Policy for the Approval of Publishers' Resources to Support Learners taking Trinity Exams

Document Owner:	Director of Publishing (Interim)
Classification:	Public
Document Identifier:	POL_PublisherResourcesApproval
Internal/External use:	Internal
Approval:	Policy Management Group
Document Status:	Approved
Version:	0.2
Date Issued:	29.06.2016
Last Review:	25.07.2024
Last Modified:	25.07.2024
Next Review:	25.07.2025

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Scope

The approval process by which a publication produced to support the preparation of learners taking Trinity exams has been subject to an academic check by Trinity College London or its publishing arm, Trinity College London Press (together called 'Trinity') and, as a consequence, Trinity agrees to allow the publisher to bear Trinity's publisher logo on the approved publication as a form of endorsement.

This policy concerns Trinity's approval of published resources including:

• Textbooks / Course books / Skills books
• Other relevant published resources or content.

The policy outlines the criteria and process by which Trinity will enter into an arrangement with a publisher to approve a resource in terms of:

• conflicts of Interest
• marketing (by Trinity and the publisher)
• packaging of qualifications and resources
• maintaining the confidentiality of assessment materials
• maintaining the integrity of assessments

Aims of the Policy

It is a requirement of the regulators (Ofqual, Qualifications Wales and CCEA Regulation) Conditions of Recognition to publish criteria by which decisions regarding the endorsement of published materials are made. Trinity also sets out to ensure published materials are in keeping with its aims, representing the quality, breadth and academic rigour with which it is associated.

Regulators' Conditions of Recognition

Trinity must, at all times, comply with Condition B3: Arrangements with Publishers:

• C3.1 Where an awarding organisation has in place an endorsement process, the awarding organisation must:
  o (a) take all reasonable steps to ensure that the endorsement process does not have an Adverse Effect, and
  o (b) publish the criteria which it uses to decide whether or not to endorse a particular resource.
• C3.2 For the purposes of this condition, an 'endorsement process' is a process by which the awarding organisation endorses resources which are designed to support the preparation of Learners and persons likely to become Learners for assessments for a qualification which it makes available or proposes to make available.

Criteria

Trinity will apply the following criteria when selecting a resource for approval:

The text should:

- be written by a respected and reputable author
- support candidate learning
- be written to / based upon Trinity syllabuses / examination specifications / learning outcomes / assessment criteria
- be free of biased or inaccurate information
- be free of any confidential or privileged information about Trinity assessments that would not be available to learners by other means and/or be free from any claims about such information
- should take account of equality and diversity and represent all groups / users appropriately
- be quality assured by Trinity subject specialists

The text should not:

- be promoted or marketed as an essential means to achieving a qualification or assessment
- be promoted to teachers as a substitute for teaching Trinity syllabuses or examination specifications in their entirety
- misrepresent the nature of Trinity's association with the publisher/publication
- threaten the integrity or confidentiality of a qualification or assessment

Conflicts of Interest

Trinity operates a Conflicts of Interest Policy. This policy clearly states that any conflict - whether actual or potential - should be disclosed.

Those involved in the authorship of approved materials must consider the implications and Trinity staff should also be mindful of inadvertently creating conflicts by involving subject experts in the creation of approved materials.

Particular attention should be paid to potential examiner / author conflicts in relation to the publication of approved materials or the involvement of anyone who has an interest in the outcome of a Trinity assessment.

Publishers must inform Trinity if a connected individual is working for them.

Marketing (by Trinity and the publisher)

Trinity will take all reasonable steps to ensure that publishers of approved resources will not market a resource in a way that implies that the resource contains privileged examiner insight or that its use is necessary for the successful completion of an assessment or qualification.

It will do this by:

- contracts with publishers
- issuing clear guidance regarding the use of its logo and statements relating to the necessity of the text in the learning process.

Maintaining the confidentiality of assessment materials

Trinity will have processes in place to ensure that any material that appears is approved, published resources does not compromise the confidentiality of its assessments. No assessment items that appear in its approved publications will appear in its live assessments.

Integrity of assessments

Trinity will ensure that any approved resources do not threaten the integrity of the assessment by increasing their predictability including:

- the use of questions, contexts and case studies in examination papers which are very similar to those in textbooks
- the style and construction of questions in the exam being replicated in textbooks so learners become familiar with these
- worked examples in textbooks illustrating how particular styles of questions should be answered to gain maximum marks.

Change Control

Change History

The following changes have been made to this document:

Version	Date	Author	Change Summary
0.1	29.06.2016	General Counsel	Policy created
0.2	25.07.2024	Director of Publishing (Interim)	Policy template updated

Change Approval

The changes to this document have been approved by the following personnel:

Version	Date	Approver
0.1	29.06.2016	Policy Management Group
0.2	25.07.2024	Policy Management Group