

# Policy on the use of AQA material

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## General

**All AQA publications are copyright to AQA and are, therefore, not in the public domain.**

All AQA publications (and those of its predecessors, The Northern Examining and Assessment Board, Associated Examining Board and the Southern Examining Group) - including, for example, specifications, question papers, mark schemes, coursework guidelines and marking criteria and chief examiners' reports - are subject to copyright and may not be reproduced in whole or in part without the prior written consent of AQA.

**AQA require a minimum of four working weeks to process applications and will take seriously publication of any AQA material without permission.** Please note that during the summer months (June to late August) the examination process takes priority at AQA. In order to avoid delays it is strongly recommended that authors and publishers do not send requests for copyright permission to AQA at this time; *if this cannot be avoided, requests should be submitted earlier as they are likely to take a longer period to process.*

AQA will not allow questions to be reproduced before they are available on the AQA website, so a period of at least one year should be allowed between the date of the examination and reproduction in a published work.

It is not possible to give permission for the reproduction of specimen questions as they have not been tested in a live examination situation and have not undergone the usual rigorous checking procedure. The only exception to this rule will be in the case of entirely new specifications where there is no other material available.

Publishers applications must be accompanied by copies of the questions/material they wish to use: this will speed up the checking process.

All AQA approved publications must comply with the **AQA conflict of interest policy**. See below.

## Question papers and mark schemes

AQA will not grant blanket permission to authors or publishers to reproduce unspecified questions/schemes or complete question papers but will consider written requests relating to individual questions/schemes under the following conditions:

- Questions may not be quoted in books which consist wholly or even mainly of exercises, questions and/or question papers. In addition they may not be used in books which AQA considers to be overtly exam- focused.
- AQA material must be for use in books related to AQA examinations.
- Questions may not be altered.
- Where worked solutions to questions and/or commentaries on the questions or possible answers are provided, it must be made clear that the author is responsible for the solutions and that
  - they have neither been provided nor approved by AQA.
  - they may not necessarily constitute the only possible solutions.
- Any permission given cannot and does not extend to any material within a question which is held in

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copyright by another body. (This is normally indicated on the examination paper or in the Acknowledgements Booklet from November 2015.)

- AQA does not grant permission for the reproduction of complete examination papers.
- Applications will be considered for permission to reproduce up to 50% of the number of questions of an individual examination paper. This rule also applies to AQA approved products.
- **An acknowledgement of AQA's permission must be made in the published book and each individual question should be followed by the letters AQA together with the year of the examination from which the question is quoted.**

**In addition where mark schemes are used, publishers must include the following text nearby: 'For the latest mark schemes, please also refer to the AQA website'.**

- Requests made to AQA for permission to reproduce examination material must give precise details of the examination (e.g. GCSE, AS, A-level), year, subject, specification, paper, section and question number.
- Requests made to AQA for permission to reproduce questions should state the title, author and publisher of the proposed publication as well as a brief description of the nature and scope of the publication.
- Publishers requiring permission to reproduce AQA material in a resource pack or similar product which is to be photocopied are strongly advised to contact AQA at least six months before the date of publication, in order to negotiate fees and conditions.
- On publication, a complimentary copy of the textbook, journal or other publication in which AQA material appears should be sent to AQA, at its Manchester or Guildford Office.
- AQA will not unreasonably withhold permission for the reproduction of questions and mark scheme extracts provided that the above conditions are met, but does reserve the right to refuse permission without necessarily giving reasons for so doing.

## Examiners reports and specifications

AQA will allow brief extracts from examiners' reports, but reproduction of blocks of pages will not be allowed.

AQA does not encourage the use of extracts from specifications as these are liable to frequent review and the most current versions are placed on the AQA website. Reproduction in print may therefore become out of date and possibly offer misleading information. It is not usually in the interests of candidates to have more than one source for specification details.

Requests to use text from both the above categories will usually be charged at the AQA standard rate unless there are multiple requests for the same publication. Charges will then be at AQA's discretion.

## Fees

The following fees have been introduced for requests to reproduce questions from AQA examination papers. The standard administrative charge will also apply to requests to reproduce brief extracts of text from specifications.

Standard administration charge (covers the first 25 questions or equivalent amount of text from a different AQA source)	£100
26-75 questions (or significant amount of text from a different AQA source)	£200
More than 76 questions	£300

An invoice for the appropriate amount will be issued with the permission contract. All invoices must be paid within 30 days. Payment must be made in pounds sterling.

## Electronic formats

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## Internet

AQA does not allow the use its material in any format on any third party websites. In addition AQA does not allow material to be used in videos for publication on media such as **Youtube** or **Twitter**. AQA material including question papers may not be shown or the contents read out.

## CDs and DVDs

AQA will allow material to be published on stand-alone CDs and DVDs according to the conditions in *Question papers and mark schemes* above providing that the publisher and the users of the CD/DVD agree to maintain the integrity of the original material. The publisher will be required to send AQA a copy of the CD/DVD. AQA will allow CDs and DVDs to be used within an institution on a site-wide basis subject to the following conditions:

- Use is restricted to 10% of the document in question, regardless of whether the material is covered by an exclusive arrangement.
  - The charge for using the materials is double the standard rate for its use in hard copy publications.
  - Permission is granted through a license for a period of 12 months from the license date, to be renewed annually.

## eBooks

AQA will accept requests for the inclusion of material in eBooks under the following conditions:

- No editorial changes can be made to the eBook
- Users cannot alter/adapt or print the content of the eBook
- Users cannot resell or loan the eBook

## Apps

AQA does not grant permission for the use of its material in apps.

## AQA logo

Publishers should note that the AQA logo is a registered trademark and that the use of the AQA logo and any reference to AQA-endorsement is only permitted within a contractual arrangement with AQA.

## Other publications

AQA will also consider specific requests for the reproduction of extracts from its other published material, for example electronic material and video and audio material. As with question papers and mark schemes, details of the particular material for which release of copyright is sought should be given, in writing.

## Authoring conflict of interest policy (abridged)

Authors/publishers must ensure that any book or material in an AQA approval process does **not** include any of the following:

- references to a partnership with AQA
- references to the book providing 'complete coverage of the specification'/'all you need' (or similar)
- references to the resource being needed to successfully complete an assessment or qualification
- over-emphasis on examination preparation at the expense of the course content. The main focus of the book **must** be on good teaching and learning with examination preparation building on this – preferably at the end of the book. Any book which does not adopt this approach and is too heavily exam-focused will find it difficult to successfully complete the approval process
- references to the books being 'written by senior examiners' or 'by the people who will be marking your exam' (or similar). Also, no references to 'the examiner is looking for',

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- ‘examiner insights’, ‘examiner commentary’, e.g. on student exemplars; ‘examiner tips’ or similar inferences
  - references to ‘AQA tips’, advice from AQA, AQA comments or what AQA is looking for
  - icons and devices such as ‘grade-boosting tips’, ‘bump up your grade boxes’ or ‘moving up the grades icons’. Also, no revision tips for a particular specification, though general revision tips are acceptable
  - references to content ‘helping achieve’ or being appropriate for a particular grade/level
  - references as to what students should/should not study and what may come up in any examination
  - references to tips on ‘how to achieve certain grades’, or material labelled by level or grade.

Questions **can** be used (with permission) if they are previous AQA exam questions or if they are exam-style questions – though the latter must be headed ‘Practice questions’. They must **not be used** if any of the authors is a senior examiner for the specification in question at point of writing.

Mark schemes can be used (with permission) but not if the author is a current senior examiner for the specification in question.

Assessment objectives (AOs) can also be referred to, e.g. skills can be developed within student textbooks using suitable headings – but not an extensive use of AOs with all skills matched to them.

**Note to publishers in the AQA approval process** - Please make sure that you always refer to the latest AQA *Authoring conflict interest of policy* as this is subject to change.

**Note to all publishers** - Please also see our *Senior examiner as author restrictions* on [aqa.org.uk](http://aqa.org.uk) as this contains important information. In particular, please be aware of restrictions which apply to authors who are/may be contracted as AQA senior examiners for the spec your book is written for.

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Please address any enquiries to

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