resources	3
Existing texts	3
Revising existing resources	4
Other resources	4
Review date	4
Useful contacts	4

References to third-party material made in this document are made in good faith. Pearson does not endorse, approve or accept responsibility for the content of materials, which may be subject to change, or any opinions expressed therein. (Material may include textbooks, journals, magazines and other publications and websites.)

All the material in this publication is copyright © Pearson Education Limited 2016

Supplementary guidance for examiners as authors

Author Director of regulatory stakeholder relations Owner Publisher Relations Manager

Authorised by Responsible Officer

October 2015

Ratified by PUKLT January 2016



The key role of Pearson Education Ltd (Pearson) is to secure standards for those qualifications we certificate. As part of our commitment to quality assuring standards and therefore protecting learners, Pearson provides guidance and support to help centres and their learners achieve their learning and development goals. Pearson also ensures that any regulatory requirements our regulators impose on us are met, and that we support centres to meet those requirements.

Pearson regulatory policies are integral to our approach and articulate in a consistent way how we meet our regulatory requirements. They are reviewed annually to ensure that they remain fit for purpose. These regulatory policies apply to Pearson business units where UK regulated qualifications are developed, implemented or delivered.

What does this guidance cover?

The 'Examiners as authors policy' identifies the senior examining roles which cannot write resources for the subject at the level at which they examine. This guide provides clarification on:

- What is covered by 'writing' resources?
- How should a senior examiner be associated with existing resources they have written or edited?
- What role may a senior examiner play in revising existing resources, and how should they be acknowledged?

Writing resources

A principal aim of the Examiners as Authors Policy is to ensure public confidence that there is no resource which has been created with 'insider information' that could result in that resource providing any inappropriate guidance, whether explicit or implicit, intended or unintended. It is therefore essential that senior examiners have no role in the creation of these resources, and that 'writing' extends to all associated activities including reviewing, editing or advising.

Existing texts

There will be a number of resources which were produced with the involvement of senior examiners before the Examiners as Authors Policy came into force. There is no intention that the current acknowledgement of the senior examiner in the development of resource, e.g. as author or editor, should be removed or changed as long as that resource remains

Supplementary guidance for examiners as authors

Author Director of regulatory stakeholder relations Owner Publisher Relations Manager

Authorised by Responsible Officer

October 2015

Ratified by PUKLT January 2016

available and unchanged. If the resource is revised or updated, then the acknowledgement might have to change – please see the section on *Revising existing resources*.

Revising existing resources

A senior examiner should not normally have any involvement in the updating or revision of one of their existing resources if a new edition is required. This activity should be carried out by someone who is not barred from contributing by virtue of their examining role. The existing author can still be acknowledged, but it should be explicit that the revisions have been carried out by someone else so that it is clear that it is not the senior examiner who has carried out this activity. The only exception to this position is where the revision is purely a matter of updating data or images to keep the material current.

Other resources

The policies linked to this guidance are:

[Conflict of interest](#)

[Examiners as authors policy](#)

Review date

October 2016

Useful contacts

For more information on Pearson qualifications and services please visit the website: qualifications.pearson.com

Supplementary guidance for examiners as authors

Author Director of regulatory stakeholder relations Owner Publisher Relations Manager

Authorised by Responsible Officer

October 2015

Ratified by PUKLT January 2016

