

Assessment Associates as authors policy

2023

Who and what is this policy for:

This policy is for any Pearson Assessment Associate who is interested in authoring commercial resources that support Pearson qualifications. There may be restrictions, other than those in this policy, placed on Pearson Associate roles. Any such restrictions are outlined in the Associates terms and conditions. Assessment Associates may be referred to by other working titles in different parts of the Pearson business but anyone who has signed up to the Associate terms and conditions is in scope of this policy.

This policy describes how to minimise the risks associated with Associates who have had access to confidential assessment materials as well as being involved in other related activities.

Pearson Education Ltd – Our Mission and Values

At Pearson, our purpose is simple: to add life to a lifetime of learning. We believe that every learning opportunity is a chance for a personal breakthrough. That’s why our c.20,000 Pearson employees are committed to creating vibrant and enriching learning experiences designed for real-life impact. We are the world’s leading learning company, serving customers in nearly 200 countries with digital content, assessments, qualifications, and data. For us, learning isn’t just what we do. It’s who we are. Visit us at www.pearsonplc.com

We are regulated by the UK qualifications regulators Ofqual (England), SQA Accreditation (Scotland), CCEA Regulation (Northern Ireland) and Qualifications Wales (Wales). Our regulatory policies are integral to our approach and articulate how we meet regulatory requirements. These policies are designed to support centres and students and set out clearly our approach to the design, delivery, and award of Pearson qualifications and services.

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1. Policy statement

- 1.1 This policy has been developed to protect the integrity of Pearson's qualifications and to provide assurance for stakeholders that people who have had access to confidential assessment materials cannot use this information to inform the production of commercial resources relating to qualifications.
- 1.2 There is an acknowledged risk created when individuals who have had sight of confidential assessment materials (for example, those who write question papers) are involved in writing resources such as textbooks. This policy explains when it may or may not be appropriate for Associates to be involved in the production of commercial resources to ensure the security of our exam papers is not compromised.
- 1.3 This policy applies to anyone who has had access to live, confidential assessment material for qualifications. It covers the authoring/development of commercial, paid-for, teaching and learning resources, including textbooks, teacher guides, and digital materials.
- 1.4 This policy **does not cover materials** that are commissioned by the awarding body part of Pearson, **which are free to centres and/or learners** (e.g. specifications, teachers' guides).
- 1.5 We will not endorse any commercial product for use with Pearson qualifications that breaches the requirements set out in this policy.
- 1.6 Where we find that a resource submitted to us for endorsement has been authored in whole or in part by an Associate with knowledge of live confidential assessment material, we will not endorse it and the associate will be referred to Associate Relations for further action.
- 1.7 This policy applies to individuals undertaking a range of Associate roles, including (but not exclusively):
- For General Qualifications: Chair of Examiners, Chief Examiners, Principal Examiner, Scrutineers, Reviser.
 - For Vocational Qualifications: Principal Assessment Associate, Chair of Examiners, Chief Examiner, Lead Examiners, Reviewer, Scrutineer, item, and test writers.

Requirements for Associates

- 1.8 People contracted by Pearson as Associates to work on the development and production of future confidential assessment materials, or any activity that gives them access to confidential assessment material, cannot be involved in the creation of commercial resources for that subject at that qualification level for the lifetime of the specification, for

publication by Pearson or any other publisher¹. This includes writing, editing, revision, reviewing, and providing advice in respect of a first or future edition of such a resource.

- 1.9** If you have had access to confidential assessment materials and wish to stop that activity and to begin writing commercial resources, you cannot begin to work on resources for the same specification for the lifetime of that specification. You may, however, undertake work in one or the other capacity for a new specification.
- 1.10** Where you have had access to confidential assessment material but wish to undertake work on a resource related to a different qualification specification, it is important that you complete a Conflict of interest non centre declarations form before starting on any work. This is to ensure Pearson can assure itself that there is no conflict of interest that will compromise the security of confidential assessment materials. If you do not declare and seek approval for work on a commercial resource for any publisher using the non-centre declaration form, or breach any of the requirements in this policy, we reserve the right to terminate your Pearson Associate contract.

Resources authored prior to becoming a Pearson Associate

- 1.11** We will consider applications from someone who has had sight of confidential assessment materials, from someone who is currently involved in writing or updating a commercial resource, on the understanding that their involvement in the resource will stop at the point at which an appointment into the role is offered. In such cases, we may ask that acknowledgments for the commercial resource are removed and/ or amended to include any appropriate disclaimers. We would also expect that the publisher will remove any reference to you as an examiner/associate.
- 1.12** Previous involvement in the writing, reviewing, or editing of a published resource does not automatically mean that you cannot apply to become a Pearson Associate. We will review the application in the light of the following:
- The nature of the resource.
 - Its content and date of publication.
 - The nature of the Associate role you have applied for and whether it will require you to access secure assessment material.
- 1.13** Where your Associate role means you have had access to secure assessment material you should not normally have any involvement in the updating or revision of a resource that you have produced before your appointment as an Associate. For example, if a new edition of a resource that you previously authored is required we would expect that you do not have any involvement if you have had access to secure assessment materials. However, we may consider exceptions to this, depending upon:

¹ For example, if in your Associate role, you see future question papers for a GCSE History specification, you will not be allowed to write any resources for GCSE History. You may, however, write commercial resources for the subject at another level, such as Key Stage 3 or A level.

- The date at which you were appointed as an Associate.
- The date and scope of content of the original publication.
- The nature and extent of the revisions being made.

1.14 In such circumstances, before embarking on any work on a commercial resource you must complete a Conflict of interest non centre declarations form. We will then assess whether such involvement is, or has the potential to be perceived as, a risk to the integrity and security of assessments. We will not prevent you from being involved in such work where we are confident that no such risk, or potential risk, exists, and will use our reasonable judgement in arriving at this conclusion.

2. Regulatory references

2.1 UK regulators require all awarding organisations to establish and maintain their compliance with regulatory conditions and criteria. As part of this process, policies and guides that relate to Pearson’s status as an awarding organisation will reference any conditions and criteria that they address.

2.2 This policy addresses the following regulatory criteria and conditions:

Qualification regulator or relevant governing body	Regulatory rule or guidance document	Regulatory condition, criteria, or principle
Ofqual	<u>General Conditions of Recognition</u>	A4
Ofqual	<u>General Conditions of Recognition</u>	C3
Qualifications Wales	<u>Standard Conditions of Recognition</u>	A4
Qualifications Wales	<u>Standard Conditions of Recognition</u>	C3
CCEA Regulation	<u>General Conditions of Recognition</u>	A4
CCEA Regulation	<u>General Conditions of Recognition</u>	C3
SQA Accreditation	<u>Regulatory Principles (2021)</u>	2

3. Review date

3.1 This policy will be reviewed in May 2024.

4. Useful contacts

4.1 If you are an Associate, you can contact us by logging into Edexcel Gateway and selecting the ‘contact us’ option. For other conflict of interest enquiries please contact us by email at conflictofinterest@pearson.com.