

Endorsement of Third Party Products Policy

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1. Introduction

- 1.1 As a UK regulated awarding organisation, ABRSM is subject to the conditions of recognition set out by the Office of Qualification and Examination Regulation (Ofqual), Qualifications Wales, and the Council for Curriculum Education and Assessment (CCEA).
- 1.2 ABRSM designs, delivers and awards qualifications and we produce resources for learners to prepare for our exams. Third-party publishers may also create materials intended for learners preparing for our exams. In accordance with condition C3 Arrangements with Publishers, this policy sets out the process we use for endorsing third-party products.
- 1.3 This policy is intended to provide the process and criteria by which ABRSM would endorse a third party product. We do not accept unsolicited requests for endorsement and reserve the right to refuse to endorse any product. This does not affect our ability to grant a licence to third parties to use our copyrighted content, but those products will not have been subject to the endorsement process.
- 1.4 Products which are not endorsed may still be useful for learners when preparing for our exams. However, we have not checked their content and cannot guarantee their quality.

2. Scope

- 2.1 This policy concerns ABRSM's approval of published resources including:
 - Textbooks, course books and skills books
 - Other relevant published resources or content.
- 2.2 The policy outlines the criteria and process by which ABRSM will enter into an arrangement with a publisher to approve a resource in terms of:
 - Conflict of Interest
 - Promotions (by ABRSM and the publisher)
 - Packaging of qualifications and resources
 - Maintaining the confidentiality of assessment materials

3. Endorsement Process

- 3.1 The approval process is the process by which a product produced to support the preparation of learners taking ABRSM exams has been subject to an academic check by ABRSM and, as a consequence, ABRSM agrees to allow the publisher to bear ABRSM's publisher logo on the approved product as a form of endorsement. Third-party products which reference support for ABRSM qualifications or assessments in their title or product descriptions but which do not bear ABRSM's publisher logo have not been through ABRSM's endorsement process.
- 3.2 ABRSM will apply the following criteria when selecting a resource for endorsement:
The text should:
 - Be written by a respected and reputable author
 - Support candidate learning
 - Be written to or based upon ABRSM syllabuses, exam specifications, learning outcomes or assessment criteria
 - Be free of biased or inaccurate information
 - Be free of any content which forms part of a confidential test which could give a candidate an unfair advantage.

- Should take account of equality and diversity and represent all groups/users appropriately
- Be quality assured by ABRSM 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 ABRSM syllabuses or exam specifications in their entirety
- Misrepresent the nature of ABRSM's association with the publisher/product
- Threaten the integrity or confidentiality of a qualification or assessment.

4. Conflict of Interest

4.1 In accordance with our Conflict of Interest Policy, any person involved in the development, delivery or award of our qualifications must declare if they have been contracted to work with a third-party publisher.

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

4.3 We require third-party publishers to inform us if a connected individual is working for them.

5. Marketing (by ABRSM and the publisher)

5.1 ABRSM 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:

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

6. Maintaining the confidentiality of the assessment materials

a. ABRSM will have in place processes to ensure that any material that appears in approved, published resources does not compromise the confidentiality of its assessments.

7. Advice and Guidance

7.1 If you have any questions about whether a third party product is endorsed by ABRSM, please contact us using the contact form on our website here:

<https://gb.abrsm.org/en/contact-us/>

8. References

8.1 UK regulators require all awarding organisations to establish and maintain their compliance with regulatory conditions and criteria. As part of this process, policies that relate to ABRSM's status as an awarding organisation will reference any particular conditions and criteria that they address.

8.2 This policy addresses the following regulatory criteria and conditions: Ofqual General Conditions of Recognition August 2018; CCEA Accreditation General Conditions of Recognition December 2017; Qualifications Wales Standard Conditions of Recognition March 2017 - Arrangements with Publishers condition C3.

8.3 Other references:

- ABRSM Conflict of Interest Policy.