

Endorsement and Authoring Policy

Table of Contents

Introduction	3
Scope	3
Endorsement criteria	3
Authorship criteria	3
Policy version and owner	4
Regulatory references	4

Introduction

As part of being a regulated End Point Assessment Organisation (EPAO) CIPFA have to take all reasonable steps to ensure that any endorsement process does not have an Adverse Effect. As a large part of CIPFA's work is in collaboration with other departments as well as with third party assessors or organisations it is important to publish criteria that outlines our approach to endorsement of resources and author material.

Some of our End Point Assessment (EPA) assessors may be authors in their own right or may develop assessment and learning materials for other organisations and on occasion we may encourage or contract the development of assessment material for our own purposes, but we will rarely 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 any End Point Assessment (EPA).

Scope

This policy is aimed at clarifying our approach to any third party endorsements. In general, CIPFA as an EPAO do not endorse policies, documents, digital media or people.

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

Endorsement criteria

- CIPFA will not endorse any learning material resource where the authors are CIPFA end point assessors at the time of writing, or who have contributed to EPA for which they have had oversight or responsibility
- Any assessor who sees future drafts or final EPA before they have been sat by apprentices, for example during ~~standardisation~~ question paper evaluation committee, cannot write resources for that subject at that level
- CIPFA will not recommend any learning material resource that explicitly matches to one or more of its current EPA teaching and learning content for EPA
- CIPFA will not enter into exclusive arrangements with any publisher to support EPA resources or textbooks

Authorship criteria

Awarding organisations recognise that assessors engage in professional activities but discourage inappropriate use of any relationship an assessor has with a named awarding organisation in connection with that activity.

- CIPFA acknowledge the right of assessors to engage in professional activities but discourage any reference that suggests any relationship an assessor may have with CIPFA EPAO in connection with that activity

- Unacceptable authorship activities include those which make any suggestions about probity, proposal, reference or format of the EPA or EPA process
- CIPFA will not give permission to publishers or individual authors, to state their position as an author for CIPFA EPA or EPA specification, other than by reference to their generic role or their experience. For example, it is acceptable to refer to ‘Senior Assessor’ but not ‘Senior Assessor for CIPFA/EPA/assessment, or variations of

For further information or clarification please contact the Assessment and Compliance team at ‘qualitycompliance@cipfa.org’.

Policy version and owner

Policy owner	Head of Qualifications & Membership
Version	1.1
Update	September 2023
Approval	SMB 05 September 2023
Policy review date	September 2024

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