Client name: BBC
Project name: Editorial Standards Modules
Project number: 10275

Accuracy
Finding and verifying contributors

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Purpose of this document

This is a script. We'd like you to review, in particular:

- the scope of the learning objectives covered
- the accuracy of the content
- any queries we may have added.

Please note that the comments in the 'notes field' of each screen are where Epic has suggested additional text or raised points for clarification. When the comment refers to text in the script, we have highlighted it in yellow.

Text and Graphic				
Screen ID	m15_s05_t15_002			
Skippable	Y/N			
Next Screen ID	m15_s05_t15_003		Last Screen In Branch	N
Layout	TL			
Title	Introduction			
Initial Audio Transcript				
Initial Text				
BodyText	We should make checks to establish the credentials of our contributors to avoid being hoaxed. These checks should be appropriate and proportionate to their contribution.			
BodyText Properties Graphic Description	Body Text Size 404,372 Module menu image.	Body Text Coords Filename	488,94 m15_s05_t15_002	
Alt Text	A television showing a smartly dressed man in silhouette.	Graphic Coords	0,94	
Label				
Label Properties	Label Size 150,26	Label Coords	12,123	
Flash Final Instruction	Select **NEXT** to continue.	size	coords	
Text-Only Final Instruction	Select Next Page to continue.			
Related Learning				
Screen Resources	Res0			
Expert Text			Audio	Y/N
Expert Type				
Additional Data				
Notes				

Single Video Audio Screen			
Screen ID	m15_s05_t15_003		
Skippable	N		
Next Screen ID	m15_s05_t15_005	Last Screen In Branch	N
Title	Your mission		
Media Type	Video		
Initial Audio Transcript			
Initial Text	Have a look at these clips of Graham Peters. Graham describes himself as an actor and musician and is a member of Equity. Yet he has appeared as a contestant or contributor in over 50 reality TV shows.		
Flash Initial Instruction	Select the play arrow to start the video.		
Text-Only Initial Instruction			
Screenreader Instruction	A flash video player follows. Select the play button to start the video. A transcript of the dialogue can be accessed by selecting the Show transcript link.		
Video Description	**Clips to be used here to make a montage:** TBC	Filename	m15_s05_t15_002.flv
Video Text-Only Scene Setter	A montage of clips from various TV programmes.		
Video Alignment	L		
Video Transcript	**A Place in the Sun Home or Away** **Male presenter**: 'On today's show, business is obviously booming for house-hunter Graham.' **Graham**: 'And there's room for my yacht as well!' **Presenter**: 'Yeah, room for you yacht as well. You'll have to sell a few antiques.' **Female presenter**: 'He's available ladies, but would you want him?' **Graham**: 'Do a bit of sunbathing here with hopefully a few young ladies with bikinis on walking past. Entertaining all the young senoritas in here.' **Female Presenter**: 'Oh, really!' **Graham**: 'There are some lovely looking girls around.' **Dirty Rotten Cheaters** Graham Peters, an antiques trader from Dorking, are you the cheater? **Graham**: 'I'm definitely not the cheater, I'm just too honest!' **Coach Trip** Karaoke king Graham and his fiancée Ivy. **Ivy**: 'I always like to surprise Graham with my different looks each day. One day I'm a redhead for him, and the next day I'm blonde!' **Graham**: 'So I get the best of all worlds. She never ceases to amaze me.'		

	Big Brother's little Brother	
	Graham: 'When the whistle goes, you've basically got a minute to pitch your views to the press.'	
	Britain's Empty Homes	
	Graham Peters and Liz Johnson sold their house in London last year and have been renting a flat in Surrey ever since.	
	Graham: 'We actually live in Leatherhead in Surrey in a two bedroom flat, that we find just a little bit on the cramped side.'	
Body Text	Consider whether you think that you and your audience would want to know about his prolific appearances before you booked him as a contributor on one of your programmes.	
Flash Final Instruction	Select **NEXT** to continue.	
Text-Only Final Instruction	Select Next Page to continue.	
Related Learning		
Screen Resources	Res0	
Expert Text		Audi o · N
Expert Type		
Additional Data	**BBC Editorial Guidelines** **Finding Contributors** **3.4.7** We should make checks to establish the credentials of our contributors and to avoid being "hoaxed". The nature of these checks should be appropriate to the nature and significance of their contribution, the content and the genre. We should consider whether it is appropriate to make more in depth checks about people who are the main subject of, or who are to make a significant contribution to, the output. This may include ensuring they are interviewed, and if necessary checked by, more than one member of the production team using a combination of the following: • documentary evidence to validate their identity and story • corroboration from people other than those suggested by the contributor • self declaration of personal information that may bring the BBC into disrepute, for example, criminal convictions or political affiliation. Asking some contributors to consent to a Criminal Records Bureau check may also be considered.	
Notes		

Assessment Introduction			
Screen ID	m15_s05_t15_005		
Skippable	Y/N		
Layout	TR		
Title	Your mission		
Initial Audio Transcript			
Initial Text	In this quiz you'll find yourself working as the guest producer for a daytime programme.		
BodyText	The programme is a mixture of films and studio items dealing with real life issues. You have to avoid booking Graham Peters onto your show. Your first job is to decide how to find contributors and then how you can ensure they are who they say they are. At the end of this quiz you'll find out if you have a good nose for the right sort of contributors.		
BodyText Properties	Body Text Size	Body Text Coords	
Graphic Description	The mission chair.	Filename	m15_s05_t15_0 05
Alt Text	The mission chair.	Graphic Coords	
Label			
Label Properties	Label Size	Label Coords	
Flash Final Instruction	Select **NEXT** to continue.	size	coords
Text-Only Final Instruction	Select Next Page to start the task.		
Related Learning			
Screen Resources	Res0		
Expert Text		Audi o	Y/N
Expert Type	Email/Voicemail		

Additional Data	**BBC Editorial Guidelines** **Finding Contributors** **3.4.7**
	We should make checks to establish the credentials of our contributors and to avoid being "hoaxed". The nature of these checks should be appropriate to the nature and significance of their contribution, the content and the genre. We should consider whether it is appropriate to make more in depth checks about people who are the main subject of, or who are to make a significant contribution to, the output. This may include ensuring they are interviewed, and if necessary checked by, more than one member of the production team using a combination of the following: • documentary evidence to validate their identity and story • corroboration from people other than those suggested by the contributor • self declaration of personal information that may bring the BBC into disrepute, for example, criminal convictions or political affiliation. Asking some contributors to consent to a Criminal Records Bureau check may also be considered.
Notes	

MCQ						
Screen ID	m15_s05_t15_010	Bank ID		Killer Question	Y/N	
Skippable	Y/N					
Next Screen ID			Last Screen In Branch	Y/N		
Assessment	Y					
Number of Attempts	1			Show Marking	Y/N	
Title	Finding contributors					
Question Text	In a few days time, you are running a show about addiction. Two sex addicts lined up to appear have pulled out. The team's struggling to find replacements. What would your advice to them be?					
Initial Flash Instruction	Choose one of the options and then select **CONFIRM**.					
Initial Text-Only Instruction	Review each option carefully then select the correct option and submit your answer.					
Screenreader Instruction						
Graphic Description				Filename	m15_s05_t15_010	
Alt text	Your researcher with a questioning expression, looking into the camera.					
Option 1 Text	Advertise on Be On TV website		Cautiousness			
Feedback 1	No. This is the wrong answer. Speaking directly to sex addicts already seeking help for an established problem would be the best option, so you should have contacted a sex addicts' self help group. In general, advertising for contributors should be considered a last resort. If we do use advertising then we must try to target the adverts appropriately, wording them carefully. Certain places, especially those easily accessible by a wider public perhaps keen to get on TV, carry a higher risk of fraudulent applications and serial guests. This is why it's so important to carry out appropriate checks on all contributors.					
Option 2 Text	Place a leaflet in a therapist's waiting room		Cautiousness			

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Feedback 2	No. This is the wrong answer. While it is more focused than advertising to the wider public, it is not as focused as speaking directly to sex addicts already seeking help for an established problem, so you should have contacted a sex addicts' self help group.		
	In general, advertising for contributors should be considered a last resort. If we do use advertising then we must try to target the adverts appropriately, wording them carefully.		
	Certain places, especially those easily accessible by a wider public perhaps keen to get on TV, carry a higher risk of fraudulent applications and serial guests. This is why it's so important to carry out appropriate checks on all contributors.		
Option 3 Text	Place an advert in the back of a pornographic magazine	Cautiousne ss	
Feedback 3	No, this is the wrong answer. Speaking directly to sex addicts already seeking help for an established problem would be the best option, so you should have contacted a sex addicts' self help grbup.		
	In general, advertising for contributors should be considered a last resort. If we do use advertising then we must try to target the adverts appropriately, wording them carefully.		
	Certain places, especially those easily accessible by a wider public perhaps keen to get on TV carry a higher risk of fraudulent applications and serial guests. This is why it's so important to carry out appropriate checks on all contributors.		
Option 4 Text	Contact a sex addicts' self help group	Cautiousne ss	
Feedback 4	Yes. That's the right thing to do. Speaking directly to sex addicts already seeking help for an established problem is the best option.		
	In general, advertising for contributors should be considered a last resort. If we do use advertising then we must try to target the adverts appropriately, wording them carefully.		
	Certain places, especially those easily accessible by a wider public perhaps keen to get on TV carry a higher risk of fraudulent applications and serial guests. This is why it's so important to carry out appropriate checks on all contributors.		
Option 5 Text		Cautiousne ss	
Feedback 5			
Option 6 Text		Cautiousne ss	
Feedback 6			
Correct option no.	4		
First attempt feedback			

Reset Instruction	Select **RESET** to try the question again.		
Text-Only Reset Instruction	Select RESET to try the question again.		
Flash Final Instruction	Select **NEXT** to continue.		
Text-Only Final Instruction	Select Next Page to continue.		
Related Learning			
Screen Resources	Res0		
Expert Text		Audi o	Y/N
Expert Type	Email/Voicemail		
Additional Data	**BBC Editorial Guidelines** **Accuracy** **3.4.9** We should only appeal for contributors to factual and factual entertainment programmes as a last resort when other appropriate research methods have been exhausted. When we do use advertisements or make appeals within programmes we must word them carefully to avoid bringing the BBC into disrepute. There are risks in advertising for contributors whether using posters or personal adverts in newspapers, specialist publications, or the internet. The people who reply are self-selecting and may seek to appear regularly as "serial guests". Appropriate checks should be made to screen out unsuitable or untruthful applicants. We should not use third party websites that help people wanting to appear in the media, except when seeking contestants or audiences for entertainment programmes. Even then all appropriate checks should be made to screen out unsuitable or untruthful contributors. The proposed wording of all written appeals, including those for entertainment programmes, must be referred to the relevant divisional representative or, for independents, to the commissioning editor. Any proposal to use an internet resource (such as a chat room, message board or social networking group) to find contributors must also be referred to the relevant divisional representative or, for independents, to the commissioning editor. When posting on websites to find contributors or research material, we should normally be identifiable as working for the BBC and, where email details are provided, use a BBC address.		
Notes			

Graphical Select From List					
Screen ID	m15_s05_t15_015	Bank ID		Killer Question	Y/N
Skippable	Y/N				
Next Screen ID				Last Screen In Branch	Y/N
Assessment	Y				
Number of Attempts	1			Show Marking	N
Number Of Options To Select	1				
Title	Contributors for entertainment programmes				
Initial Audio Transcript					
Question Text	You are now the producer on a talent show and you need to find people with untapped and original abilities. Where do you look?				
Initial Flash Instruction	Choose one or more options and then select **CONFIRM**.				
Initial Text-Only Instruction	Review each option carefully then select one or more options and submit your answer.				
Screenreader Instruction					
Graphic Description	Three images: 1) An advert in a newspaper. 2) A posting in a Facebook group 'I want to be famous'. 3) An email (with the email alias 'BBC Top Talent Production team') Body text should read: 'Do you have an untapped and completely original talent that you can share with the country? We are on the look out for new talents and we must have some within our team! Just email back with a short description of your talent. Regards,'. Each image should be labelled as follows: 1) Advert in a newspaper. 2) Advert on a Facebook group. 3) Email around your team.	Filename	m15_s05_t15_015		
Alt Text	Three images: a classified advert from a newspaper, close up of a computer screen showing the Facebook logo, close up of a computer screen showing an email.				
Option 1 Label	A classified advert in a newspaper.	Correct	Y	Coords	29,0
Option 1 Alt Text	A classified advert from a newspaper.				
Option 1 Description	Advert in a newspaper	Cautiousness			

Option 2 Label	Advert on a Facebook group.	Correct	Y	Coords	328,0
Option 2 Alt Text	Close up of a computer screen showing the Facebook logo.				
Option 2 Description	Advert on a Facebook group	Cautiousness			
Option 3 Label	Email around your department.	Correct	N	Coords	632,0
Option 3 Alt Text	Close up of a computer screen showing an email.				
Option 3 Description	Email around your department	Cautiousness			
Option 4 Label		Correct	Y/N	Coords	
Option 4 Alt Text					
Option 4 Description		Cautiousness			
Option 5 Label		Correct	Y/N	Coords	
Option 5 Alt Text					
Option 5 Description		Cautiousness			
Option 6 Label		Correct	Y/N	Coords	
Option 6 Alt Text					
Option 6 Description		Cautiousness			
Confirm Coordinates					
Totally Correct	Yes. That's the right thing to do. Advertising in a newspaper or a Facebook group are good options for this type of programme as you need to access the wider public. However, advertising within your department is not acceptable. You shouldn't be using BBC staff or their close friends and family as contributors; it raises issues such as conflicts of interest, fairness and transparency.				
First Attempt Partly Correct					
First Attempt Totally Incorrect					
Final Attempt Partly Correct	Yes, good plan. Advertising on Facebook or in a newspaper are good options as you need to access the wider public for this type of programme. However, advertising within your department is not acceptable. You shouldn't be using BBC staff or their close friends and family as contributors; it raises issues such as conflicts of interest, fairness and transparency.				
Final Attempt Totally Incorrect	No. Advertising within your department is not acceptable. You shouldn't be using BBC staff or their close friends and family as contributors; it raises issues such as conflicts of interest, fairness and transparency. The best places to advertise would be a newspaper or a Facebook group as you need to access the wider public for this type of programme.				
Reset Instruction					

Text-Only Reset Instruction			
Model Answer Instruction			
Text-Only Model Answer Instruction			
User Answer Instruction			
Text-Only User Answer Instruction			
Flash Final Instruction	Select **NEXT** to continue.		
Text-Only Final Instruction	Select Next Page to continue.		
Related Learning			
Screen Resources	Res0		
Expert Text		Audio	Y/N
Expert Type	Email/Voicemail		
Additional Data	**BBC Editorial Guidelines** **Accuracy** **3.4.9** We should only appeal for contributors to factual and factual entertainment programmes as a last resort when other appropriate research methods have been exhausted. When we do use advertisements or make appeals within programmes we must word them carefully to avoid bringing the BBC into disrepute. There are risks in advertising for contributors whether using posters or personal adverts in newspapers, specialist publications, or the internet. The people who reply are self-selecting and may seek to appear regularly as "serial guests". Appropriate checks should be made to screen out unsuitable or untruthful applicants. We should not use third party websites that help people wanting to appear in the media, except when seeking contestants or audiences for entertainment programmes. Even then all appropriate checks should be made to screen out unsuitable or untruthful contributors. The proposed wording of all written appeals, including those for entertainment programmes, must be referred to the relevant divisional representative or, for independents, to the commissioning editor. Any proposal to use an internet resource (such as a chat room, message board or social networking group) to find contributors must also be referred to the relevant divisional representative or, for independents, to the commissioning editor. When posting on websites to find contributors or research material, we should normally be identifiable as working for the BBC and, where email details are provided, use a BBC address.		
Notes			

Text and Graphic		
Screen ID	m15_s05_t15_020	

Skippable	Y/N		
Next Screen ID		Last Screen In Branch	Y/N
Layout	TR		
Title	Contributor considerations		
Initial Audio Transcript			
Initial Text	You don't have enough contributors, so you meet with your Executive Producer to discuss further advertising.		
BodyText	She gives you some advice: • She will need to approve the wording of any appeal and if you want to use an internet resource such as a social networking group, then she will also need to approve that decision. • If you are going to post on a website then you need to identify that you are working for the BBC and use a BBC email address. • For this type of programme you can use third party websites such as Be On TV that help people to appear in the media. These websites can be useful when seeking contestants or audiences for entertainment programmes. • No matter where the advert is placed, it's very important that all contributors receive the appropriate checks to screen out unsuitable or untruthful applicants. Select **THE GUIDELINES** to find out more.		
BodyText Properties	Body Text Size 404,372	Body Text Coords	488,94
Graphic Description	Photo image of the executive producer talking to the camera as if explaining.	Filename	m15_s05_t 15_020
Alt Text	The executive producer talking to the camera.	Graphic Coords	0,94
Label			
Label Properties	Label Size 150,26	Label Coords	12,123
Flash Final Instruction	Select **NEXT** to continue.	size	coords
Text-Only Final Instruction	Select Next Page to continue.		
Related Learning			
Screen Resources	Res0,Res6		
Expert Text		Audio	Y/N
Expert Type	Email/Voicemail		

Additional Data	**BBC Editorial Guidelines**
	Accuracy
	3.4.9
	We should only appeal for contributors to factual and factual entertainment programmes as a last resort when other appropriate research methods have been exhausted. When we do use advertisements or make appeals within programmes we must word them carefully to avoid bringing the BBC into disrepute.
	There are risks in advertising for contributors whether using posters or personal adverts in newspapers, specialist publications, or the internet. The people who reply are self-selecting and may seek to appear regularly as "serial guests". Appropriate checks should be made to screen out unsuitable or untruthful applicants.
	We should not use third party websites that help people wanting to appear in the media, except when seeking contestants or audiences for entertainment programmes. Even then all appropriate checks should be made to screen out unsuitable or untruthful contributors.
	The proposed wording of all written appeals, including those for entertainment programmes, must be referred to the relevant divisional representative or, for independents, to the commissioning editor.
	Any proposal to use an internet resource (such as a chat room, message board or social networking group) to find contributors must also be referred to the relevant divisional representative or, for independents, to the commissioning editor.
	When posting on websites to find contributors or research material, we should normally be identifiable as working for the BBC and, where email details are provided, use a BBC address.
Notes	

Select From List					
Screen ID	m15_s05_t15_025	Bank ID		Killer Question	Y/N
Skippable	Y/N				
Next Screen ID			Last Screen In Branch		Y/N
Assessment	Y				
Number of Attempts	1			Show Marking	Y
Title	Checking contributors				
Question Text	Your trawl is going very well and you've selected twenty contestants who will all live in a house together and compete for a recording contract. What questions do you need to ask them?				
Initial Flash Instruction	Choose **two or more** options, then select **CONFIRM**.				
Initial Text-Only Instruction	Review each option carefully then select one or more options and submit your answer.				
Screenreader Instruction					
Graphic Description	Image showing a contributor filling in a form.		Filename	m15_s05_t15_025	
Alt text	A contributor filling in a form.				
Option 1 text	Age	Correct	Y	Cautiousness	
Option 2 text	Name and contact details	Correct	Y	Cautiousness	
Option 3 text	Occupation	Correct	Y	Cautiousness	
Option 4 text	Criminal record	Correct	Y	Cautiousness	
Option 5 text	Previous TV appearances	Correct	Y	Cautiousness	
Option 6 text		Correct		Cautiousness	
Totally Correct	Yes, you should check your contributors for all of these things.				
	We need to use checks to establish that contributors are who they say they are and to avoid being hoaxed. We also need to know a lot about people we are inviting the audience to watch, hopefully grow to like and emotionally invest in.				
	We especially need to know if someone has a criminal record. Consider the implications if we were to find out later that a serious criminal had benefitted from an inappropriate prize or had posed a potential threat to other contestants.				
	The checks used should always be appropriate to the nature and significance of the person's contribution, the content and genre.				
	Find out more by selecting **The Guidelines**.				
First Attempt Partly Correct	Take another look at the list; you may have overlooked an important check.				

First Attempt Totally Incorrect	Take another look at the list; you may have overlooked an important check.
Final Attempt Partly Correct	In fact, you should check your contributors for all of these things. We need to use checks to establish that contributors are who they say they are and to avoid being hoaxed. We also need to know a lot about people we are inviting the audience to watch, hopefully grow to like and emotionally invest in. We especially need to know if someone has a criminal record. Consider the implications if we were to find out later that a serious criminal had benefitted from an inappropriate prize or had posed a potential threat to other contestants. The checks used should always be appropriate to the nature and significance of the person's contribution, the content and genre. Find out more by selecting **The Guidelines**.
Final Attempt Totally Incorrect	In fact, you should check your contributors for all of these things. We need to use checks to establish that contributors are who they say they are and to avoid being hoaxed. We also need to know a lot about people we are inviting the audience to watch, hopefully grow to like and emotionally invest in. We especially need to know if someone has a criminal record. Consider the implications if we were to find out later that a serious criminal had benefitted from an inappropriate prize or had posed a potential threat to other contestants. The checks used should always be appropriate to the nature and significance of the person's contribution, the content and genre. Find out more by selecting **The Guidelines**.
Reset Instruction	Select **RESET** to try the question again.
Text-Only Reset Instruction	Select RESET to try the question again.
Model Answer Instruction	Select **MODEL ANSWER** to see the correct answers, then select **NEXT** to continue.
Text-Only Model Answer Instruction	Select MODEL ANSWER to see the correct answers, then select NEXT to continue.
User Answer Instruction	Select **YOUR ANSWER** to see the answers you gave, then select **NEXT** to continue.
Text-Only User Answer Instruction	Select YOUR ANSWER to see the answers you gave, then select NEXT to continue.
Flash Final Instruction	Select **NEXT** to continue.
Text-Only Final Instruction	Select Next Page to continue.

Related Learning			
Screen Resources	Res6,Res0		
Expert Text		Audio	Y/N
Expert Type	Email/Voicemail		
Additional Data	**BBC Editorial Guidelines** **Accuracy** **3.4.7** We should make checks to establish the credentials of our contributors and to avoid being "hoaxed". The nature of these checks should be appropriate to the nature and significance of their contribution, the content and the genre. We should consider whether it is appropriate to make more in depth checks about people who are the main subject of, or who are to make a significant contribution to, the output. This may include ensuring they are interviewed, and if necessary checked by, more than one member of the production team using a combination of the following: • documentary evidence to validate their identity and story • corroboration from people other than those suggested by the contributor • self declaration of personal information that may bring the BBC into disrepute, for example, criminal convictions or political affiliation. Asking some contributors to consent to a Criminal Records Bureau check may also be considered.		
Notes			

Select From List

Screen ID	m15_s05_t15_030	Bank ID		Killer Question	Y/N
Skippable	Y/N				
Next Screen ID			Last Screen In Branch		Y/N
Assessment	Y				
Number of Attempts	1			Show Marking	Y
Number Of Options To Select	1				
Title	Vox pops				
Question Text	You've been asked to help out on BBC One's **The One Show** by going to a local high street to get some vox pops about shopping. Which checks would you need to ask your contributors to go through?				
Initial Flash Instruction	Choose one or more options then select **CONFIRM**.				
Initial Text-Only Instruction	Review each option carefully then select one or more options and submit your answer.				
Screenreader Instruction					
Graphic Description	**The One Show** logo.		Filename	m15_s05_t15_030	
Alt text	**The One Show** logo.				
Option 1 text	None	Correct	Y	Cautiousness	
Option 2 text	Name, age and contact details	Correct	N	Cautiousness	
Option 3 text	Occupation/School	Correct	N	Cautiousness	
Option 4 text	Fitness check	Correct	N	Cautiousness	
Option 5 text	Criminal record	Correct	N	Cautiousness	
Option 6 text	Previous TV appearances	Correct	N	Cautiousness	
Totally Correct	Yes, for a non controversial subject like this, you wouldn't need to conduct any checks if someone is contributing to a vox pop for **The One Show**. Generally vox pops are not considered to be significant contributions to a programme.				
First Attempt Partly Correct	No. Think again!				
First Attempt Totally Incorrect	No. Think again!				
Final Attempt Partly Correct	In fact, you wouldn't need to conduct any checks if someone is contributing to a non controversial vox pop for **The One Show**. Generally vox pops are not considered to be significant contributions to a programme.				

Final Attempt Totally Incorrect	In fact, you wouldn't need to conduct any checks if someone is contributing to a non controversial vox pop for **The One Show**. Generally vox pops are not considered to be significant contributions to a programme.			
Reset Instruction	Select **RESET** to try the question again.			
Text-Only Reset Instruction	Select RESET to try the question again.			
Model Answer Instruction	Select **MODEL ANSWER** to see the correct answers, then select **NEXT** to continue.			
Text-Only Model Answer Instruction	Select MODEL ANSWER to see the correct answers, then select NEXT to continue.			
User Answer Instruction	Select **YOUR ANSWER** to see the answers you gave, then select **NEXT** to continue.			
Text-Only User Answer Instruction	Select YOUR ANSWER to see the answers you gave, then select NEXT to continue.			
Flash Final Instruction	Select **NEXT** to continue.			
Text-Only Final Instruction	Select Next Page to continue.			
Related Learning				
Screen Resources	Res0			
Expert Text			Audio	Y/N
Expert Type				
Additional Data	**BBC Editorial Guidelines** **Finding Contributors** **3.4.7** We should make checks to establish the credentials of our contributors and to avoid being "hoaxed". The nature of these checks should be appropriate to the nature and significance of their contribution, the content and the genre. We should consider whether it is appropriate to make more in depth checks about people who are the main subject of, or who are to make a significant contribution to, the output. This may include ensuring they are interviewed, and if necessary checked by, more than one member of the production team using a combination of the following: - documentary evidence to validate their identity and story - corroboration from people other than those suggested by the contributor - self declaration of personal information that may bring the BBC into disrepute, for example, criminal convictions or political affiliation. Asking some contributors to consent to a Criminal Records Bureau check may also be considered.			
Notes				

Shoelace					
Screen ID	m15_s05_t15_035	Bank ID		Killer Question	Y/N
Skippable	Y/N				
Next Screen ID	m15_s05_t15_036		Last Screen In Branch		Y/N
Assessment	Y				
Number of Attempts	1			Show Marking	Y
Title	Mix and match				
Question Text	A researcher asks your advice on checking for contributors and the different checks needed for different programmes. Take a look at the list below, can you match the programme to the contributor checks needed?				
Initial Flash Instruction	Link the items on the left with the items on the right by dragging the grey circle to the appropriate grey box, then select **CONFIRM.**				
Initial Text-Only Instruction	Review all the options. Then select one stem and its correct partner. Select the other pairs in the same way. Then submit your answer.				
Initial Graphic Description		Filename			
Alt text					
Left Item 1 Graphic Description		Filename			
Left Item 1 Alt Text					
Left Item 1 Text	A contributor on **Watchdog** complaining about their bank				
Matches to Right Item	4				
Left Item 2 Graphic Description		Filename			
Left Item 2 Alt Text					
Left Item 2 Text	A contributor on **Cash in the Attic** wanting to sell some family heirlooms				
Matches to Right Item	2				
Left Item 3 Graphic Description		Filename			
Left Item 3 Alt Text					
Left Item 3 Text	A contributor to a local radio phone-in on a factory closure				
Matches to Right Item	1				
Left Item 4 Graphic Description		Filename			
Left Item 4 Alt Text					
Left Item 4 Text	A studio audience member asking a question on a political programme				
Matches to Right Item	3				
Left Item 5 Graphic Description		Filename			
Left Item 5 Alt Text					
Left Item 5 Text					
Matches to Right Item					
Left Item 5 Graphic Description		Filename			

Left Item 5 Alt Text				
Left Item 5 Text				
Matches to Right Item				
Right Item 1 Graphic Description		Filename		
Right Item 1 Alt Text				
Right Item 1 Text	Name and contact details, occupation.			
Right Item 2 Graphic Description		Filename		
Right Item 2 Alt Text				
Right Item 2 Text	Name and contact details, criminal record, previous TV appearances.			
Right Item 3 Graphic Description		Filename		
Right Item 3 Alt Text				
Right Item 3 Text	Name and contact details, political party membership.			
Right Item 4 Graphic Description		Filename		
Right Item 4 Alt Text				
Right Item 4 Text	Name and contact details, papers and documents.			
Right Item 5 Graphic Description		Filename		
Right Item 5 Alt Text				
Right Item 5 Text				
Right Item 6 Graphic Description		Filename		
Right Item 6 Alt Text				
Right Item 6 Text				
Totally Correct	Yes, you matched them all correctly. You **always** need a contributor's name and contact details. Find out more on the next screen.			
First Attempt Partly Correct	Take another look at the options and have another go.			
First Attempt Totally Incorrect	Take another look at the options and have another go.			
Final Attempt Partly Correct	You've correctly matched some of the programmes but not all. You **always** need a contributor's name and contact details. Find out more on the next screen.			
Final Attempt Totally Incorrect	Actually you've matched them up incorrectly. You **always** need a contributor's name and contact details. Find out more on the next screen.			
Reset Instruction	Select **RESET** to try the question again.			
Text-Only Reset Instruction	Select RESET to try the question again.			
Model Answer Instruction	Select **MODEL ANSWER** to see the correct answers, then select **NEXT** to continue.			

Text-Only Model Answer Instruction	Select MODEL ANSWER to see the correct answers, then select NEXT to continue.		
User Answer Instruction	Select **YOUR ANSWER** to see the answers you gave, then select **NEXT** to continue.		
Text-Only User Answer Instruction	Select YOUR ANSWER to see the answers you gave, then select NEXT to continue.		
Flash Final Instruction	Select **NEXT** to continue.		
Text-Only Final Instruction	Select Next Page to continue.		
Related Learning			
Screen Resources	Res0,Res33,Res102		
Expert Text		Audio	Y/N
Expert Type	Email/Voicemail		
Additional Data	**BBC Editorial Guidelines** **Finding Contributors** **3.4.7** We should make checks to establish the credentials of our contributors and to avoid being "hoaxed". The nature of these checks should be appropriate to the nature and significance of their contribution, the content and the genre. We should consider whether it is appropriate to make more in depth checks about people who are the main subject of, or who are to make a significant contribution to, the output. This may include ensuring they are interviewed, and if necessary checked by, more than one member of the production team using a combination of the following: • documentary evidence to validate their identity and story • corroboration from people other than those suggested by the contributor • self declaration of personal information that may bring the BBC into disrepute, for example, criminal convictions or political affiliation. Asking some contributors to consent to a Criminal Records Bureau check may also be considered.		
Notes			

Text and Graphic			
Screen ID	m15_s05_t15_036		
Skippable	Y/N		
Next Screen ID	m15_s05_t15_040	Last Screen In Branch	Y/N
Layout	TL		
Title	Mix and match feedback		
Initial Audio Transcript			
Initial Text	We should make checks to establish the credentials of our contributors. The nature of these checks should be appropriate to the nature and significance of their contribution, the content and the genre. In this exercise you should have identified the following		

	checks.			
BodyText	• On **Watchdog**, if someone is appearing on the BBC to complain about a company or individual, we must have documentary evidence that their complaint is genuine. • With **Cash in the Attic**, if we are facilitating someone making money from antiques or crockery, we need to be sure they don't have a criminal conviction that might be relevant. • On the radio phone in about factory closures, the contributor's occupation would be needed so that we know if they are associated with the factory, or one of its competitors. • For the studio audience member, if we are providing them with the forum to question politicians we must know their political affiliations. It's important these checks take place in order to protect the BBC's reputation. You can find a good example of a contributor question form in **MORE INFO**.			
BodyText Properties Graphic Description	Body Text Size 404,372 A montage showing an image of a local radio station presenter, the title screen from Cash in the Attic and the title screen from Watchdog.	Body Text Coords 488,94 Filename m15_s05_t15_036		
Alt Text	A local radio station presenter, the title screen from Cash in the Attic and the title screen from Watchdog.	Graphic Coords 0,94		
Label Label Properties	Label Size 150,26	Label Coords 12,123		
Flash Final Instruction	Select **NEXT** to continue.	size	coords	
Text-Only Final Instruction	Select Next Page to see the final page and send your completion email.			
Related Learning				
Screen Resources	Res0,Res101,Res33,Res102			
Expert Text		Audio	Y/N	
Expert Type	Email/Voicemail			

Additional Data	**BBC Editorial Guidelines** **Finding Contributors** **3.4.7** We should make checks to establish the credentials of our contributors and to avoid being "hoaxed". The nature of these checks should be appropriate to the nature and significance of their contribution, the content and the genre. We should consider whether it is appropriate to make more in depth checks about people who are the main subject of, or who are to make a significant contribution to, the output. This may include ensuring they are interviewed, and if necessary checked by, more than one member of the production team using a combination of the following: • documentary evidence to validate their identity and story • corroboration from people other than those suggested by the contributor • self declaration of personal information that may bring the BBC into disrepute, for example, criminal convictions or political affiliation. Asking some contributors to consent to a Criminal Records Bureau check may also be considered.
Notes	

Assessment Results				
Screen ID	m15_s05_t15_040			
Skippable	Y/N			
Title	Did you make the correct decisions?			
Initial Audio Transcript				
Initial Text	You have now reached the end of this quiz. You've found the contributors you needed, but did you perform the right checks?			
Graphic Description		Filename	m15_s05_t15_040	
Alt Text	A stage with a red curtain at the back. Under spotlights is a neon sign saying "The Quiz".			
High Score Feedback	Out of the decisions you made in this module, [SCORE] out of 5 were correct. Your nose for finding and choosing appropriate contributors is finely tuned. Well done! Graham Peters would not have appeared on any of your programmes! At the BBC we should only advertise as a last resort and when adverts are used they need to be carefully considered. Contributors need to have their credentials checked in a way that is appropriate to the programme they are contributing to. Remember, difficult decisions should always be referred up. Some of the referrals are mandatory. Editorial Policy advice is available 24/7 internally on ext 02 81819 or externally on 020 800 81819.	High Score Threshold	80	
Passing Score Feedback	Out of the decisions you made in this module, [SCORE] out of 5 were correct. Your nose for finding and choosing appropriate contributors is not as finely tuned as it could be. That's how people like Graham Peters can end up appearing on so many programmes. Contributors must have their credentials checked in a way that is appropriate to the programme they are contributing to. At the BBC we should only advertise as a last resort and when adverts are used they need to be carefully considered.	Passing Score Threshold	40	

	Remember, difficult decisions should always be referred up. Some of the referrals are mandatory. Editorial Policy advice is available 24/7 internally on ext 02 81819 or externally on 020 800 81819.		
Failed Score Feedback	Out of the decisions you made in this module, [SCORE] out of 5 were correct. Your nose for finding and choosing appropriate contributors is not as finely tuned as it could be. That's how people like Graham Peters can end up appearing on so many programmes. Contributors must have their credentials checked in a way that is appropriate to the programme they are contributing to. At the BBC we should only advertise as a last resort and when adverts are used they need to be carefully considered. Remember, difficult decisions should always be referred up. Some of the referrals are mandatory. Editorial Policy advice is available 24/7 internally on ext 02 81819 or externally on 020 800 81819.		
Failed Killer Question Feedback			
Show Incorrect Questions	Y/N	Include Answers	Y/N
Flash Final Passed Instruction	Select **EXIT** to return to the learning menu.		
Flash Final Failed Instruction	Select **EXIT** to return to the learning menu.		
Text-Only Final Passed Instruction	Select Home to return to the menu and choose another task.		
Text-Only Final Failed Instruction	Select Home to return to the menu and choose another task.		
Related Learning			
Screen Resources	Res0		
Expert Text		Audio	Y/N
Expert Type			

Additional Data	**BBC Editorial Guidelines** **Finding Contributors** **3.4.7** We should make checks to establish the credentials of our contributors and to avoid being "hoaxed". The nature of these checks should be appropriate to the nature and significance of their contribution, the content and the genre. We should consider whether it is appropriate to make more in depth checks about people who are the main subject of, or who are to make a significant contribution to, the output. This may include ensuring they are interviewed, and if necessary checked by, more than one member of the production team using a combination of the following: • documentary evidence to validate their identity and story • corroboration from people other than those suggested by the contributor • self declaration of personal information that may bring the BBC into disrepute, for example, criminal convictions or political affiliation. Asking some contributors to consent to a Criminal Records Bureau check may also be considered.
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