**Guidance for publishers on completing a Copyright Application form
to reproduce Cambridge International Education past paper questions**

Prior to sending us the application form, please ensure you have all the necessary question papers with their typescript, as you need to send them to us with your application. If your authors fail to supply you with any of these, we will be able to send missing past papers to publishers on request, within reason and provided that they are recent enough. Please ensure the relevant Publishing Development Manager receives the request well ahead of your deadline for submitting the copyright application (allow three weeks for processing one application).

**Key points of our Copyright Application form:**

* **Percentage of questions used from any one paper:** the number of questions used must not exceed 70% of any one paper. For each copyright request, we are therefore asking for confirmation of the total number of questions in the paper from which the material is taken, along with a percentage of material to be reproduced.
* **Listing of material:** to make it easier to check all applications, we require that the material requested is listed in the order it appears in the publication.
* **Use of questions from question paper variants:** many Cambridge International Education question papers have several variants – different versions of the paper used in different time zones to maintain security. These question paper variants are given separate numbers; for example, Cambridge IGCSE Biology Paper 2 November 2016 has three variants – Papers 21, 22 and 23. We do not permit the use of questions from more than one variant paper for any one exam series – so in the example above, questions could be used from Paper 21, Paper 22 **or** Paper 23 but **not** a mixture of questions from more than one of these papers. We are therefore requesting confirmation of question paper variant details in the copyright application form.
* **Changes to the copyright material:** as clearly listed in clause 2.8 of the application form, the material requested cannot be altered, abridged or translated or incomplete questions used in any way without prior written consent. Written consent must be obtained **before** submitting any copyright application. Requests for any changes have to be justified in detail.
* **Applications for new editions:** when the use of material was approved in a previous edition of the publication, **provided that there has been no change at all** to the copyright material from one edition to the next, and that the material does not date back to before 2016 and is still relevant (see points below), please clearly indicate against that question in clause 1.1 of the form that permission had previously been granted and when.
Please clearly separate on the application form material previously approved and new material requested.
* **Use of questions from old question papers:** the use ofoutdated questions will be of less benefit to students than more recent questions. We will not therefore grant permission to reproduce questions taken from papers set before 2016. In the case of a new edition of an existing title, past paper material dating back to before 2016 that had been approved must now be replaced with material that is more recent.
* **Relevance of questions used:** when a title is being published or revised because a Cambridge International Education syllabus has been revised, it is the responsibility of the publisher and its authors to ensure that their selection of Cambridge International Education past paper questions are still relevant.
* **Source reference:** approved material must be followed in the publication by **a clear acknowledgement** showing the source of the question used, listed in the following format: name of the syllabus, syllabus code in brackets, paper and question numbers and the session and year to which it relates (e.g. Cambridge IGCSE Mathematics (0580) Paper 32 Q5 a, b & c, November 2019).

We will not accept applications that have not been signed and are not accompanied by the relevant copies of the material to be used and copies of the publication’s pages showing where each item will appear with suitable acknowledgement.

These are to be sent by email to the Support Officer on*publisher.relations@cambridge.org*with a cc to the relevant PDM for that endorsement project.

All applications are subject to an administration fee based on the number of questions requested.

Fees are as follows:

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| **Copyright material admin fee**  |
| Per application/per title (1–50 questions) | £200 |
| Per application/per title (51–100 questions) | £300 |
| Per application/per title (101+ questions) | £400 |

Fees will be charged upon receipt of the request, irrespective of the outcome of the application.