

Editors' Association of Canada/Association canadienne des réviseurs
Operational Policy 7 (OP 7): Certification
Effective date: March 2007
Revised: March 11, 2009

1. Policy Statement

1.1 This policy guides the operation of the EAC certification program in English-language editing.

2. Terminology

2.1 The “certification program” consists of an “examination” (or “exam”) that is divided into four “tests”:

- (a) Proofreading
- (b) Copy Editing
- (c) Stylistic Editing
- (d) Structural Editing

2.1.1 The tests are based on the EAC document Professional Editorial Standards (PES).

2.1.2 Each test may include one, two or more “sections.”

2.2 An “administration” is a scheduled offering of one or more tests.

2.3 The “Certification Steering Committee” is the EAC national committee that oversees and develops the certification program on behalf of the association.

2.3.1 “Test setters” develop a test for an administration.

2.3.2 “External reviewers” provide expert feedback on a draft test to help ensure its validity. 2.3.3 “Pilot testers” provide feedback on a draft test to help ensure its effectiveness and feasibility.

2.3.4 “Candidates” register for an administration of a test or tests and write the test or tests.

2.3.5 “Site supervisors” select the venue for an administration; receive tests, take custody of them and send them back to national office; and make final decisions regarding an administration.

2.3.6 “Test invigilators” provide on-site support and invigilation for an administration.

2.3.7 “Markers” evaluate the candidates’ performance on a test and assign marks for the questions answered and the tasks completed.

2.3.8 The “marking analyst” reviews all marked tests and makes recommendations as required.

3. Credentials Awarded

3.1 Credentials are awarded to candidates who pass the relevant test or tests.

3.1.1 Credentials awarded for tests taken before December 31, 2009, are:

- (a) Certified Proofreader (Elementary Knowledge of the Publishing Process + Proofreading)
- (b) Certified Copy Editor (Elementary Knowledge of the Publishing Process + Copy Editing)
- (c) Certified Structural and Stylistic Editor (Elementary Knowledge of the Publishing Process + Structural and Stylistic Editing)
- (d) Certified Professional Editor (Elementary Knowledge of the Publishing Process + Proofreading + Copy Editing + Structural and Stylistic Editing)

3.1.2 Credentials awarded for tests taken before December 31, 2009, will continue to be recognized as valid EAC credentials after December 31, 2009.

3.1.3 Credentials awarded for tests taken after January 1, 2010, are:

- (a) Certified Proofreader (Proofreading)
- (b) Certified Copy Editor (Copy Editing)
- (c) Certified Stylistic Editor (Stylistic Editing)
- (d) Certified Structural Editor (Structural Editing)
- (e) Certified Professional Editor (Proofreading + Copy Editing + Stylistic Editing + Structural Editing)

3.2 The Certified Professional Editor (CPE) credential is awarded to candidates who pass all the tests required for the credential within 10 years of writing their first test.

4. Eligibility Criteria

- 4.1 There are no experience, education or association membership prerequisites for candidates. However, it is recommended that candidates have at least five years' editing experience before attempting any test.
- 4.2 Anyone involved in developing and/or administering a test may not register as a candidate until his or her involvement no longer confers an unfair advantage.
- 4.2.1 Certification Steering Committee members, test setters, external reviewers, marking analysts or markers may not register as candidates for the test in which they were involved until that test is administered and one additional administration of a test in that editorial skill group has occurred.
- 4.2.2 Pilot testers and test invigilators may not register as candidates until the following administration.
- 4.2.3 Certification Steering Committee members and persons involved in developing and/or administering tests are not required to count the years during which they may not register as candidates as a result of their involvement when calculating the 10 years allowed for completion of the CPE credential.
- 4.3 No one can be exempted ("grandfathered") from the testing requirements if he or she wishes to use the CPE designation or any of the specific credentials.
- 4.4 Candidates who fail tests may continue to pursue certification by taking the appropriate tests.

5. Registration and Fees

- 5.1 Candidates must register and pay fees for each certification test.
- 5.1.1 Candidates may register for one or more tests offered in an administration.
- 5.1.2 Registration normally closes 30 calendar days before the date of the test administration.
- 5.1.3 Fees are set annually. Members of the association pay lower fees than non-members.
- 5.2 No candidate may take a test without having paid for the test in full.
- 5.3 Registration materials state a cancellation and refund policy.

6. Exam Administration

- 6.1 Budget and demand permitting, a full or partial sitting of the examination is offered annually and simultaneously in at least one city in each branch of the association.
- 6.1.1 Where resources or demand does not permit an administration of all four tests, selected tests may be offered.
- 6.1.2 Budget and demand permitting, reasonable efforts will be made to accommodate potential candidates who live in geographically remote areas or who for some other reason cannot travel to a test site.
- 6.2 Candidates may be permitted or required to bring to the test site resources and tools authorized by the Certification Steering Committee. Candidates will receive from the national office a list of authorized resources and tools. Candidates are not permitted access to CD-ROM references, the Internet, electronic spell-checkers or computers.
- 6.2.1 If a candidate wishes to use a resource or tool that is not included in the list of authorized materials, the candidate must obtain permission from the national office in writing to use the resource or tool.
- 6.2.2 The national office must receive any such written request at least 15 business days before the date of the test administration and will consult with the Certification Steering Committee. The decision of the Certification Steering Committee on the use of any additional resource or tool is final.
- 6.2.3 Where this consultation results in any amendment to the list of authorized materials, the national office will notify all candidates in writing.
- 6.2.4 Where candidates have not sought prior authorization from the national office for the use of a resource or tool that is not included in the list of authorized materials, the decision of the on-site test invigilator on the use of that resource or tool is final.
- 6.3 Candidates with special needs may request in writing that reasonable accommodation be made for those needs. Supporting documentation may be required.
- 6.3.1 Provision of reasonable accommodation is intended neither to detract from the responsibility of candidates to achieve individual results nor to confer advantage.

6.3.2 The national office must receive any such written request at least 15 business days before the date of the test administration and will consult with the Certification Steering Committee. The decision of the Certification Steering Committee on the use of any additional resource or tool or any other form of accommodation is final.

6.4 Every administration of a test is followed by a request to candidates to evaluate the effectiveness of that administration.

6.5 Site supervisors and test invigilators receive standardized instructions and honoraria.

7. Exam and Study Guide Preparation

7.1 Every administration requires the preparation of new tests, new marking guides and, if required, updated study guides.

7.2 The texts used in the tests are comprehensible to general readers and require no specialized subject-matter knowledge to edit.

7.3 All tests are pilot tested and, if required, externally reviewed before they are offered to candidates.

7.4 The association prepares study guides and makes them available for purchase.

7.5 Test setters receive training and honoraria.

8. Exam Marking

8.1 Marking is conducted using a double-blind review, where neither the markers' nor the candidates' identities are known to the other party.

8.1.1 Tests are identified to markers by candidate numbers assigned by the national office.

8.2 Tests are marked using a marking sheet and an answer key that describe expected answers and acceptable variations.

8.3 Each test is marked independently by two markers.

8.4 Markers receive training and honoraria.

8.5 For each test offered in a particular administration, the marking analyst reviews all the marked tests and recommends a pass mark (cutline), which will normally be around 80%.

8.5.1 Where necessary, the marking analyst also indicates that a third marker should mark a particular test.

8.6 The marking analyst receives an honorarium.

8.7 Test results are subject to external audit. The auditor appointed for the association reviews the list of candidate names and candidate numbers to ensure that they are accurately matched and that the appropriate credentials are awarded.

9. Candidate Disqualification

9.1 Anyone found using unauthorized materials or copying or assisting others to cheat during a test or cheating in any other way is automatically disqualified and becomes permanently ineligible for certification. Members of the association may also be subject to sanctions under the association Code of Conduct.

9.2 Anyone charged with misconduct will receive written notice of any penalty from the association.

9.3 This penalty may be appealed in writing to the national executive council of the association within 90 calendar days of the date of the notification statement..

10. Results and Appeals

10.1 Each candidate receives a notification statement indicating "pass" or "fail" for each test.

10.2 For examinations administered after January 1, 2010, failed candidates receive additional information about how close they came to passing.

10.3 Candidates who fail may appeal their results in writing.

10.3.1 The appeal must be received by the national office within 30 calendar days of the date of the notification statement.

10.3.2 If a candidate appeals, his or her test is marked independently by two new markers.

10.3.3 The decision made by the two new markers is final.

10.4 EAC maintains and may publish a list of the names of candidates who attain the CPE credential or one or more of the specific credentials.

10.4.1 Successful candidates may request in writing that their names not appear in any published list.

11. Credential Maintenance

11.1 Anyone holding a credential earned by taking a test administered after January 1, 2010, retains the right to use that credential by fulfilling maintenance requirements.

11.2 Anyone holding a credential earned by taking tests administered before December 31, 2009, retains the right to use that credential without fulfilling maintenance requirements.

12. Security, Confidentiality and Access to Information

12.1 Utmost efforts are made to protect the security of the examinations and to preclude any candidate's gaining an unfair advantage over others.

12.1.1 Anyone who is involved in setting, preparing, administering, marking or analyzing a test must sign a confidentiality agreement.

12.2 The confidentiality of all information provided by candidates is protected under the association privacy policy (Operational Policy 1).

12.3 Upon receiving a written request from a credential holder or candidate, the association will confirm for a third party (such as an employer or a client) that the credential holder or candidate holds a credential, has passed a certification test, or is registered to take a test.

12.4 In response to a request from a third party,

- (a) the national office will divulge no information about the certification history of any individual, or
- (b) if the credential holder or candidate has consented in writing to the release of this information, the national office will confirm the credentials held, tests passed, or tests the candidate has registered for.

12.5 No other information will be provided to a third party.

13. Revisions

13.1 Substantive revisions to this policy must be authorized by the Certification Steering Committee and ratified by a vote of the EAC national executive council.