



Copyright – Instructions for Principal Assessors, Setters and Item Writers

What you need to know

As a Principal Assessor, or Setter/Item writer, you must provide detailed information for any items prepared for use in question papers that are, or may be, copyright to a third party.

Copyright law does not require us to seek clearance in order to use these items in the National Qualifications examinations, although acknowledgement should usually be given. However, any use apart from this does require us to obtain permission from the copyright holders. This includes placing the files as 'past papers' on SQA's website, after the exam diet. (Publishers of the official past paper books must clear copyright independently of SQA's clearance.)

It is important, therefore, that you supply as much detail as possible when you submit a copyright item. See below for some helpful checklists.

Copyright clearance fees can range from a few pounds to many hundreds for a single item, so on a very practical note it is important to propose use of copyright material only where it is absolutely necessary. We will not know the cost of permission to use an item for 'past papers' published on our website until we seek clearance post exam. If copyright permission is refused, or is deemed too expensive to acquire, the item must then be removed from the published paper.

What you must do

You **must** identify **all** material which is not of your own origination, no matter how small or insignificant it may seem, no matter what medium it is in and no matter what its source. It could be that copyright clearance is not needed, but this can only be determined if the material is identified in the first place to SQA's Exam Operations team. This information must be detailed in FORM IC13 *Identification of copyright material used in question papers* and submitted with the **first draft**.

The types of material you must identify include:

- material in the public domain from any source
- diagrams and drawings
- maps and map extracts
- pictures
- logos
- photos
- text eg from newspapers, novels, textbooks, poems, guidebooks
- content or screenshots from the internet
- translations
- quotations
- audio and audio-visual material
- extracts of software programs.

Sources can be in any medium, and might be:

- existing SQA publications and materials
- materials from the internet
- printed works eg books, newspapers, magazines, scientific papers
- software programs
- screen dumps
- promotional materials eg advertising, marketing brochures.

Alternatives to copyright materials

Images

SQA has a small team of graphic artists who can produce high quality images from a supplied brief. The artists have produced a guidance leaflet, *Guidelines for Question Paper Artwork*, to help you give them the information they need to produce the required image. This can be found, along with other guidance documents, on SQA's Appointee web pages.

Brands

If possible, use fictional brand names rather than real. A quick internet search should tell you if a brand exists. Do not substitute a fictional brand name within an otherwise unaltered true case study; any such case study should be fully fictionalised so that the true brand is unidentifiable. Avoid using copyright names/brands in a negative context, such as a failing business case study or an unsuccessful product.

Adapting copyright material

If you adapt a copyright piece significantly, even to the extent that it is not identifiable from the original source, you must still provide the original source/s with your adapted piece.

Copyright information checklist

- Provide all the information required on FORM IC13 *Identification of copyright material used in question papers*
- When supplying a logo, always use the official logo from the company's website/publication; do not crop or amend it
- When using material from a newspaper or magazine, send in the actual pages
- When using material from the internet, supply the exact URL with the date and time it was accessed, preferably with a print-out of the information. The link from Google, or any other search engine, is not sufficient information.
- Avoid sourcing materials from blogs, where the authors may not own the copyright
- Avoid using photographs of children, as parental consent is required.

Copyright Acknowledgements

The Copyright Designs and Patents Act 1988, section 32 (3), states that '*Copyright is not infringed by anything done for the purposes of an examination by way of setting the questions, communicating the questions to the candidates or answering the questions, provided that the questions are accompanied by a sufficient acknowledgement.*'

To meet this requirement, acknowledgement will be based on the detail supplied in FORM IC13 and will comprise the title of the work and author. This information will be listed either below the copyright work (eg Art & Design) or on the final page of the question paper, unless doing so would be impractical eg where a question would be compromised by this information. In these instances, the acknowledgement will be omitted from the question paper.

Permission for publication of copyright material as part of a 'past paper' on SQA's website will not be sought from the copyright holder until after the day of the examination.