QA Checklist – Development of a Study Guide
Checked by the Course Team Chair and the member of the Faculty Course Development Committee

Instructions: Please write "√" for agreement and "-"for not in agreement (*compulsory for final manuscript).

Description		"√" or -
General Information	**Faculty**	
	Study Programme	
	Department	
	Course Code	
	Course Title	
	Medium (E, S, T)	
Planning	* Followed the Course Team concept	
	* Set up the Course Team with subject specialists	
	Set up the Course Team with Educational Technologists	
	* Performed the hierarchical analysis for the entire course	
	* Prepared the detailed syllabus based on the hierarchical analysis for the entire course	
	* Prepared the **course** specification based on the Sri Lankan Qualification Framework (SLQF)	
	* Stated measurable **Course** Learning Outcomes (CLOs)	
	* Stated measurable **Unit** Learning Outcomes (ULOs)	
	* Stated measurable **Session** Learning Outcomes (SLOs)	
	* Identified relevant text-based learning resources for each session - (textbooks, book chapter/s, OER, Journal articles etc.)	
	Identified appropriate media resources (audio, audio-visual, multimedia, online simulations, OER etc.)	
	* Obtained copyrights for the identified learning resources - text, figures, illustrations etc. (where necessary)	
Course Overview	* Prepared the Introduction to the course (Course Overview) by the subject expert. Should include the following:	
	* Stated Course Learning Outcomes	
	* Stated General Course Information (Course outline, Prerequisites, Structure of the course, Teaching Strategies, Course Requirements including Grading Criteria for Continuous Assessments and Final Examination, Learner Support etc.)	
	* Listed required Course Materials (Study Guide, textbook/s, Readings, OER, Web resources, etc.)	
	* Included Course schedule (topic/weekly)	
	* Stated study advice on how to use the existing non-ODL material (textbook/s, AV, multimedia, OER, online etc.) with details	
	* Stated Copyright Notices (clearance of the materials including figures and tables)	

Unit Overview	*Prepared an Introduction to each unit (Unit Overview) by the subject expert by integrating appropriate learning resources (text-based/media resources etc.). Should include the following:	
	* Included an Introduction to the main topics in the unit - brief overview	
	* Included final Wrap-up at the end of the last unit	
	* Stated Unit Learning Outcomes (ULOs)	
	* Included Required reading for the unit (Chapter of a textbook/s, AV, multimedia, OER, online etc.)	
	* Included a brief description of the main topics within the unit	
	*Included learning activities that support learning outcomes	
	* Included Figures/Tables with numbers and labels	
	Included Definitions in boxes	
	* Appropriately sequenced the main topics/items	
	* Included a Summary at the end of the unit	
	* Included a List of references, Additional media components such as audios, videos, interactive multimedia (IMM), web resources, OER etc.	
	Included a Glossary for the course/unit	
	Included a Glossary of Symbols for the course/unit	
	* Edited the Contents in the study guide	
	* Edited the Language in the study guide	
	Done developmental testing	
OUSL Template	* Used OUSL template	
	* Used appropriate icons	
Cover Page	* Displayed OUSL logo	
	* Displayed Colour band	
	* Indicated Department	
	* Indicated Faculty	
	* Indicated Study programme	
	* Indicated Level	
	* Indicated Course Title	
Title Page	* Stated Study Programme	
	* Stated Level	
	* Stated Course Title	
	* Stated Unit Number	
	* Displayed OUSL logo	
	* Displayed the publisher	

Course Team Page	* Appropriately presented the names of the Course Team for the Study Guide	
	* Course Team Chair	
	Course Team Manager	
	* Author/s	
	Educational Technologist	
	* Content Editor	
	* Language Editor	
	Media Designer	
	* Desktop Publisher	
	Graphic Artist	
	* Word Processing Operator	
	* Displayed the publisher	
	* Displayed the Year of the publication	
	* Displayed the Year/s of the earlier publication/s if there are revisions	
	* Displayed the Copyright legend (Creative Common license if it is an OER - CC By SA)	
Acknowledgement Page	Displayed appropriate credits	

1. Certification of the Course Team Chair and the Member of the Faculty Course Development Committee (FCDC) from the relevant department

    Comment:
    …….……………………………………………………………………………

    Name: ………………………… Signature: …………..……… Date: …………..
    (Course Team Chair)

    Name: ………………………… Signature: …………..……… Date: ……………
    (FCDC Member)

2. Recommendation of the Head

    Comment:
    ……………………………………………………………………………………

    Name: …………………………Signature: …………..……… Date: ……………

3. Recommendation of the Dean

    Comment:
    ……………………………………………………………………………………

    Name: …………………… … Signature: …………..……… Date: ………………