

## Freelance Workbook Reviewers



We have two levels of workbook review – Technical and Senior:

### 1) Technical Reviewer

The technical reviewer carries out the first review of the draft workbook to ensure that the workbook coverage is sufficient for candidates to successfully study and pass their examination. The technical reviewer will be expected to provide a detailed review of the workbook.

#### Role requirements :

The technical reviewer will support the CISI in the following ways:

- To have a high-level of knowledge of the subject area
- Should preferably be a syllabus panel member or industry practitioner
- To cross-check the workbook against the syllabus, highlighting any inconsistencies within the text
- To ensure sufficient coverage of each learning objective to enable a good level of understanding
- Highlight any grammatical, tabular data, typographical or statistical/numerical errors
- Highlight if the syllabus is unclear
- Highlight where industry information is out of date and/or missing and suggesting alternative content
- Cross-checking end of chapter and multiple-choice questions against the workbook content
- Review workbook for structure
- To complete the workbook sign off sheet, which will be provided at review stage.

## 2) Senior Reviewer

The senior reviewer will carry out the final review stage, following all changes made by the author, Accredited Training Partner (ATP) and technical reviewer.

### Role requirements:

The senior reviewer will be requested to support the CISI in the following ways:

- To have a high-level of knowledge of the subject area
- Should preferably be a syllabus panel member or financial services practitioner
- To ensure sections/chapters amended cover the corresponding learning objective
- Highlight any grammatical, tabular data, typographical or statistical/numerical errors
- To complete the workbook sign off sheet, which will be provided at review stage.

**For further information and details of fees and timelines please contact us:**

### **Debra Wilson**

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