**APPLICATION FORM FOR THE OUSL AWARD FOR THE BEST ONLINE COURSE**

**Year: 2024**

1. Name/s of the Applicant/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. Students’ 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 OUSL 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 (eg. 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)

**Students’ feedback**

Documentary evidence on the feedback of students on 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 (Instructional 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.

● Applicant has to do a 20 minutes presentation (15 minutes presentation and 5 minutes discussion) focusing on the points 1.1, 2.4, 2.5 and demonstrate the online course highlighting the features used in the online course.

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

**4.4** Aminimum 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 pointscheme as given in the annex **(Annex 1).**

**SCHEME FOR EVALUATION OF THE BEST ONLINE COURSE Annexure 01**

Year of Award : ……………. Name of the Course & Course Code : …………………….

Department/Division : …………………………………………………………………….

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

| **NO** | **Criteria** | | **Max Marks Allowed** | **Marks from the Committee** |
| --- | --- | --- | --- | --- |
| 1 | Originality | | 6 |  |
| 2 | Creativity | | 6 |  |
| 3 | Content | |  |  |
|  | 3.1 | Subject Matter Content:  Relevant  Up-to-Date  Accurate | 9 |  |
|  | 3.2 | Presentation-How effectively the subject matter is communicated? | 6 |  |
|  | 3.3 | Ability to generate interest | 6 |  |
|  | 3.4 | Ability to retain interest throughout | 6 |  |
|  | 3.5 | Clarity & simplicity – how far selected information & the component are presented in a meaningful manner? | 6 |  |
|  | 3.6 | Learning Resources  Audio  Video  Web Links  Animations | 4  4  4  4 |  |
|  | 3.7 | Interactive Component  Teacher – Student  Student – Student  Student - Content | 3  3  3 |  |
| 4 | Participation | |  |  |
|  | 4.1 | Teacher participation | 5 |  |
|  | 4.2 | Student participation | 5 |  |
| 5 | Technical Aspects | |  |  |
|  | 5.1 | Navigation | 5 |  |
|  | 5.2 | User Friendliness | 5 |  |
| 6 | Student Feedback – The effectiveness of the online course as a learning tool relate the findings with the student profile. | | 10 |  |
| **Total** | | | **100** |  |

Evaluators Comments:

Date: ………………………………….

Evaluation Committee

**Name** **Signature**

1. ……………………..…. ………………………

2. ……………………..…. ………………………

3. ……………………..…. ………………………

4. ……………………..…. ………………………

5. ……………………..…. ………………………