

Appendix B: Identification of Sources and Copyright-protected Material form

Identification of Sources and Copyright-Protected Material

A source, in this context, is any material which provides candidates with information required to answer a question or information which supplements a question. This includes pieces of **text** and **pictorial/graphical information** (photographs, drawings, graphs, diagrams etc).

Important: This form should be used to identify **all** sources in an item **other than Shutterstock**. You do not need to complete this form if you have sourced an image from Shutterstock as Shutterstock images are royalty free.

Any source created by another person should be assumed to be protected by copyright. If a question contains source material that is copyright-protected, SQA is required by law to acknowledge this on the question paper and gain copyright clearance so the question paper can be published on our website after the exam diet.

Important: Before sourcing any material which may be copyright-protected, please explore all possible alternatives (as described in *Guidance for Producing and Quality Assuring Items, Question Papers and Marking Instructions* — Section 3.7).

Subject/Level/Item Number

Subject		Level		Item Number	
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Source Material Type – complete this section to identify the type of source material.

Text <input type="checkbox"/>	Pictorial/Graphical <input type="checkbox"/>	Other <input type="checkbox"/>
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Please give a brief description of your source material.

Source Of Material – complete this section to identify where the source material is from.

Did you create the entire source material yourself?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Internet

URL (Web Page Address)	http://
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Date you accessed the web page		Time you accessed the web page	
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Book

Title		Author	
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ISBN		Page(s)	
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Newspaper

Title		Date		Page(s)	
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Text – complete this section for text source material.

Have you adapted the material?	No <input type="checkbox"/>	Yes – slightly <input type="checkbox"/>	Yes – significantly <input type="checkbox"/>
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What percentage of the overall source material you are using?	
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Pictorial/Graphical – complete this section for pictorial/graphical source material.

SQA's in-house Graphic Artists can recreate pictorial/graphical source material or find alternatives on Shutterstock.

Do you require the pictorial/graphical source material to be used as is, without modification?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, please give a brief reason.	
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Publisher Details – complete this section with any publisher details.

Name	
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Address	
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E-mail Address	
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Further Information – complete this section with any further information relating to the source material.