# Endorsed teaching and learning digital resources

## Submission form

**This form should be used by authors and publishers wishing to submit their teaching and learning digital resources to OCR for endorsement. It should be read in conjunction with the OCR publication *Endorsed resources: A guide for publishers* which can be downloaded from the** [**OCR website**](http://www.ocr.org.uk/qualifications/gcse-and-a-level-reform/teaching-and-learning-resources/endorsed-resources/)**.**

## Completing this form

The process of examination boards endorsing resources is regulated by Ofqual. These regulations restrict some aspects of the resources that an examination board can endorse or promote, and require the examination board to have clear criteria against which it assesses those resources.

The information that you provide on this form will be used, in conjunction with the resource itself, to decide whether the resource meets the required criteria and can be endorsed.

### **Stage 1: Self-assessment**

**Section 1a – Resource details:**
In this section you will be asked to complete some basic information about the resource that you are looking to submit. Please complete as much information as you can, as this will be used to identify and commission a suitable external reviewer.

**Section 1b – Self-assessment:**This section of the form contains a series of simple questions which you must answer ‘Yes’ or ‘No’. The answers to these questions may help you decide whether your resource should be submitted for endorsement.

**Section 1c – Submission:**
In this section we ask for your contact details and give you information about how to submit your resource.

### **Stage 2: OCR review**

**Section 2 – Review and outcome:**
This section is for OCR use only and will be completed by our reviewer with their comments and recommendations. If you have submitted your resource for endorsement this section will be returned to you to outline any changes we may require.

**Failure to complete some sections of this form may result in a delay to the processing of your request.**

# Section 1a – Resource details

|  |  |
| --- | --- |
| Resource title:  | Click here to enter text |
|  |  |
| Author(s) and editor:  | Click here to enter text |
|  |  |
| ISBN:  | Click here to enter text |
|  |  |
| Subject area:  | Click here to enter text |
|  |  |
| Qualification level:  | Click here to enter text |
|  |  |
| OCR specification supported:  | Click here to enter text |
|  |  |
| Format of finished resource (online, app, DVD etc): | Click here to enter text |

|  |  |
| --- | --- |
| Planned publication date | Click here to enter text |

Will the resource include a digital copy of a textbook? Yes [ ]  No [ ]

If ‘Yes’, has the book been submitted for endorsement? Yes [ ]  No [ ]

Standard textbook endorsement procedures apply. Please provide details of the book:

|  |
| --- |
| Click here to enter text |

Features of the resource (please describe or attach a document that describes the features of the resource)

|  |
| --- |
| Click here to enter text |

# Section 1b – Self-assessment

## Part A: General criteria

|  |  |
| --- | --- |
| 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 [ ]  |
| Does the resource cover at least one whole topic of the specification? See ‘Sample Specification Taxonomy’ for an example. | 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 specific reference to any roles that the author(s) may undertake for OCR? | Yes [ ]  No [ ]  |
| Is the substantive content of the resource something other than a revision or assessment preparation aid? | Yes [ ]  No [ ]  |
| Do you accept that there will be a fee payable for the endorsement review? | Yes [ ]  No [ ]  |

# Section 1b – Self-assessment

## Part B: Value criteria

The value of your resource as a teaching and learning resource will be judged using the following criteria. Your resource does not have to meet all the criteria to be endorsed but it helps focus the review. Please indicate if you consider your resource to meet the value criteria.

|  |  |  |
| --- | --- | --- |
| **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 [ ]  N/A [ ]  |
| Is the resource inclusive and accessible? | The resource should be easy to use and self-instructing as far as possible. The resource should follow known patterns for navigation and retrieval. | Yes [ ]  No [ ]  N/A [ ]  |
| 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 [ ]  N/A [ ]  |
| Does the resource include possibilities for adaption? | The learning resource should be capable of being adapted to different situations and preferably enable individual parts of the resource to be used in different situations. | Yes [ ]  No [ ]  N/A [ ]  |
| 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 [ ]  N/A [ ]  |
| Does the resource reflect the specification? | The digital learning resource should have a connection with the current specification. It should be evident how various objectives in the specification may be achieved by using the resource. | Yes [ ]  No [ ]  N/A [ ]  |
| 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 [ ]  N/A [ ]  |
| Is the resource suitable for different learning environments? | Different resources can function in one or more learning situations, for examples as individual work, teacher-controlled activity, group work etc. The resource should include guidance for the teacher. | Yes [ ]  No [ ]  N/A [ ]  |

# Section 1c – Submission details

|  |  |
| --- | --- |
| Name of submitting person: | Click here to enter text |
|  |  |
| Name of publisher/organisation: | Click here to enter text |
|  |  |
| Correspondence address:  | Click here to enter text |
|  |  |
| Telephone number:  | Click here to enter text |
|  |  |
| Email:  | Click here to enter text |
|  |  |
| Date of form completion: | 01/01/2017 |
|  |  |
| Expected date of resource submission: | 01/01/2017 |
|  |  |
| Are you aware that any of the authors or editors of this resource also work directly for OCR? For example, as examiners, moderators or trainers?If ‘Yes’, please provide details: | Yes [ ]  No [ ]  |
| Click here to enter text |
| Any additional information: |  |
| Click here to enter text |

Please email this completed form to resourcesendorsement@ocr.org.uk

If you are submitting a resource for endorsement please do not email it with this form. On receipt of your completed submission form, we will contact you, within five working days, to arrange for you to send us the resource.

**For OCR use only:**

|  |  |
| --- | --- |
| Date of receipt of form: | 01/01/2017 |
| Checked by: | Click here to enter text |
| Date of receipt of resource: | 01/01/2017 |
| Notes:Click here to enter text |

# Section 2 – Review and outcome

**For use by the reviewer only.**

**Reviewer:** Please see the document *Endorsed resources* *– Notes for reviewers* before completing this review. Please check that the resource you are reviewing matches the description in Section 1 of this form and the process to answer the questions below.

## Part A: General

|  |  |
| --- | --- |
| Does the resource meet all the self-assessment criteria for an endorsed resource? | Yes [ ]  No [ ]  |
| Is the resource free from any claims or guarantees about achievable grades? | Yes [ ]  No [ ]  |
| Is the resource free from any content that 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 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 [ ]  |

If you have answered ‘No’ to any of these questions, please give details below:

|  |
| --- |
| Click here to enter text |

## Part B: Digital resource review

Your review of this resource should be carried out in line with the guidance contained in the document *Endorsed resources – Notes for reviewers*.

You are being asked to review this resource to determine whether it should be recommended as a valuable teaching and/or learning resource for the relevant qualification. Please review the resource using the following criteria. You are not reviewing the accuracy of the content, but rather the relevance of the resource as a teaching and learning tool. However, if content errors are sighted please note this in your comments as it may impact your endorsement recommendation. The resource does not need to meet all the criteria below; the purpose of the criteria is to guide your review and the endorsement decision should be made on your overall impression of the resource.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key question** | Description | Guide questions | **Response** | Comments |
| Does the resource promote pupil involvement? | The resource should contribute to pupils being engaged and motivated. The activities should have a clear academic direction. | a) What functionality helps to create involvement and how does design and structure help?b) How are images, graphics, video or sound used to create involvement?c) How well does the resource contribute to learning and not just activity? | Yes [ ]  No [ ]  N/A [ ]  |  |
| Is the resource inclusive and accessible? | The resource should be easy to use and self- instructing as far as possible. The resource should follow known patterns for navigation and retrieval. | a) How effectively can pupils get started on the academic content and not waste time finding their way?b) How does the resource contribute to as many as possible being able to use it?c) To what extent can the resource be adapted to the individual pupil and how does it facilitate good differentiation? | Yes [ ]  No [ ]  N/A [ ]  |  |

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| --- | --- | --- | --- | --- |
| **Key question** | Description | Guide questions | **Response** | Comments |
| 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. | a) In what ways can the user exploit the various media types in the resource?b) How does interactivity help to capture the pupil’s academic interest?c) Do the digital enhancements support the learning, rather than distracting from it? | Yes [ ]  No [ ]  N/A [ ]  |  |
| 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. | a) Does the resource facilitate communication between pupils, between pupil and teach or with others where appropriate?b) Does the resource challenge pupils academically?c) To what extent is it linked to alternative sources and updated information?d) Is the resource innovative and does it help develop academic content? | Yes [ ]  No [ ]  N/A [ ]  |  |
| Does the resource reflect the specification? | The digital learning resource should have a connection with the current specification. It should be evident how various objectives in the specification may be achieved by using the resource. | a) Is the learning resource aligned to the relevant specification?b) Is the resource suitable for obtaining the objectives that have been defined?c) Is the resource correctly pitched at the target audience of this specification? | Yes [ ]  No [ ]  N/A [ ]  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key question** | Description | Guide questions | **Response** | Comments |
| 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. | a) Does the resource support different forms of evaluation?b) Does the resource allow pupils to assess their own performance?c) Does the resource encourage or assist pupils with reflection after assessment?d) Does the resource support pupils in further work after any assessment? | Yes [ ]  No [ ]  N/A [ ]  |  |
| Is the resource suitable for different learning environments? | Different resources can function in one or more learning situations, for examples as individual work, teacher-controlled activity, group work etc. The resource should include guidance for the teacher. | a) Does the resource facilitate use in different learning situations?b) Does the resource support collaborative learning?c) Can pupils or teachers add their own content to the resource?d) Does the resource contain appropriate guidance for teachers? | Yes [ ]  No [ ]  N/A [ ]  |  |

Additional comments:

|  |
| --- |
| Click here to enter text |

# Endorsement recommendation

I would recommend that this resource is (please tick one, as appropriate):

[ ]  accepted for endorsement

[ ]  rejected outright for endorsement.

|  |  |
| --- | --- |
| Name of reviewer: | Click here to enter text  |
|  |  |
| Date of review: | 01/01/2017 |