

**PRO FORMA**

**Award of Excellence for Open and Distance Education Materials**

**Please check appropriate box:**

**CATEGORY A:** innovations in print, electronically delivered materials or other low-cost media materials, such as audio, video, or a combination of these.

**CATEGORY B:** open educational resources (OER) – innovative creation and adaptation.

**A. CONTACT INFORMATION**

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| Name of Institution/Organisation: |  |
| Type of Institution/Organisation: |  |
| Country: |  |
| Fullname: |  |
| Designation: |  |
| Address: |  |
| Telephone (during office hours): |  |
| Email: |  |

**B. SUBJECT/COURSE/PROGRAMME OVERVIEW** (no more than 500 words)

Give a brief description of the subject/course/programme that the materials are used in.

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.

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**C. MATERIALS DESIGN** (no more than 200 words)

Describe how the materials adhere to this criterion. Provide evidence where appropriate.

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**D. OER MATERIALS USED AND/OR REUSED** (no more than 200 words)

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**E. SELECTION AND INTEGRATION OF APPROPRIATE MEDIA AND TECHNOLOGIES** (no more than 200 words)Describe how the materials adhere to this criterion. Provide evidence where appropriate.

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**F. ASSESSMENT STRATEGIES AND PRACTICES** (no more than 200 words)

Describe how the materials adhere to this criterion. Provide evidence where appropriate.

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**G. EVIDENCE OF LEARNER SUPPORT** (no more than 200 words)

Describe how the materials adhere to this criterion. Provide evidence where appropriate.

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**H. EVALUATION MECHANISMS TO MEASURE IMPACT AND QUALITY AND HOW IT INFORMED ADAPTATIONS AND DEVELOPMENTS** (no more than 200 words)

Describe how the materials adhere to this criterion. Provide evidence where appropriate.

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**I. ADDITIONAL INFORMATION** (not compulsory)

Cover those things you may not have been able to outline above, but which are important to you.

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**J. CONCLUSION** (no 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?

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**K. ATTACHMENTS**

 Letter from Head of Institution/Organisation endorsing the submission.