

Endorsed resources

A guide for publishers

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Endorsed resources – A guide for authors and publishers

This booklet is produced by the OCR Resource Programmes Team.

For the latest information about endorsed resources please visit:

www.ocr.org.uk/endorsement

The Joint Council for Qualifications (JCQ) has published an Agreed Code of Practice for Awarding Body/Publisher Relationships which we abide by. It can be found here: <http://www.jcq.org.uk/exams-office/other-documents/agreed-code-of-practice-awarding-bodypublisher-relationships>

We are also required to abide by Ofqual's General Conditions of Recognition: C3: Arrangements with publishers. These can be found here: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/461218/general-conditions-of-recognition-september-2015.pdf

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What are endorsed resources?

Endorsed resources are resources that have undergone a stringent quality check by an independent reviewer. If the resources meet the quality criteria they will be featured on the OCR website. In addition, endorsed resources will earn the right to bear the OCR logo, along with a statement about their endorsement.

OCR produces our own teaching and learning resources in-house to support our qualifications, but we also want to showcase the best resources produced by external authors and publishers.

We want educators to have access to a wide range of different styles and types of resource to support their students' learning. OCR will review resources submitted to us, and those that meet our criteria will be highlighted to educators on our website.

The rest of this booklet gives you information about how to submit resources for review, what criteria they will be judged against and why you may want to have your resources endorsed.

What type of resources can be endorsed?

OCR will endorse textbooks, ebooks and digital resources that are primarily designed to support the teaching and learning of an OCR specification.

As all these resources will bear the OCR logo there are strict requirements that must be met in order to seek endorsement.

All endorsed resources must:

- be able to be promoted and distributed nationally
- be relevant to a current or forthcoming OCR specification
- not be primarily for revision and examination/assessment preparation.

There are different categories of endorsement status, depending on the type of resource and the extent to which it covers the specification. These are described below.

Textbook endorsement

Texts and ebooks which substantively support an OCR specification at unit/component/module level or above (see taxonomy on page 28) may be eligible for endorsement. OCR endorses a textbook based on a number of criteria (see page 17),

including factual accuracy. This type of resource will bear the OCR logo with the statement: **An OCR endorsed textbook.**

Supplementary resource endorsement

Texts and ebooks which support at least one entire topic of an OCR specification at topic level or above may be eligible for endorsement. We will not consider supplementary resources that primarily focus on revision or assessment preparation for endorsement. OCR endorses supplementary resources based on a number of criteria (see page 17), including factual accuracy. This type of resource will bear the OCR logo with the statement: **An OCR endorsed supplementary resource.**

Please note that the decision as to whether a resource adequately covers the content of a topic to the required breadth and depth is at the sole discretion of OCR.

Digital endorsement

Digital tools which support at least one entire topic of an OCR specification at topic level or above may be eligible for endorsement. We will not consider digital resources that primarily focus on revision or assessment preparation for endorsement. As digital resources can vary greatly in terms of depth and coverage, the endorsement focuses on the relevance of the resource as a teaching and learning tool, concentrating on its functionality rather than content (see page 18). This type of resource will bear the OCR logo with the statement: **An OCR endorsed teaching and learning tool.**

Why would I want to have my resources endorsed?

Many resources are produced and distributed independently, and OCR is in no way looking to influence or restrict those authors or publishers that wish to do so. However, there may be additional benefits to having your resources endorsed.

Your resource will undergo an independent quality check.

- For text resources, this involves checking the accuracy of the content, so teachers and learners can be confident that the information is correct and aligns with our specifications.
- For digital resources, this is a review of the resource's relevance as a teaching and learning tool for the relevant specification, so teachers and learners can be confident that customers should find the resource appropriate for teaching and learning.

Endorsed resources will be highlighted on the subject pages of the OCR website, which positions them prominently in front of the numerous educators who access the site on a regular basis.

Once your resource is endorsed, you will also be entitled to receive a list of centres that are offering the qualification relevant to your resource.

As OCR builds up its bank of resources, we will invest in creating an easy-to-access interface to make our website the 'go to' location for teachers and lecturers looking for engaging and interesting resources to support their students.

At OCR's discretion, we may also refer to endorsed resources in our delivery guides, transition guides, topic exploration packs and other teaching and learning resources.

Endorsed resources will benefit from being able to use the OCR endorsement logo on their cover or splash screen, along with a statement about the endorsement.

Most publishers find that OCR endorsement provides customers with reassurance that a resource is suitable for supporting a particular specification.

How much will it cost to get my resources endorsed?

Endorsed resources go through a stringent quality assurance process that includes OCR paying for a subject expert to review the resource. This, and the administrative costs associated with undertaking the process, means that we must make an administrative charge for reviewing resources that are submitted for potential endorsement.

The charge for reviewing a potential endorsed resource is made up of two elements – a fixed administrative charge and a variable cost based on the page extent of the resource being reviewed. The table, below, outlines these charges.

Page extent	Admin charge	Review charge	Total
1–150	£80	£300	£380
151–300	£80	£500	£580
301–500	£80	£650	£730
501–750	£80	£800	£880
Digital resources	£80	£120	£200

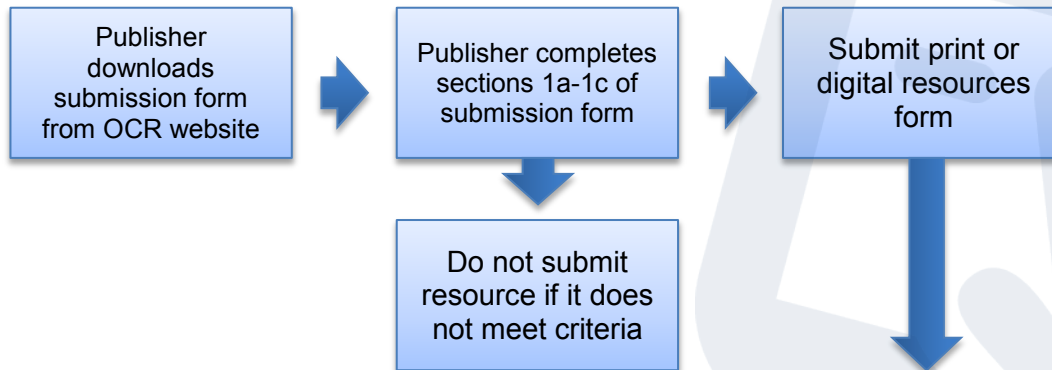
For texts of more than 750 pages a price will be fixed when the resource is submitted.

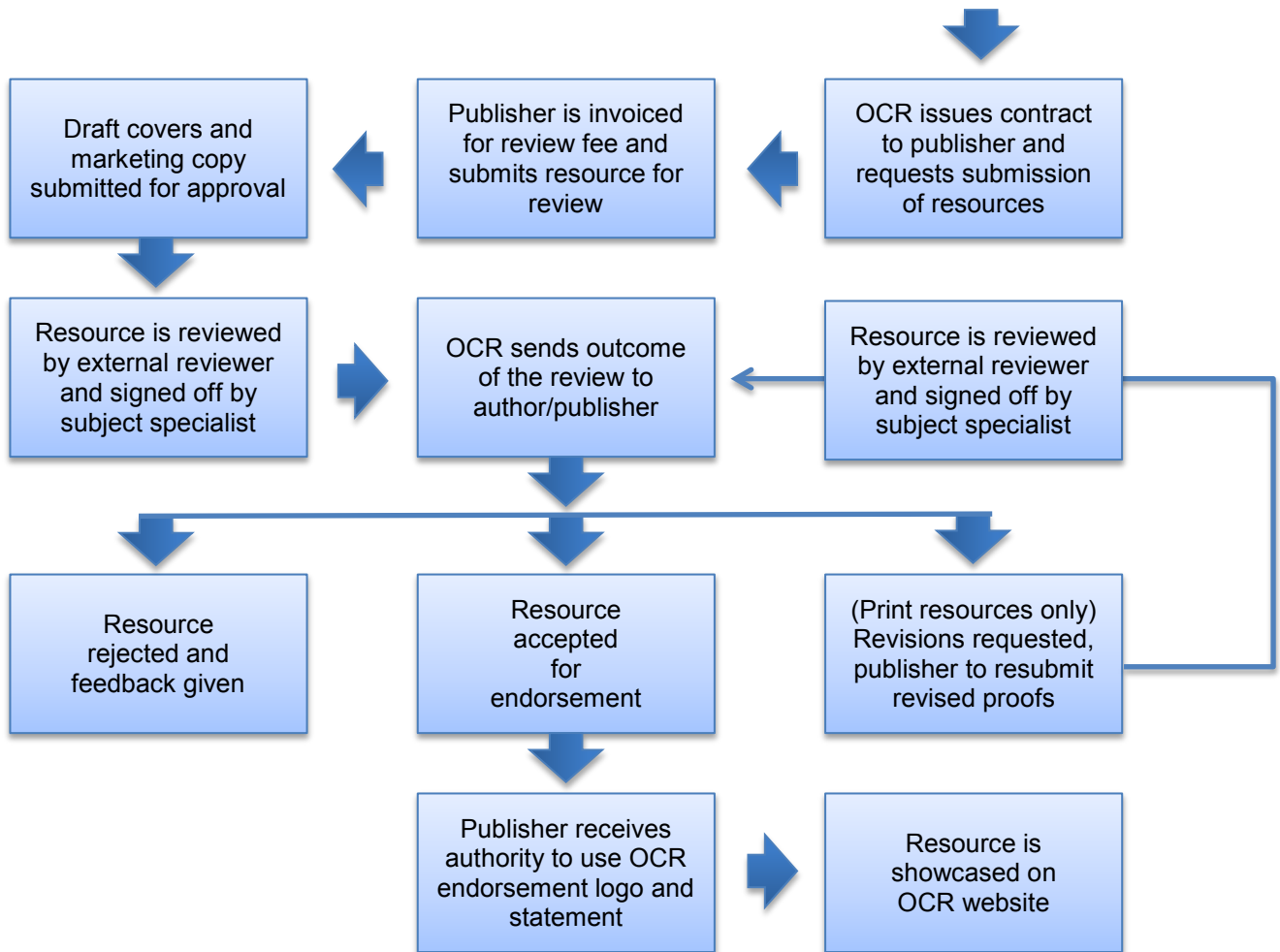
A second review fee will be charged if a resource has to be resubmitted after requested changes have been made. This second review fee will be 25% of the original review charge, plus the admin charge.

Digital resources are **not** eligible to be resubmitted for further review if endorsement is declined at first review, and there is no right of appeal should OCR choose not to endorse a digital resource.

How do I get my resources endorsed?

The flowchart below outlines the process required to get your text or digital resources endorsed. Authors and publishers should ensure that they complete the correct submission form. The submission forms for print resources and electronic resources can be found here: www.ocr.org.uk/endorsement. Please download the form each time you want to submit a new resource, as it may have changed since the last time you used it.





How long will it take to review my resources?

The first review will usually take 28 days from receipt of the resource.

When a resource is resubmitted to OCR to verify changes that have been requested, the second review should normally take 21 days from receipt of the resource.

If these turnaround times are likely to be missed, OCR will inform the publisher as soon as possible.

Publishers should advise OCR of their expected submission dates to ensure that a reviewer is ready to check the resource upon receipt.

Submitted resources will be reviewed in order of receipt, but the actual turnaround time will depend on the number of submissions received at that time and the availability of reviewers. For example, submissions during peak examination sessions may be delayed due to limited availability of reviewers.

Endorsed resources will appear on the relevant qualification webpage under the heading 'External Resources'. We require publishers to provide a description of resource of up to 40 words, a thumbnail image of cover as a 72 dpi web optimised image as jpeg or png at either portrait 80 pixels wide, landscape 116 pixels wide and a weblink to the resource on the publisher website.

What criteria will OCR use to assess my resources?

There are two stages, each with its own associated criteria that any resource will have to meet, in order to be endorsed. The first stage is self-assessment, which applies to all endorsement types. The second stage is OCR's review and there are different sets of criteria for books (including ebooks) and digital resources.

Publishers will need to complete an initial self-assessment in order to determine if the resource is eligible to be considered for endorsement. These self-assessment criteria are set out overleaf, but may be changed without notice, and publishers should always follow the criteria laid out in the current online version of the submission form.

Stage 1 – Self-assessment criteria for all resources

Are you a publishing organisation with the means to distribute your resource nationally and/or do you have an existing channel for hosting or distributing your resource?	Yes No
Is the resource being submitted: – a textbook – a supplementary textbook – a digital resource	Yes No Yes No Yes No
Does the resource cover at least one whole topic of the specification? <i>See Sample Specification Taxonomy on page 28 for an example.</i>	Yes No
Does the content of your resource support an OCR specification? – Does it cover at least one whole topic? – Does it cover all of the content within the specification's unit/module/component?	Yes No Yes No
Is the primary aim of your resource the support of teaching and learning?	Yes No
Is the resource free from any claims or guarantees about achievable grades?	Yes No
Is the resource free from any content which could prove morally or ethically difficult for OCR to be associated with?	Yes No
Is the substantive content of the resource something other than a revision or assessment preparation aid?	Yes No

Is the resource free from any specific reference to any roles that the author(s) may undertake for OCR? For example, it contains no mention of their role as an OCR Principal or Chief Examiner.	Yes No
<p>Is the resource free from content being attributed to ‘examiners’ or ‘assessors’ and/or free from references to exam preparation or exam style questions? For example, the resource does not contain ‘Examiner’s Tips’ or ‘Assessor’s Commentary’.</p> <p><i>Note: For digital resources, the inclusion of revision and exam style questions MAY be allowed with the disclaimer that OCR does not endorse the content of the resource.</i></p>	Yes No
Are you prepared to pay a fee for your resource to be reviewed? See <i>table on page 9</i> .	Yes No

If you answered **Yes** to all the questions then your resource can be submitted for endorsement (Stage 2).

Once you have submitted your resource to OCR, we will then review the resource against an additional set of criteria. These OCR criteria are set out overleaf, but may be changed without notice and authors and/or publishers should always see the Endorsement page of the OCR website <http://www.ocr.org.uk/endorsement> for the most up-to-date criteria.

Stage 2 – OCR review criteria

Endorsement criteria for textbooks and supplementary resources

Does the resource meet all the self-assessment criteria for an endorsed resource?	Yes No
Is all the resource content factually correct and free from misleading content?	Yes No
Is the pitch and level of the content appropriate for the qualification level at which it is targeted?	Yes No
Is the resource free from any claims or guarantees about achievable grades?	Yes No
Is the resource free from any content which could prove morally or ethically difficult for OCR to be associated with?	Yes No
Is the substantive content of the resource something other than a revision or assessment preparation aid?	Yes No
Is the resource free from any specific reference to any roles that the author(s) may undertake for OCR? For example, it should not mention that they are an OCR Principal or Chief Examiner.	Yes No
Is the resource free from content being attributed to 'examiners' or 'assessors' or contains references to exam preparation or exam style questions? Such as the use of 'Examiner's Tips' or 'Assessor's Commentary'.	Yes No

Endorsement criteria for digital resources

Key question	Description	Response
Does the resource promote pupil involvement?	The resource should contribute to pupils being engaged and motivated. The activities should have a clear academic direction.	Yes No
Is the resource inclusive and accessible?	The resource should be easy to use and self-instructing as far as possible. The resource should follow standard patterns for navigation and retrieval of information.	Yes No
Does the resource explore the possibilities of the digital media?	Digital learning resources often contain different types of media such as text, images, video, animations and simulations. The various media types should be chosen and put together with education in mind.	Yes No
Does the resource allow for new possibilities in learning?	The use of various types of media, communications resources and good access to up-to-date information can allow for new possibilities and varied practice in teaching and learning.	Yes No

Key question	Description	Response
Does the resource reflect the specification?	The digital learning resource should align with the current specification. It should be evident how objectives in the specification may be achieved by using the resource.	Yes No
Does the resource give the opportunity for evaluation that is adapted to the learning situation?	Some digital learning resources have inbuilt opportunities for evaluation, such as tests. It should be possible to use the resource for, or include it in, formative and/or summative assessment. Ideally, feedback should also be available.	Yes No
Is the resource suitable for different learning environments?	All of parts of the digital resource should be effective in several learning situations, for example individual work, teacher-controlled activities, group work etc. The resource should include guidance for the teacher.	Yes No

If my resources are endorsed, how should I use the OCR logo?

The OCR logo should appear on the front cover/screen of the resource with the short-form endorsement statement underneath.



An OCR endorsed textbook



An OCR endorsed
supplementary resource



An OCR endorsed
teaching and learning tool

For endorsed textbooks, on the inside cover, or on the introductory pages, the following statement must appear using the relevant qualification code and title (see example):

This resource is endorsed by OCR for use with specification *J351 GCSE English Language*. In order to gain OCR endorsement, this resource has undergone an independent quality check. Any references to assessment and/or assessment preparation are the publisher's interpretation of the specification requirements and are not endorsed by OCR. OCR recommends that a range of teaching and learning resources are used in preparing learners for assessment. OCR has not paid for the production of this resource,

nor does OCR receive any royalties from its sale. For more information about the endorsement process, please visit the OCR website, www.ocr.org.uk.

For endorsed supplementary books, on the inside cover, or on the introductory pages, the following statement must appear using the relevant qualification code and title (see example):

This resource is endorsed by OCR for use with specification *J351 GCSE English Language*. In order to gain OCR endorsement, this resource has undergone an independent quality check. Any references to assessment and/or assessment preparation are the publisher's interpretation of the specification requirements and are not endorsed by OCR. The endorsement offers no assurance that the supplementary resource sufficiently covers the same topic or topics in the specification. OCR recommends that a range of teaching and learning resources are used in preparing learners for assessment. OCR has not paid for the production of this resource, nor does OCR receive any royalties from its sale. For more information about the endorsement process, please visit the OCR website, www.ocr.org.uk.

For digital resources, the following statement must be included on a credit or dedicated screen or document using the relevant qualification code and title (see example):

This teaching and learning tool is endorsed by OCR for use with specification J351 GCSE English Language. In order to gain OCR endorsement, it has undergone an independent quality check to determine its relevance as a teaching and/or learning tool. The accuracy of the content has not been checked and remains the responsibility of the publisher of this

resource. Any references to assessment and/or assessment preparation are the publisher's interpretation of the specification requirements and are not endorsed by OCR. OCR recommends that a range of teaching and learning resources are used in preparing learners for assessment. OCR has not paid for the production of this tool, nor does OCR receive any royalties from its sale. For more information about the endorsement process, please visit the OCR website, www.ocr.org.uk.

Further guidance

In all instances, the following points must be adhered to:

- The full endorsement statement must appear prominently and clearly for ease of reference by users.
- The full endorsement statement must include the specification code, the qualification level and the subject name.
- The OCR logo must be recreated in black, white or dark blue (CMYK: 100:90:10:0). OCR can supply these graphic variants as eps files.
- The OCR logo must not be reproduced in a size or position that could imply that OCR is the publisher of the resource.
- All covers, pages and/or promotional materials that bear the OCR endorsement logo and/or endorsement statement must be submitted to OCR for approval prior to publication and/or distribution. They should be sent to resources.endorsement@ocr.org.uk.

Can I use extracts from OCR assessments in my resources?

Publishers can use extracts from past OCR question papers or SAMs in their teaching and learning resources, as long as it is within the following guidance.

- Publishers are responsible for sourcing question paper content from the OCR website.
- Complete question papers may not be reproduced in their entirety.
- Individual questions may be used, but each question must be reproduced in its entirety (all sub-parts must be included) and the text of the question may not be altered in any way.
- Reproduced questions should be attributed to OCR with the qualification level, subject, topic, if appropriate, and the series in which the original paper was sat. For example: OCR GCSE History – Russia 1905–1941, January 2012
- Publishers are required to obtain their own copyright clearance for any third-party content contained within questions. OCR cannot provide clearance, or licence others, to use third-party material.
- There will normally be no charge for use of this material, but please inform OCR what you are using and in what context. Contact ocr.copyright@ocr.org.uk.
- Publishers may not reproduce any part of a question paper that is currently stored securely and distributed through OCR Interchange.

- Authors and publishers may not include OCR past paper questions in any electronic service (online or otherwise) which allows users to create their own tests or examinations, without additional permissions.
- If you wish to use past paper content in ways not covered by this guidance, please contact OCR for permission before use. Contact ocr.copyright@ocr.org.uk.

What else do I need to know?

There are a few other things that you should be aware of before submitting your resource for review.

Submission format

OCR will only accept resources for review (one hard copy and a PDF) that are at first-proof stage or later. We cannot accept manuscripts (for example, unedited content in a Word document or that has not yet been designed in page format), and any resource submitted in manuscript form will be returned unchecked.

Digital resources

Digital resources are reviewed against functionality criteria only (see page 18). The criteria are based on educational research into the value of digital resources as a teaching and learning tool. Reviewers will not check or comment on the accuracy of content. This is due to the wide variety of digital resources available and the often vast extents that would make content reviews extremely difficult. There is only one stage in the review process for digital resources as we will not ask you to make content changes and re-submit.

Payments and royalties

With the sole exception of the fee charged for the review of endorsed resources, OCR will neither pay for the creation of, nor expect to receive a royalty, in relation to resources that are independently submitted by publishers.

On occasions, OCR may commission or be directly involved in the development of a resource. In these cases the above statement may not apply.

Publisher partners

Publisher partners are selected through a tender process during qualification reform for each subject suite. Publisher partners have exclusive access to the specification as it is being developed until the draft specifications are submitted to Ofqual. However, the endorsement process is identical for all who submit and partner publisher resources still use the standard endorsement logo and statement. For further information, please refer to *Endorsed resources: A supplementary guide for publisher partners*.

Open endorsement

As long as a resource and the organisation producing it meet all the criteria, OCR will accept submissions for endorsement from any publishers. An identical process for endorsement will apply to all publishers.

Not a recommendation

By endorsing a resource, OCR is not making any specific claims for the resource other than that it meets the stated criteria and is not recommending its use above alternative resources.

References to exam questions, exam tips, examiners or assessors

To comply with Ofqual regulations, we will not endorse textbooks or supplementary resources that contain exam style questions, examiner or assessor tips or approve marketing material that references the above or may in any way imply the resource contains privileged information, or that it is necessary for successful completion of the course.

Approval of covers and marketing copy

Any collateral that refers to OCR endorsement or carries the OCR endorsement logo, should be submitted for approval. Resources that have been submitted for endorsement can be described as 'currently being considered for endorsement by OCR'.

To find out more about the endorsement process please visit <http://www.ocr.org.uk/endorsement>.

If you have questions that are not answered here please submit them by email to resources.endorsement@ocr.org.uk

Sample specification taxonomy

In order to help authors and publishers focus their resources on specific OCR specifications we are producing a taxonomy for each of the new GCSE and A Level qualifications that are for first teaching in September 2015. These taxonomies show a simplified structure of the specification, broken down into its sub-units. Below is a partial, sample taxonomy for GCE Sociology.

Specification	Component	Topics	Sub-topics
H580 A Level Sociology (First teaching September 2015)	Socialisation, culture and identity	Introducing socialisation, culture and identity	Culture, norms and values; Types of culture; Cultural diversity; Cultural hybridity; Primary and secondary socialisation; Agencies of socialisation; Nature/nurture debate; Formal agencies of social control; Informal agencies of social control; The concept of identity; Aspects of identity and the associated cultural characteristics; Hybrid identities.

Specification	Component	Topics	Sub-topics
		Families and relationships	The diversity of family and household types in the contemporary UK; Aspects of and reasons for family and household diversity in the contemporary UK; The ideology of the nuclear family and the theoretical debates about the role and desirability of the nuclear family in contemporary society; Debates about the extent of family diversity in the contemporary UK; Roles and relationships between partners and how they are changing, including issues of power.

Specification	Component	Topics	Sub-topics
		Youth subcultures	Theoretical views of the role and formation of youth culture and subcultures; Deviant subcultures; Patterns and trends in youth deviance; Explanations for young people participating in deviant subcultures; The media and youth deviance.
		Media	Evidence of representations in the media and how far these are changing; Theoretical views of media representations; Theoretical views of media effects; The role of the media in deviance amplification and the creation of moral panics.

www.ocr.org.uk/endorsement

OCR customer contact centre

General qualifications

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Email general.qualifications@ocr.org.uk

For staff training purposes, and as part of our quality assurance programme, your call may be recorded or monitored.

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