

Permission Requests

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Restricted-use/Secured Items Policy

- IEA believes in the importance of **Open Science** to support research and is eager to share study instruments and other study-related materials.
- At the same time, IEA also has an interest in **monitoring** the use of IEA materials outside of the regular study cycles to prevent any possible misuse of these materials and to protect IEA's study reputation.
- IEA study instruments and other study-related materials are IEA's **intellectual property and copyright protected**.
- Therefore, accessing IEA materials requires approval from IEA, to be formalized by submitting a **Permission Request Form**.
- **External researchers and NRCs** (upon completion of a study cycle) should complete the form when requesting IEA materials.

Restricted-use/Secured Items Policy



After the **end of each study cycle** a selected number of assessment items are made available for national reporting activities, secondary research, or to show the materials to relevant stakeholders.



These items are called **restricted-use items**, and the selection of restricted-use items varies from one study to the other.



The remaining items are **secured** (not available for public use) for upcoming study cycles (trend measure) or other contexts (such as modifications for upcoming cycles or other studies).



The selection of the study items to be released as restricted-use is made by the ISC for each study.

Restricted-use/Secured Items History

Released Items

- Term used **before 2015** for all released items.
- All released items were available on **ISC/IEA website**.
- Required/requires permission for **use**.



Restricted-Use Items

- Term implemented **after 2015**.
- After 2015 most of the released materials are **no longer publicly available** (only some examples appear on national or international reports).
- Requires permission for **use and access**
- **Better overview** of the use of IEA materials:
 - Meet quality standards
 - Ensure no direct links are made between the use of items and achievement scales.

Secured Items

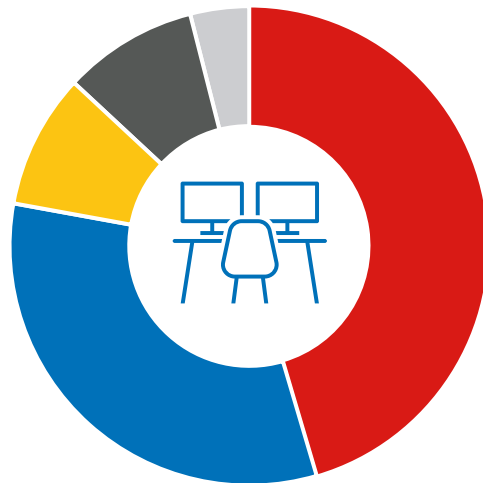
- Not publicly available/cannot be requested

Permission Requests Overview (2023-2024)

- Approved a total of **96** requests in 2023 and **80** requests on 2024 (until now).
- Majority of the granted requests were for **TIMSS** followed by **PIRLS** materials.
 - The number of requests from one study to the other depend on the availability of the materials (paper/online), the history of a study (number of cycles and released items) and/or release date (more or less recent).
- Requestors from **50 different countries**, primarily United States (33), followed by Türkiye (12), Philippines (11) and Germany (8).
- **145** of the requests came from external requestors and **19** from national centers (12 other types).

Studies Overview

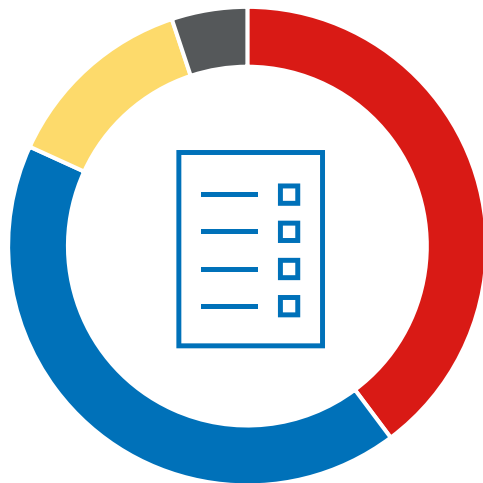
■ TIMSS ■ PIRLS ■ ICILS ■ ICCS ■ Other



Permission Requests Overview (2023-2024)

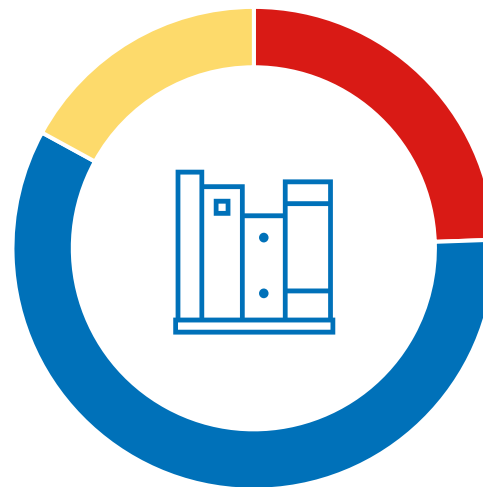
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Type of Materials



- Assessment Materials
- Context Questionnaires
- Other (i.e. chapter figures, tables)
- Assessment items & Context questionnaires

Purpose



- Content Analyses
- Data Collection
- Informational /Trainings

Permission Requests Improvements

- Since November 2023, the **IEA website** includes more information regarding permission requests:
 - **Procedures** for requesting and using IEA study materials
 - **Materials** available upon request
 - **Approval** criteria
 - **Guidelines** for NSCs
- An **online permission request form** is included on IEA's website. The form is more dynamic and helps requesters to easily identify what they wish to access and for what purpose.
- An **Electronic Signature** platform is used to speed up the approval of requests (from IEA and national centers).

Permission Requests Improvements

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The screenshot shows the IEA website with a blue header containing navigation links: عربي, ES, FR, JOIN US, CONTACT, and a search bar. Below the header, the IEA logo is on the left, and navigation links for STUDIES, RESEARCH SERVICES, PUBLICATIONS, DATA & TOOLS (highlighted with a blue box), NEWS & EVENTS, and ABOUT US are in the center. A large yellow banner for the 'Launch of the ICILS 2023 International Report and Results' is on the left, with the date 'Tuesday, 12 November at 10:00-12:00 CET'. To the right of the banner is a white box with text about the launch and a 'Learn more' link. Below the banner is a table with three columns: Data Repository, Tools, and Using Study Materials. The 'Using Study Materials' column has a blue box around the 'Permission Request Form' link. A blue arrow points from the 'DATA & TOOLS' menu to the 'Permission Request Form' link.

Data Repository	Tools	Using Study Materials
TIMSS Data	IDB Analyzer	Permission Request Guidelines
TIMSS Advanced Data	User Guides	Permission Request Form
PIRLS Data	Data Visualizer	Permission Request Disclaimer
ICCS Data	ILSA Gateway	
ICILS Data	NCCS Data Explorer	
REDS Data	IEA Studies & Data Protection	
CIVED Data		
SITES Data		
TEDS-M Data		
RL II Data		

The screenshot shows the 'PERMISSION REQUEST GUIDELINES' page on the IEA website. The header is the same as the previous screenshot. The main content area has a blue box around the 'PERMISSION REQUEST FORM' link. Below the link is a section titled 'Procedures' with a blue background. The text in this section explains the importance of including clear information about the materials being requested and the planned use of them. It also lists the information that should be included in the request form: Type of requested materials, Language(s) of the materials, Purpose of the research or educational project (such as content analysis, data collection, or training purposes), Intended use of the results (if applicable), and Requester's affiliation. Below the 'Procedures' section is a section titled 'Available Materials' with a blue background.

Permission Requests Improvements

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Permission Request Form

PERMISSION REQUEST FORM

IEA Permission Request Form

To be completed in English.

IEA study instruments and other study-related documents are IEA's intellectual property and are copyright protected. It is for this reason that using such materials always requires formal permission from IEA.

Please read and adhere to IEA's [Permission Request Guidelines](#). If you have any questions about filling in this form after reading these guidelines, please feel free to contact IEA at permission.requests@iea.nl.

If you have any questions or further information about the status of an already submitted permission request, you are welcome to also contact IEA at permission.requests@iea.nl.

CREATE NEW PERMISSION REQUEST



Permission Requests Procedures

National Study Centers

- National Study Centers are also required to **request** permission to use restricted-use materials for other activities after the **end of a study cycle**.
- Since the **national instruments'** intellectual property rights are shared between IEA and the national center, it is necessary to ask for **formal permission from IEA (submit a permission request form)**.
 - National instruments refer to translations of international study materials.
 - National options are not considered as IEA materials.

Permission Requests Procedures

External Requesters

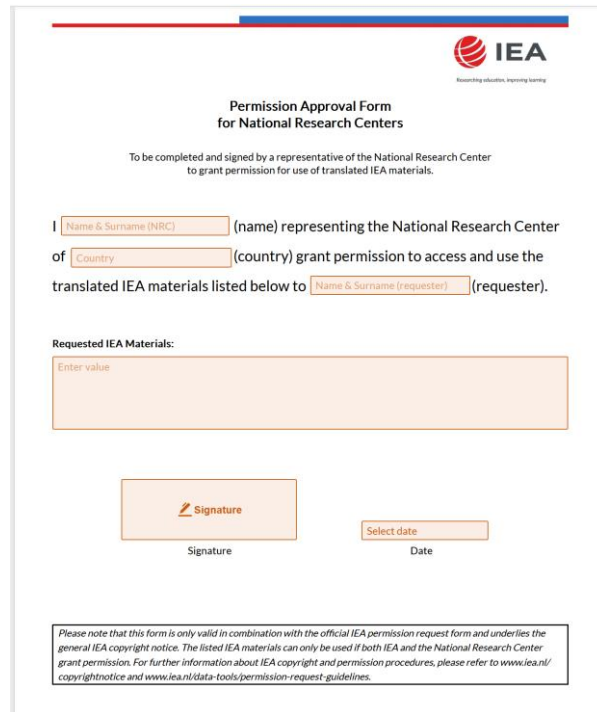
- External requestors (e.g., researchers, university students, or educators) may request access to national versions of the restricted-use materials **after the end** of a study cycle.
- Since the **national instruments'** intellectual property rights are shared between IEA and national center, it is required to ask for **formal permission** from both **IEA** and the **national center**.
 - National instruments refer to translations of international study materials.
 - National options are not considered as IEA materials.
- **IEA oversees this process.** Upon having IEA receiving the permission request form, IEA will approach the **NRC** for approval. The NRC will formalize this process **by eSigning the NRC approval form.**

Permission Requests Procedures

External Requesters (after the end of a study cycle)

NRC approval form

- The NRC will receive both the permission request form (from the requester) as well as the Permission Approval form for NRCs from IEA.
- The document will be provided and must be signed via PandaDoc (**Electronic Signature platform**).
 - The national center may have an existing procedure for requesting restricted-use materials. **Both national and IEA's procedures must be followed** to formalize a request.



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Recording education, improving learning

**Permission Approval Form
for National Research Centers**

To be completed and signed by a representative of the National Research Center to grant permission for use of translated IEA materials.

I (name) representing the National Research Center of (country) grant permission to access and use the translated IEA materials listed below to (requester).

Requested IEA Materials:

Signature Date

Please note that this form is only valid in combination with the official IEA permission request form and underlies the general IEA copyright notice. The listed IEA materials can only be used if both IEA and the National Research Center grant permission. For further information about IEA copyright and permission procedures, please refer to www.iea.nl/copyrightnotice and www.iea.nl/data-tools/permission-request-guidelines.

Looking into the Future

- It is essential for IEA and national centers to collaborate in the processing and review of requests for national instruments.
- As previously shown, assessment items are frequently requested. However, with the administration of IEA assessments transitioning to fully digital, this will provide some challenges in terms of accessibility and use of the materials.
- It is necessary to consider what we want to release to external requestors and for which purposes.
- Possible challenges in assuring the faithfulness of the requests.

Thank you

permission.requests@iea.nl

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