



Pearson

## Examiners as authors policy

Quality Services and Governance

### Who and what is this policy for:

This policy is for anyone who is interested in authoring commercial resources for Pearson qualifications.

This policy describes how to minimize the risks associated with examiners who write question papers as well as being involved in other related activities.

# Pearson Education Ltd – Our Mission and Values

Welcome to Pearson, the world's learning company. We have a simple mission: to help people make more of their lives through learning. Whether it's at home, in the classroom or in the workplace, learning is the key to improving our life chances. We are the UK's largest awarding body and we are regulated by Ofqual (England), SQA Accreditation (Scotland), CCEA Regulation (Northern Ireland) and Qualifications Wales (Wales). We offer academic and vocational qualifications that are globally recognised and benchmarked, with educational excellence rooted in names like Edexcel, BTEC, and LCCI.

Our regulatory policies are integral to our approach and articulate in a consistent way how we meet regulatory requirements. These policies are designed to support centres and learners with the design, delivery and award of Pearson qualifications and services.

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# 1. Scope of policy

- 1.1 This policy has been developed in order to protect the integrity of Pearson's qualifications and to provide assurance for stakeholders that people who have 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 sight of secure assessment material (for example, those who write question papers) are involved in writing resources. Because we must ensure that the security of exam papers is not compromised, we have clear guidelines to explain when it may or may not be appropriate for examiners to be involved in the production of commercial resources.
- 1.3 People employed by us as Associates to work on the development and production of future assessments should not be involved in the creation of paid-for resources which relate to the relevant qualification(s). This goes beyond initial writing activity, and includes editing, revision, review and advice in respect of a first or future edition of such a resource. Any Pearson Associate involved in the creation of assessments who wishes to work on a new or current edition of a commercial resource for any publisher needs to declare their interest with the [Associate Relations team](#) before starting on any work.
- 1.4 This policy applies to anyone involved in the external assessment of qualifications, as defined in the statement below. It covers the development of commercial, paid-for, teaching and learning resources, including textbooks, teacher guides and digital materials. It does not cover materials that are commissioned by the awarding body part of Pearson, which are free to centres and/or learners.
- 1.5 This policy applies to individuals undertaking a range of examining roles for general and vocational qualifications (for example, Chair of Examiners, Chief of Examiners or Principal Standards Verifiers).
- 1.6 If you are a Senior Associate, even if the primary focus of your role is not on secure assessment material, you should inform us of your involvement in developing commercial resources for Pearson qualifications before embarking on any such work. We will assess whether such involvement is, or has the potential to be perceived as, a risk to the integrity 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.
- 1.7 Any exemptions from this policy must be approved by Pearson's Responsible Officer.
- 1.8 We will not endorse any product for use with Pearson qualifications that breaches these requirements.

# 2. Policy statement

## If you are already acting as a Pearson Associate:

- 2.1 Anybody who has access to future secure assessment materials before they are made available in the public domain cannot write commercial resources for that subject at that qualification level for publication by Pearson or any external publisher. 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, whether or not the publication relates to a Pearson qualification. You may, however, write commercial resources for the subject at another level, such as Key Stage 3 or A level.

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Owner Publisher Relations Manager

Authorised by Responsible Officer

July 2018 version 5.3 DCL 1: Public (Unclassified)

Ratified by PUKLT September 2018

- 2.2** If you are a senior examiner, you should not normally have any involvement in the updating or revising a resource that you have produced before your appointment as a senior examiner - for example, if a new edition is required. However, we may consider exceptions to this, depending upon:
- the date at which you were appointed as an examiner;
  - the date and scope of content of the original publication;
  - the nature and extent of the revisions being made.
- 2.3** In all cases, you must declare any proposed involvement in publications and seek clarification and approval from us before work on any resource is started.
- 2.4** If you do not declare and seek approval for work on a commercial resource for any publisher, or breach any of the requirements explained above, we may have to terminate your Pearson Associate contract.
- 2.5** If you have been involved in the development of secure 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.
- 2.6** Should the action of an Associate, or former Associate, result in material being published which could compromise the integrity of a future assessment, we may take legal action.

### **If you wish to apply to become a Pearson Associate**

- 2.7** 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
- 2.8** We will consider applications for a senior examining role 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 an examiner.

## **3. Regulatory references**

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

3.2 This policy addresses the following regulatory criteria and conditions:

#### Ofqual/CCEA Regulation/Qualifications Wales General Conditions of Recognition

Conflicts of interest	Condition A4
Arrangements with publishers	Condition C3

#### SQA Accreditation Regulatory Principles (2014)

The awarding body shall have clearly defined business planning processes which show evidence of management commitment, decision making and ongoing review.	Principle 3
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## 4. Policy review date

4.1 This policy will be reviewed in June 2019

## 5. Useful contacts

5.1 If you have any queries related to this policy please contact the [Associate Relations team](#) in the first instance. For further information or enquiries please contact [conflictofinterest@pearson.com](mailto:conflictofinterest@pearson.com).

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