Application Form for Best OUSL Online Course

Year: 2017

1. Applicant’s Name/s: .................................................................

2. Faculty/Centre/Unit: .................................................................

3. Department/Division: .................................................................

4. Course details:
   (a) Course Title & Course Code: ............................................... 
   (b) Programme of study: ............................................................
   (c) Duration of the Course: ....................................................... 
   (d) Number of registered and active students in the year of Evaluation:
       ..............................................................................................

5. Learning resources:
   (a) Type of online resources: ...................................................... 
       eg. Text files (pdf files, word files) audio, video, web resources, etc.
   (b) Interactive components: ....................................................... 
       (forums, wikis, quiz, charts, etc.)

6. Assessment components: ..............................................................
   [Details of assessment components – online and off-line (if any)]

7. Student’s feedback : .................................................................
   (Documentary evidence on the feedback of the course)

8. Contributions of production team:
   (a) Name/s of person/s and contributions : .................................
       Of each member in the team, should be specified if a production team was involved

   (b) Declaration of permission to access the: ................................
       Online course for evaluation ................................................

I certify that the information furnished above is true and accurate.

Date: ..........................  ...........................................................

Signature of applicant/s
SCHEME FOR AWARD FOR THE BEST ONLINE COURSE

1. **Type of Online Course**

1.1 Online course to be evaluated should belong to the Open University of Sri Lanka (OUSL). At least 20% of Continuous Assessment of the course should have been done online. The course unit should have completed its delivery at least once including student assessment and releasing of results.

2. **Method of Application and Related Matters**

2.1 Any member of the OUSL can apply for the award

2.2 Such applications may be submitted by an individual or by a group of the OUSL staff members.

2.3 Applicant/s should submit only one production for a particular year.

2.4 An application should be submitted with the following information:

**Course details:**

- Course title and course code
- Programme of study (if relevant)
- Duration of the course
- Number of registered and active students in the year of evaluation

**Learning resources**

- Type of online resources (e.g., Text files {pdf files, word files}, audio, video Web resources, etc.)
- Interactive components (forums, wikis, quiz, charts, etc.)

**Assessment components**

- Details of assessment components – online and off-line (if any)

**Student’s feedback**

- Documentary evidence on the feedback of the course.

2.5 **Contributions of production team**

- Names of persons and contributions of each member in the team should be Specified if a production team was involved.

- Declaration of permission to access the online course for evaluation.
2.6 Those applicants who do not qualify for an award may apply with the same course or a modified version for a maximum of two attempts in the subsequent years.

2.7 A production that has been granted an OUSL award cannot be presented for further awards in subsequent years.

3. Nature of the award

3.1 Only the best online course (best production) shall be selected for the award every year.

3.2. The incentive for the best production shall be selected for the award every year.

3.3 In the case where more than one production is selected for the best award, the award shall be shared among the winners/teams.

3.4 The team members of the best production shall be presented with certificates.

3.5 The award shall be made at the Annual Academic Sessions of the OUSL.

4. Evaluation

4.1 The evaluation of each production shall be carried out by a Committee appointed by the Senate.

4.2 The evaluation Committee shall consist of 5 members including 2 members (Instruction Designer, MOODLE administrator) from the Educational Technology Division, 1 Subject matter expert and 2 external members who are engaged/involved with online course development and/or delivery. The Evaluation Committee to evaluate the course as a team.

4.3 The Evaluation Committee should evaluate student’s participation in the interactive components.

4.4 A minimum of 75% of marks/points should be obtained in the evaluation to consider for the award.

4.5 Evaluation of online course shall be carried out on the basis of a point scheme as given in the annex (Annex 1).
## Scheme for Evaluation of the Best Online Course

**Annex 01**

**Year of Award**: ……………

**Name of the Course & Course Code**: …………………….

**Department/Division**: ……………………………

**Name/s of the Evaluators**: …………………………………………………………

**Evaluators Comments**: …………………………………………

**Date**: …………………………………

**Signature**: …………………………………

<table>
<thead>
<tr>
<th>NO</th>
<th>Criteria</th>
<th>Max Marks Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Originality</td>
<td>6</td>
</tr>
<tr>
<td>2</td>
<td>Creativity</td>
<td>6</td>
</tr>
<tr>
<td>3</td>
<td>Content</td>
<td></td>
</tr>
<tr>
<td>3.1</td>
<td>Subject Matter Content:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Relevant</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>Up-to-Date</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Accurate</td>
<td></td>
</tr>
<tr>
<td>3.2</td>
<td>Presentation-How effectively the subject matter is communicated?</td>
<td>6</td>
</tr>
<tr>
<td>3.3</td>
<td>Ability to generate interest</td>
<td>6</td>
</tr>
<tr>
<td>3.4</td>
<td>Ability to retain interest throughout</td>
<td>6</td>
</tr>
<tr>
<td>3.5</td>
<td>Clarity &amp; simplicity – how far selected information &amp; the component are presented in a meaningful manner?</td>
<td>6</td>
</tr>
<tr>
<td>3.6</td>
<td>Learning Resources</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Audio</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Video</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Web Links</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Animations</td>
<td></td>
</tr>
<tr>
<td>3.7</td>
<td>Interactive Component</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Teacher – Student</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Student – Student</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Student - Content</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>Participation</td>
<td></td>
</tr>
<tr>
<td>4.1</td>
<td>Teacher participation</td>
<td>5</td>
</tr>
<tr>
<td>4.2</td>
<td>Student participation</td>
<td>5</td>
</tr>
<tr>
<td>5</td>
<td>Technical Aspects</td>
<td></td>
</tr>
<tr>
<td>5.1</td>
<td>Navigation</td>
<td>5</td>
</tr>
<tr>
<td>5.2</td>
<td>User Friendliness</td>
<td>5</td>
</tr>
<tr>
<td>6</td>
<td>Student Feedback – The effectiveness of the online course as a learning tools</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

Evaluators Comments:

Date: …………………………………

Signature: …………………………………