

COPYRIGHT NOTE FOR CENTRES

General

1. This note concerns the reproduction, by approved examination centres, of material held in copyright by the Assessment and Qualifications Alliance (including material produced by its predecessors the Associated Examining Board, Southern Examining Group, the Northern Examinations and Assessment Board, Joint Matriculation Board and the Northern Examining Association).
2. All AQA publications, including past question papers and marking schemes, are subject to copyright and may not normally be reproduced in whole or in part without the prior permission of AQA. Specific permission must be obtained from AQA in respect of past questions or other materials which it is proposed to include in text books, journals or other publications (see separate *Note to Authors and Publishers*).
3. This notice covers all material published by AQA in print, on CD-ROM and on its Website unless otherwise stated.

Question Papers and Mark Schemes

4. It will not be necessary, however, for centres to apply for permission to reproduce question papers or parts of them, subject to the following conditions.
 - (a) The photocopies, print-outs from Website downloads or CD-ROM are for use in internal examinations or for teaching purposes in the centre.
 - (b) No charge is made to students or others for the copies.
 - (c) Where question papers contain third party material (e.g. maps, photographs, tables, diagrams, prose extracts, quotations) the copyright of which is not held by AQA but has been released for AQA use, **the centre must obtain prior permission direct from the copyright holder** (normally indicated on the question paper).
5. AQA maintains an extensive Publications Department in Manchester from which past question papers and mark schemes (for approximately the previous three years) may be purchased at nominal prices, aimed only at cost recovery. Centres may wish to consider purchasing past papers and mark schemes from the Publications Department, as the photocopying, collating, stapling, etc. of some papers and schemes, especially the longer ones, could be both time-consuming and expensive and introduce quality problems.

Other Publications

6. Centres are also welcome to reproduce extracts from other AQA printed and electronic publications, again on the understanding that the material is for internal use within the centre and not sold for commercial gain and on the condition that the extracts do not contain material held in copyright by another body. Where these publications contain third party material the copyright of which is not held by AQA but has been released for AQA use, **the centre must obtain prior permission direct from the copyright holder**.

Tapes, CDROM, Intranet and Internet

7. In the case of AQA or its former boards (see 1.) specifications on CD-ROM or the AQA website may be made available within the centre by printing copies from the disk or downloading from the website.

8. Centres may use AQA material (**with the exception of specifications**) on their internal Intranets or password protected VLEs (Virtual Learning Environments) as long as the material is **restricted to access within the centre only** and is **not** copied or offered for sale in any format. There are serious legal consequences for the unauthorised use of third party material and centres are advised, wherever possible, not to use material subject to copyright. Where this is essential **centres must assume responsibility for clearing copyright permission from external sources**. AQA cannot pass such permission on to third parties. In making the information available in this way, centres and any users of their Intranet will be required to maintain the integrity of the original AQA material. Centres may be asked to provide samples of this material to AQA.
9. Centres may **not** reproduce AQA material on their public websites. Centres may not reproduce material on their extranets without the prior written approval of AQA.
10. Language tapes must not be copied or digitised.

Please address any enquiries to:

AQA Guildford Office

Emma Parker/ Veronica Persey
AQA, Stag Hill House, Guildford, Surrey, GU2 7XJ
Tel: 01483 477797
E-Mail : eparker@aqa.org.uk/ vpersey@aqa.org.uk

AQA Manchester Office

Hilary Nicholls
AQA, Devas Street, Manchester, M15 6EX
Tel: 0161 953 7517
E-Mail : hnicholls@aqa.org.uk