



Excellence in Distance Education Awards (EDEA) 2010

RECOGNISING EXCELLENCE IN OPEN AND DISTANCE EDUCATION MATERIALS DEVELOPMENT

GUIDELINES FOR SUBMISSION OF MATERIALS FOR THE EXCELLENCE IN OPEN AND DISTANCE EDUCATION MATERIALS DEVELOPMENT AWARD

The award for '**Excellence in Open and Distance Learning Materials Development**' is divided into two categories.

CATEGORY A: Recognising excellence in materials produced in print, audio or video formats, or a combination of these.

CATEGORY B: Recognising excellence in interactive and/or electronically delivered materials, which may be supplemented by materials developed in other formats.

1. REQUIREMENTS FOR MATERIALS TO BE CONSIDERED FOR AWARDS

All materials to be submitted for the '**Excellence in Open and Distance Learning Materials Development**' awards must comply with the following:

- The materials have been **developed** by publicly funded or not-for-profit institutions/ organisations in Commonwealth countries.
- The materials should support a **subject/course/programme** at any level of study across all sectors of education and training, from basic education to tertiary education including continuing professional development.
- The materials may be in any language used in the Commonwealth; however, an English version of the material should be submitted for evaluation.

2. CRITERIA FOR THE EVALUATION OF MATERIALS

All submissions will be adjudicated on the basis of 6 key criteria:

- Fitness for need and purpose;
- Materials design;
- Selection and integration of appropriate media and technologies;
- Assessment strategies and practices;
- Learner support mechanisms; and
- Evaluation mechanisms to measure impact and quality and how it informed adaptations and developments.



Organisations/institutions must submit evidence that addresses these criteria.

2.1 Fitness for Need and Purpose

This refers to the appropriateness/suitability of the materials to the need and purpose identified for it. It includes but is not limited to:

- The educational context in which the materials are being used;
- The subject/course/programme outcomes for which the materials are being used;
- The copyright framework used;
- The learner profile that the materials are targeting; and
- The general goals and specific objectives of the materials are in line with learning profile.

2.2 Materials Design

This refers to the presentation of subject matter content in the study materials. It includes but is not limited to:

- Quality of instructional design;
- Accessibility of materials;
- Structure of the materials and its contribution to the learning experience;
- Appropriate language level;
- Layout;
- Instructional and learning strategies;
- Type of activities - feasibility, relevance, accurateness, and congruence with learning objectives, content, and practical applications of the content;
- Learning resources - accessibility, appropriateness and accurateness;
- Course content - relevance, accurateness, up-to-date and free of all gender, race, class, caste, ethnic and other biases; and
- Physical appeal/attractiveness of packaging/presentation.

2.3 Selection and Integration of Appropriate Media and Technologies

This refers to pedagogical decisions of media selection (text/audio/video/interactive) and the appropriateness and extent to which technology has been integrated and used to enhance the learning and teaching process. It includes but is not limited to:

- Media selection:
 - Compatibility with learners' different interests, abilities, and learning styles;
 - Appropriate/innovative pedagogical use;
- Technology selection:
 - Accessible and appropriate technologies;
 - Effectiveness of use;
 - Innovation and creativity; and
 - Learner access to technology support.



2.4 Assessment Strategies and Practices

This refers to assessment practices linked to the materials and how they are operationalised. It includes but is not limited to:

- The relationship between learning outcomes, assessment strategies and assessment activities and assignments;
- Variety and appropriateness of assessment techniques;
- Evidence of formative and summative assessment; and
- Learner engagement and motivation.

2.5 Learner Support Mechanisms

This refers to the learner support provided, how it links to the materials and its relevance and appropriateness to the learner and subject/course/programme. It includes but is not limited to:

- The design of the learner support;
- The relationship between the materials and the learner support; and
- Appropriateness to the learner context.

2.6 Evaluation Mechanisms to Measure Impact and Quality and how it informed Adaptations and Developments

This criterion refers to the success of the materials used and evidence of maturity of practice. This includes but is not limited to:

- Quality assurance practices of the materials; and
- Evidence of impacts and benefits derived (for the institution and in specific for students) from evaluation done.

3. SUBMISSION OF MATERIALS

Interested organisations/institutions should make a submission to the ***‘Excellence in Open and Distance Learning Materials Development’*** Award, stating clearly the appropriate category, to reach COL not later than 30 April 2010.

3.1 SUBMISSION OF SAMPLE MATERIALS

- Two physical copies of sample materials (in any format) or the web-address (along with clear instructions on how to access sample materials) must be submitted to:
 - Category A:
CHAIR: Ms. Alison Mead Richardson, Education Specialist (Skills Development)
c/o Ms. Ruvani Ameresekere | rameresekere@col.org | tel.+1.604.775.8273
 - Category B:
CHAIR: Ms. Trudi van Wyk, Education Specialist (eLearning)
c/o Ms. Patricia Schlicht | pschlicht@col.org | tel.+1.604.775.8227
- Complete entries must reach COL by 30 April 2010. No late or incomplete entries will be considered.



3.2 COVER DOCUMENT TO THE SAMPLE MATERIALS

(Pro forma to be downloaded in PDF or MS Word Format from the website: www.col.org/ede)

All submissions must include the following supporting documentation/information (**Please make sure that you include all documentation/information to ensure that the submission can be considered**):

A. *Contact information:*

- Name of institutions/organisation that have developed the materials,
- Type of organization;
- Country; and
- Contact details of contact person including email address and telephone numbers (to whom all correspondence will be addressed).

B. *Subject/Course/Programme Overview:*

Give a brief description of the subject/course/programme that the materials are used in. (**not more than 500 words**).

This description should give an overview of the subject/course/programme that the materials are used in and demonstrate the materials' fitness for purpose. It must reflect the following:

- The general goals and specific objectives of the study materials;
- The copyright framework that has been adopted;
- The educational context in which the materials are being used;
- The subject/course/programme outcomes in which the materials are being used;
- The profile of the learners who are studying the materials;
- Length of time learners will study the subject/course/programme; and
- How the materials are used.

Any other information that might assist the adjudicators in determining the fitness of the materials for need and purpose.

C. *Materials Design*

In **not more than 200 words**, describe how the materials adhere to this criterion. Provide evidence where appropriate.

D. *Selection and integration of appropriate media and technologies*

In **not more than 200 words**, describe how the materials adhere to this criterion. Provide evidence where appropriate.



E. Assessment strategies and practices

In **not more than 200 words**, describe how the materials adhere to this criterion. Provide evidence where appropriate.

F. Evidence of learner support

In **not more than 200 words**, describe how the materials adhere to this criterion. Provide evidence where appropriate.

G. Evaluation Mechanisms to Measure Impact and Quality and how it informed Adaptations and Developments

In **not more than 200 words**, describe how the materials adhere to this criterion. Provide evidence where appropriate.

H. Additional Information

In **not more than 200 words**, cover those things you may not have been able to outline above, but which are important to you (not compulsory).

I. Conclusion

In not more than 200 words answer the following questions:

- What particular features of your materials are you most proud of?
- Why do you think that your materials qualify for the award of excellence?

J. Attachments

A letter from the Head of the Institution/Organisation endorsing the submission and verifying that the materials have been developed by a publicly funded or not for profit institution/organisation.