

# COPYRIGHT FOR CENTRES

---

OxfordAQA International Qualifications

---

Issued April 2023

v1.1

# COPYRIGHT GUIDANCE DOCUMENT FOR CENTRES

## GENERAL

- 1 This note concerns the reproduction, by approved examination centres; of material held in copyright by OxfordAQA International Qualifications.
- 2 All OxfordAQA International Qualifications publications, including past question papers, mark schemes and specifications, are subject to copyright and may not normally be reproduced in whole or in part without the prior written permission of OxfordAQA International Qualifications. Specific permission must be obtained from OxfordAQA International Qualifications in respect of past questions or other materials which it is proposed to include in text books, journals or other publications (see separate *Policy on the Use of OxfordAQA Material*, which can be found on the **Copyright** page of our website).
- 3 This document covers all material published by OxfordAQA International Qualifications in print; on CD-ROM; on Centre Services and on the OxfordAQA website unless otherwise stated.

## QUESTION PAPERS AND MARK SCHEMES

- 4 It will not be necessary for centres to apply for permission to reproduce question papers or parts of them, subject to the following conditions.
  - The photocopies; print-outs from Website downloads or CD-ROM are for use in internal examinations or for teaching purposes within the centre.
  - No charge is made to students or others for the copies.
  - Where question papers contain third party material (eg maps, photographs, tables, diagrams, prose extracts, quotations) the copyright of which is not held by OxfordAQA International Qualifications but has been released for OxfordAQA International Qualifications use, **the centre must obtain prior permission direct from the copyright holder** (normally indicated on the question paper or in the Acknowledgements booklet – see section 12 below).

## OTHER PUBLICATIONS

- 5 Centres are also welcome to reproduce extracts from other OxfordAQA International Qualifications 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 OxfordAQA International Qualifications but has been released for OxfordAQA International Qualifications use, **the centre must obtain prior permission direct from the copyright holder**.

## SPECIFICATIONS

- 6 Centres are recommended to link to the OxfordAQA International Qualifications specifications on the website to ensure that they are using the most recent version of the specification. It is the responsibility of the centre to make sure that they are using the correct version. Specifications are subject to change.

## CD-ROM, INTRANET AND INTERNET

- 7 In the case of OxfordAQA International Qualifications specifications on CD-ROM or the OxfordAQA website may be made available within the centre by printing copies from the disk or downloading from the website.

- 8 Centres may use OxfordAQA International Qualifications material on their internal intranets, Moodles or 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**. Any permissions that OxfordAQA International Qualifications has received cannot be passed 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 OxfordAQA International Qualifications material. Centres may be asked to provide samples of this material to OxfordAQA International Qualifications.
- 9 Centres may **not** reproduce OxfordAQA International Qualifications material on their public websites.
- 10 Language tapes/CD-ROMs must not be copied or digitised.

## SECURE RESOURCES IN CENTRE SERVICES

- 11 Centres must not pass on, upload onto school websites or discuss on forums any material which is marked as confidential and available from Centre Services e.g. Pre-Release Materials for live examinations.

## ACKNOWLEDGEMENT BOOKLET

12 For confidentiality purposes acknowledgements of third party copyright materials within question papers are published in a separate Acknowledgement Booklet. This booklet is produced after each examination series and is available for free download on the OxfordAQA International Qualifications website when the examination papers are made available. Please assume that any examination papers or items within examination papers which are not listed in the relevant booklet are purely the copyright of OxfordAQA International Qualifications.

Please address any enquiries to:

AQA  
Copyright Compliance & Archive Manager  
Devas Street  
Manchester  
England  
M15 6EX

Email: [info@oxfordaqa.com](mailto:info@oxfordaqa.com)

# GET HELP AND SUPPORT

Visit our website for information, guidance, support and resources at [oxfordaqa.com](https://oxfordaqa.com)



**OXFORDAQA INTERNATIONAL QUALIFICATIONS**  
GREAT CLARENDON STREET, OXFORD, OX2 6DP  
UNITED KINGDOM  
[oxfordaqa.com](https://oxfordaqa.com)