Editors' Association of Canada/Association canadienne des réviseurs
Certification Policy

Effective date: June 2021

Policy purpose

The purpose of this policy is to support excellence in editing, through the Editors' Association of Canada/Association canadienne des réviseurs certification program for English-language editing.

Policy statement

The Editors' Association of Canada (Editors Canada) supports standards for editing knowledge and skills known as Professional Editorial Standards. It is committed to recognizing the professional application of these standards through the certification program.

Definitions used within this policy

1.1   The "certification program" consists of four "tests" or "exams":
       (a) Proofreading
       (b) Copy Editing
       (c) Stylistic Editing
       (d) Structural Editing

       1.1.1 The tests are based on the Editors Canada document *Professional Editorial Standards* (PES).

       1.1.2 Each test may include one, two or more "sections."

1.2   An "administration" is a scheduled offering of one or more tests.

1.3   The "certification steering committee" is the Editors Canada national committee that oversees and develops the certification program on behalf of the association.

       1.3.1 "Test setters" develop a test for an administration.

       1.3.2 "Test shepherds" guide the test, developed by the test setters, through to pilot testing and administration.

       1.3.3 "External reviewers" provide expert feedback on a draft test to ensure its validity.

       1.3.4 "Pilot testers" provide feedback on a draft test to help ensure its effectiveness and feasibility.

       1.3.5 "Candidates" register for an administration of a test or tests and write the test or tests.

1.3.6 "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.

1.3.7 "Test invigilators" provide on-site support and oversee the test administration.

1.3.8 "Markers" evaluate the candidates' performance on a test and assign marks for the questions answered and the tasks completed.

1.3.9 The "marking analyst" reviews all marked tests, analyzes the markers' work and the final marks, and makes recommendations on test materials and procedures for future test administrations.

Applicability

This policy applies to all association members who are involved in managing certification, as well as those who participate in any aspect of certification (from design to marking).

It applies to the staff at the national office.

It applies to any candidate for the certification exams, including people who are not members of Editors Canada.

Responsibility

The certification steering committee is responsible for overseeing and developing the certification tests and program, and setting policies and procedures for certification.

The national office is responsible for test registration, test administration and communication with candidates.

Consequences for non-compliance with this policy can be found in the *Certification Procedures* and Editors Canada's Bylaw No. 1 (2014), section 2.05, Discipline of Members.

Contact information

Enquiries about this policy should be directed to the national office of the Editors' Association of Canada.

info@editors.ca

www.editors.ca / www.reviseurs.ca

416-975-1379

1-866-226-3348 (toll-free)

Authority

This policy is issued under the authority of the members of the Editors' Association of Canada.

Substantive revisions to this policy must be approved by the certification steering committee and ratified by a vote of the association's national executive council.

This policy will be reviewed every five years.

References

The procedures for implementing this policy appear in the *Certification Procedures.*