

## **1.1 Educational Quality Evaluation Guidelines**

*The Evaluation Rating Sheets and Descriptors included in Sections 6.3 to 6.8 are adapted from: DepED 2008, Regional Handbook in the Content Evaluation of Supplementary Materials. IMCS.*

Instructions:

1. The Region or Division LRMSD Manager is responsible for coordinating the Evaluation of LR, TR, PDMs.
2. School LR Committees intending to evaluate resources for local use and or procurement should also use these guidelines.

### **1.1.1 DepED owned or copyright resources**

Evaluation of all kinds of resources will encompass Intellectual Property Rights (IPR) Review, Educational Soundness General Evaluation, and Educational Quality Review as a minimum.

Digital/analogue materials will also be evaluated using the Technical Specifications for Usability and Interoperability Guidelines and Checklist.

Resources being identified for SPED should also be reviewed using the Accessibility Guidelines and checklist. Section 10.4.

#### **Resources requiring redevelopment**

Resources may be recommended for redevelopment due to:

- Editorial errors
- Content Factual errors
- Technical faults
- Recommendation to reformat
- Recommendation to be redesigned
- Translations

Any errors or required fixes must be documented clearly within the evaluation report/s. A Request Brief (Section 8) must be completed for any resource that is recommended for any type of redevelopment.

### **1.1.2 Non-DepED owned resources**

Evaluation of all kinds of non- DEP ED-owned resources will encompass Intellectual Property Rights (IPR) Review (Section 6.1), Educational Soundness General Evaluation (section 6.2), and the appropriate Educational Quality Review (Section 6.3-6.8) as a minimum.

In addition digital/analogue materials will also be evaluated using the Technical Specifications for Usability and Interoperability Guidelines and Checklist (Section 6.6 and 6.9).

Resources being identified for SPED should also be reviewed using the Accessibility Guidelines and Checklist (Section 10.4).

Any errors or required fixes need to be documented clearly within the evaluation report/s.

**Evaluation Guidelines 6.3** Refer to Guidelines and Processes for LRMS Assessment and Evaluation

For commercial (non- DepED) resources the publisher should be notified of the reported errors and faults. The Publisher may or may not choose to fix the resource. If the resource is fixed by the Publisher it should undergo another Evaluation.

### 1.1.3 Selecting Evaluators

Evaluators for print resources must:

- Be a Filipino citizen;
- Be either a private or public school elementary or high school teacher (with professional license), subject area supervisor, or curriculum specialist with at least five (5) years relevant experience in a specific learning area;
- Not have conflict of interest (e.g., must not be a writer, contributor, consultant, or editor of the material assigned to him / her for review
- Will not compromise the integrity of the evaluation process and keep confidential his / her identity as evaluator and the materials being evaluated.

The evaluator for **non-print** instructional materials must:

- Be a Filipino citizen;
- Be either a private or public school elementary or high school teacher (with professional license), subject area supervisor, or curriculum specialist with at least five (5) years relevant experience in a specific learning area where s/he will serve as evaluator; or
- Be computer-literate and have at least three (3) years relevant experience in the preparation and use of computer-aided instructional materials in the classroom;
- Not have a conflict of interest (e.g. must not be a writer, contributor, consultant, or editor of non-print supplementary material assigned to him / her for review).
- Will not compromise the integrity of the evaluation process and keep confidential his / her identity as evaluator and the materials being evaluated.

### 1.1.4 Educational Quality Evaluation

**Print materials** will be reviewed by the selected evaluators. Each resource should be evaluated independently by at least 2 evaluators. The Evaluators will use the Evaluation Rating Sheet (Section 6.4) and associated Descriptors (Section 6.4.1) for Print Materials, to assess suitability of materials for use in public schools and to ensure that they are free of errors. The rating sheet includes criteria on the following:

- Format
- Content
- Presentation and organization
- Accuracy and up-to-datedness of information

**Instructional aides** such as charts, posters, and drill / flash cards and manipulative materials will be reviewed by the selected evaluators. Each resource should be evaluated independently by at least 2 evaluators. The Evaluators will use the Evaluation Rating Sheet (Section 6.5) and Descriptors (Section 6.5.1) for instructional aides; to assess suitability of materials for use in public schools and to ensure that they are free of errors. The rating sheet includes criteria on the following:

**Evaluation Guidelines 6.3** Refer to Guidelines and Processes for LRMS Assessment and Evaluation

- Content
- Other Findings

**Non-print materials** will be reviewed by the selected evaluators. Each resource should be evaluated independently by at least 2 evaluators. The Evaluators will use the Evaluation Rating Sheet (Section 6.6) and Descriptors (Section 6.6.1) for Non-print Materials and Technical Evaluation (Section 6.9); to assess suitability of materials for use in public schools and to ensure that they are free of errors. The rating sheet includes criteria on the following:

- Content Quality
- Instructional Quality
- Technical Quality
- Accuracy and up-to-datedness of information

**General reference materials** shall be reviewed by at least two evaluators. The Evaluators will use the Evaluation Rating Sheet (Section 6.7) for General Reference Materials; to assess suitability of materials for use in public schools and to ensure that they are free of errors. The rating sheet includes criteria on the following:

- Content
- Accuracy and up-to-datedness of information

### **Reporting Issues**

Always include the evaluation criteria number from the checklist that your comment/s refers to unless it is very general. Also indicate the page, screen or location of the issue being raised within the resource.

If possible attach a photocopy, or screen capture of the issue.

This will assist with rectifying any errors, inconsistencies or usability issues within the resource.

### **Evaluation Pass/Fail**

Materials that do not pass due to minimal editorial and or factual errors may be recommended for modification. Materials that are DepED owned will usually be redeveloped by the Region LRMS Development and Production Team. The redevelopment of the material will follow LRMS Development and Production quality assurance processes.

Non-DepED owned materials that do not pass the evaluation due to minimal editorial and or factual errors should be returned to the Publisher. Any resource should be completely re-evaluated when resubmitted by the Publisher.

### **1.1.5 Evaluation Report Submission**

Submit the following documents to the Division/Regional LRMS Manager, unit or office requesting the evaluation:

**Print materials** – original copies of all evaluation reports and the resource evaluated.

**Non-print materials** – original copies of all evaluation reports and the resource evaluated.