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Permissions Editor  
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Test Development

## Electronic Copyright Permission Request

Any video or electronic media format requires an electronic permission request. (For example: PowerPoint presentation, DVD, CD, software of any kind, online publication, audio or video replication/adaptation, overhead transparency, PDA, etc.)

Thank you for your recent request to use the \_\_\_\_\_. Please complete the following information, fax, email, or mail it to us, and we will be happy to consider your copyright permission request. Pro-Ed Inc. permissions are approved case by case, and on a first come-first served basis. Requests must be submitted in writing (mail, fax, or email). We take into account the intellectual content that is being sought and adapted (or reprinted), and from which components the content is taken from. Based on this information, and the type of research/project being conducted, a fee may be charged for the permission to adapt/reprint that specific content.

1. What *specific* information from the product will be posted online? (norms, test items, manual, specific items, pages, pictures, photographs, figures, tables, etc.)

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2. Who will have access to the electronic information? \_\_\_\_\_

a. Is this for private or public use? Approximately, how many clients/users would access the information?

\_\_\_\_\_

b. Will the information be accessed from just one server/building location or several?

\_\_\_\_\_

c. Is this for research project, a course, or constant evaluation/retesting? Will content of the site be taken down when the research/project/course is complete? Please explain.

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*(For Test Requests: If completing a Dissertations or Master's Thesis, please note that permission will not include publication of any actual test items, discussion of any actual test items or inclusion of the actual product in the body or appendix of your dissertation. You would be permitted to discuss your analysis, summary statistics, and the results.)*

3. Is the electronic information secure and password protected? If so, how will the product be protected? Will individual users have to login to access test information?



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*(Due to the secure nature of the product itself Pro-Ed Inc. must insist that any material accessible via a web site is not searchable (via Google, Yahoo, etc.) downloadable, printable or reproducible (users cannot be able to cut/copy/paste or screen print). There must be 128-bit encryption and the site must be password protected with limited access to only select few qualified individuals. The validity of the signed agreement is contingent upon the security of the web site. The requestor shall demonstrate for Pro-Ed, Inc. the computer adaptation of the products (including any proposed special directions or modifications) and the security procedures in place to protect the product. Requestor's use of the adaptation shall be subject to approval in writing from Pro-Ed, Inc. You would provide the web site URL/Address and a password so Pro-Ed Inc. may verify and test the stated security provisions of the site. If approved, final permission to begin using product would be granted.)*

4. Will there be a software component?

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a. After a given year or quarter, will you be able to track exactly how many users have accessed the information? How?

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5. For Test Requests: Do you intend to administer the test via your electronic request? If yes, do you have the capability to track individual test administrations? How?

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6. Is the electronic program replacing any components of the product (i.e. manual, paper protocols, specific items, pages, pictures, photographs, figures, tables, etc.)? If so, what is it replacing?

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a. For Test Requests: Do you plan on publishing/sharing any of the norming data? What *specific* data? (What tables, charts, or pages from the manual?)