

# Endorsement and Authorship Policy



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## Introduction

As part of being a regulated awarding organisation, CIOLQ has to take all reasonable steps to ensure that any endorsement process does not have an Adverse Effect. As part of CIOLQ's work is in collaboration with third-party assessors or organisations it is important to publish criteria that outline our approach to the endorsement of resources and author material.

Some of our Assessment Associates (AAs) may be published authors or may develop assessment and learning materials for other organisations. Also, on occasion, we may contract the development of assessment material for our own purposes, for example when commissioning a subject matter expert to assist in content for a study guide, but we will not formally endorse the developer or author of any resource without strict consideration of endorsement criteria and whether it presents a risk to the integrity of our qualifications.

## Scope

This policy is aimed at clarifying our approach to any third-party endorsements. In general, CIOLQ does not endorse policies, documents, digital media or people.

This policy is aimed at informing internal CIOLQ staff, members, assessors and candidates.

## Endorsement criteria

- CIOLQ will not endorse any resource where the authors are CIOLQ assessors or the authors or have contributed to qualifications or assessments for which they have had oversight or responsibility
- Any assessor who sees future drafts or final CIOLQ assessments before they have been taken by candidates, for example during standardisation, must not develop resources for that subject at that level in any other capacity for any other organisation
- CIOLQ will not recommend any resource that explicitly matches one or more of our current qualifications or assessments
- CIOLQ will not enter into exclusive arrangements with any publisher to support qualification-related resources or textbooks.

## Authorship criteria

We recognise that AAs engage in professional activities but discourage the use of any relationship an assessor has with CIOLQ in connection with a separate independent activity.

- CIOLO acknowledge the right of assessors to engage in professional activities but discourages any reference that suggests any relationship an AA may have with CIOLO in connection with that activity
- Unacceptable authorship activities include those which make any suggestions about probity, proposal, reference or format of our qualifications, assessment or process
- CIOLO will not give permission to publishers or individual authors, to state their position as an author for CIOLO qualifications or assessment, other than by reference to their generic role or their experience
  - For example, it is acceptable to refer to ‘Chief Moderator’ but not ‘Chief Moderator for CIOLO, or variations of it.

## Summary

CIOLO’s stance on the development of learning materials, textbooks or exam preparation material.

- We do not endorse or recommend any externally developed material or author
- CIOLO Assessment Associates (AAs) must never suggest that they are endorsed, approved or recommended by CIOLO
- We never propose that any developed material is required to pass one of our exams.

## Policy version and owner

Policy review date	July 2024
Policy owner	Responsible Officer

## Regulatory references

Ofqual General Conditions of Recognition
Condition A4: Conflicts of interest
Condition A6: Identification and management of risks
Condition C3: Arrangements with publishers
Condition D8: Making available information to help meet Teachers’ needs
Condition G4: Maintaining confidentiality of assessment materials
Condition F2: Packaging qualifications with other products or services