

Endorsement and Authorship Policy

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Introduction

As part of being a regulated Awarding Organisation, CIOL Qualifications (CIOLQ) must take all reasonable steps to ensure that any endorsement process does not have an Adverse Effect on the integrity of the organisation and/or its qualifications. As CIOLQ works in collaboration with third parties and/or organisations, it is important to publish criteria that outline our approach to the endorsement of resources and authored materials.

Some of our Assessment Associates (AAs) may be published authors and/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, AAs and candidates.

Endorsement criteria

- CIOLQ will not endorse any resource where the authors are CIOLQ AAs or have contributed to qualifications or assessments for which they have had oversight or responsibility
- Any AA 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 a range of professional activities outside of their duties towards CIOLQ, however, we discourage the use of any relationship they have with CIOLQ in connection with separate independent activities.

- CIOLQ acknowledges the right of AAs to engage in professional activities but discourages any reference that suggests any relationship an AA may have with CIOLQ 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

- CIOLQ will not give permission to publishers or individual authors, to state their position as an author for CIOLQ qualifications or assessments, other than by reference to their generic role or their experience
 - For example, it is acceptable to refer to ‘Moderator’ but not ‘Moderator for CIOLQ’, or variations of it.

Summary

CIOLQ’s stance on the development of learning materials, textbooks or exam preparation materials:

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

Policy updating and reviewing

All policies relating to CIOLQ will be updated on an 18-month cycle or sooner as required.

Policy version and owner

Policy review date	October 2027
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