

# Endorsed resources

## A guide for publishers

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## Endorsed resources – A guide for publishers

This booklet is produced by the OCR Resource Programmes Team

For the latest information about endorsed resources please visit:

[www.ocr.org.uk/endorsement](http://www.ocr.org.uk/endorsement)

The Joint Council for Qualifications (JCQ) has published an Agreed Code of Practice for Awarding Body/Publisher Relationships which we abide by. It can be found here:

<http://www.jcq.org.uk/exams-office/other-documents/agreed-code-of-practice-awarding-bodypublisher-relationships>

We are also required to abide by Ofqual's General Conditions of Recognition: C3: Arrangements with publishers. These can be found here:

<https://www.gov.uk/government/publications/general-conditions-of-recognition>

<http://qualificationswales.org/media/2410/standard-conditions-of-recognition-300317-e.pdf>

<http://ccea.org.uk/regulation/recognition>

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# What are endorsed resources?

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OCR wants teachers to have access to a wide range of different styles and types of resource to support their students' learning.

Endorsed resources have undergone a stringent check by an expert reviewer to make sure they have sufficient breadth or depth of coverage of a specification, unit or topic so that the resources can form a good basis for your planning and teaching.

If the resources meet the endorsement criteria they will be listed on the OCR website. In addition, endorsed resources will bear the OCR endorsement logo, along with a statement about their endorsement.

Any publisher can submit their resources for endorsement at any time during the specification life cycle, and both publisher partners and non-partners go through exactly the same process. We charge a fee for this to cover our costs only and we arrange for the resource to be reviewed by a paid expert reviewer.

This document gives you information about why you may want to have your resources endorsed, how to submit resources for review and what criteria they will be judged against.

# What resources can be endorsed?

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OCR will endorse textbooks, ebooks and digital resources that are designed to support the teaching and learning of an OCR specification.

As endorsed resources will bear the OCR logo there are strict requirements that must be met in order to seek endorsement.

All endorsed resources must:

- be able to be promoted and distributed nationally
- be relevant to a current or forthcoming OCR specification
- not be primarily for revision and examination/assessment preparation.

There are different categories of endorsement status, depending on the type of resource and the extent to which it covers the specification. These are described below.

## Textbook endorsement

Textbooks and ebooks which substantively support an OCR specification at topic/unit/component/module level or above may be eligible for endorsement. OCR endorses a textbook based on a number of criteria (see page 9), including factual accuracy. This type of resource will bear the OCR logo with the statement: **An OCR endorsed textbook.**

## Supplementary resource endorsement

Textbooks and ebooks which support at least one entire topic of an OCR specification at topic level or above may be eligible for endorsement. We will not consider supplementary resources that primarily focus on revision or assessment preparation for endorsement. OCR endorses supplementary resources based on a number of criteria (see page 9), including factual accuracy. This type of resource will bear the OCR logo with the statement: **An OCR endorsed supplementary resource.**

Please note that the decision as to whether a resource adequately covers the content of a topic to the required breadth and depth is at the sole discretion of OCR.

## Digital resource endorsement

Digital resources which support at least one entire topic of an OCR specification at topic level or above may be eligible for endorsement. We will not consider digital resources that primarily focus on revision or assessment preparation for endorsement. This type of resource will bear the OCR logo with the statement: **An OCR endorsed teaching and learning tool.**

# What are the benefits of endorsement?

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- Endorsed resources will benefit from being able to use the OCR logo on their cover or splash screen, along with a statement about the endorsement.
- Most publishers find that OCR endorsement provides customers with reassurance that a resource is suitable for supporting a particular specification.
- Your resource will undergo an independent quality check. This involves checking the accuracy of the content, so publishers and authors can be confident that the information is correct and aligns with our specifications.
- Endorsed resources will be listed on the subject pages of the OCR website, which positions them prominently in front of the numerous teachers who access the site on a regular basis.
- Once your resource is endorsed, you may receive a list of centres that entered candidates in the last summer series of the specification for which your resource has been endorsed.

## Endorsement charges

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The charge for reviewing a potential endorsed resource is made up of two elements – a fixed administrative charge and a variable cost based on the page extent. The table below outlines these charges.

Page extent	Admin charge	Review charge	Total
1–150	£80	£300	£380
151–300	£80	£500	£580
301–500	£80	£650	£730
501–750	£80	£800	£880
Digital resources	£80	Agreed on sight of resource	

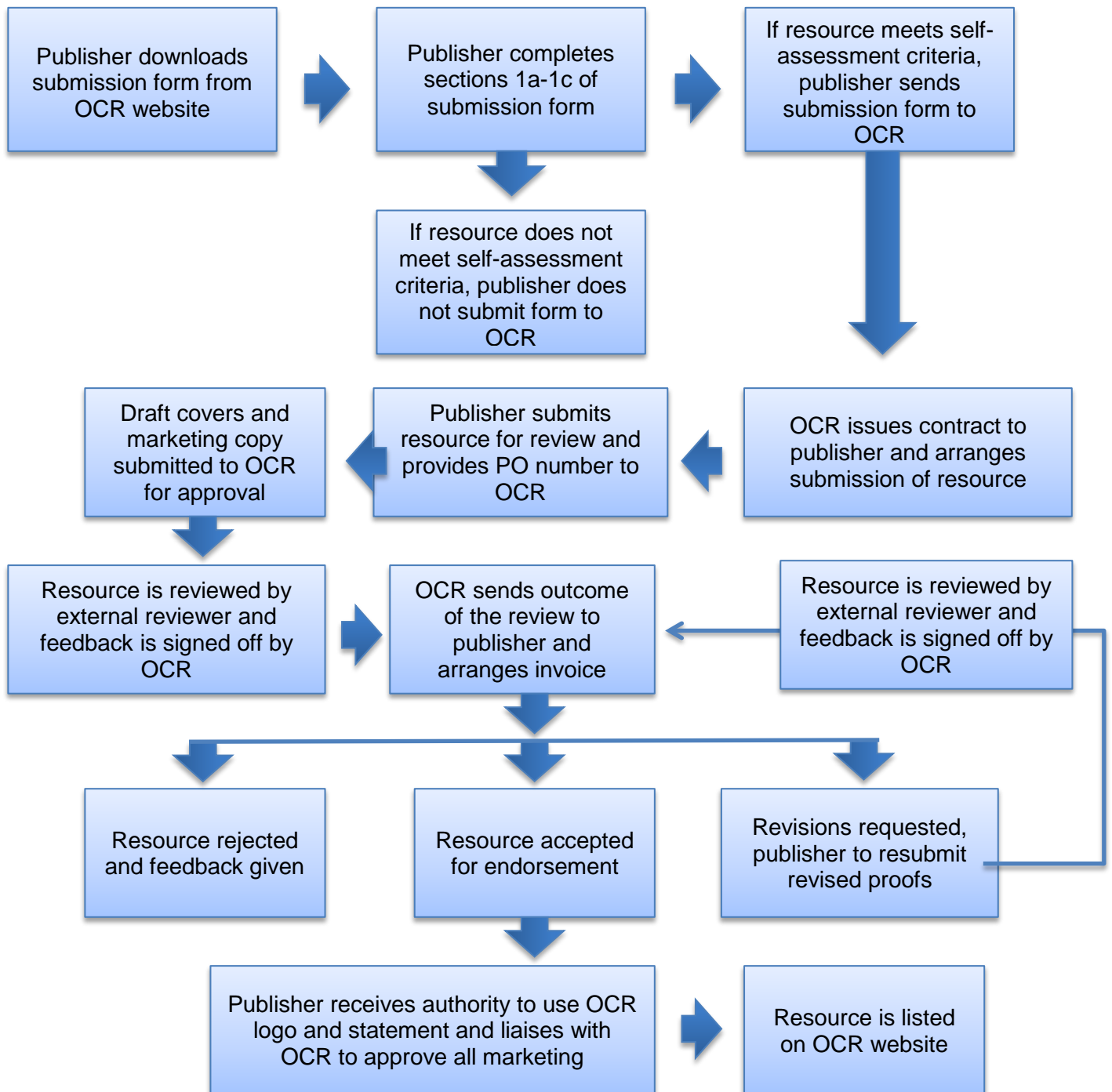
For a resource of more than 750 pages a price will be fixed when it is submitted.

If a resource has to be resubmitted for a second review, the second review fee will be 25% of the original review charge, plus the admin charge. A second review is often needed to check mandatory changes have been implemented.

All prices are **exclusive** of VAT.

# Endorsement process flow chart

The flowchart below outlines the endorsement process. The submission form can be found [here](#). Please download the form each time you want to submit a new resource, as it may have changed since the last time you used it.



# How long will it take to review my resource?

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Publishers should liaise with OCR to plan their expected submission dates to ensure that a reviewer is available.

The first review will usually take up to 28 days from receipt of the resource.

When a resource is resubmitted to verify changes that have been requested, the second review should normally take up to 21 days from receipt of the resource.

Whilst we strive to meet deadlines, the actual turnaround time will depend on the number of submissions received at that time, the quality of the material submitted and the availability of reviewers. Please note reviews may take longer during marking periods.

If the 21 day and 28 day turnaround times are likely to be missed, OCR will inform the publisher as soon as possible.



# Endorsement criteria

The first stage requires the publisher to complete an initial self-assessment in order to determine if the resource is eligible to be considered for endorsement.

The second stage is OCR's review.

The self-assessment criteria and endorsement criteria are set out below, but may be changed without notice, and publishers should always refer to the version of the submission form on the OCR website.

## Stage 1 – OCR review criteria

### Endorsement criteria for textbook and supplementary

Is the resource being submitted:

- a textbook (if 'yes', please answer questions 1-15) Yes  No
- a supplementary resource (if 'yes', please answer questions 1-15) Yes  No
- a digital resource (if 'yes', please go to Endorsement criteria for digital)? Yes  No

1	Is this a publishing organisation with the means to distribute the resource nationally and/or is there an existing channel for hosting or distributing the resource?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2	Does the content of the resource support an OCR specification? If yes, which of the following does it cover: A topic A unit A module/component The whole specification An aspect of the specification, e.g. a skills-based approach that fully covers a coherent set of skills that are relevant to the specification?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
3	Is the primary aim of the resource the support of teaching and learning?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4	Is the substantive content of the resource something other than a revision or assessment preparation aid?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5	Is the resource free from any claims or guarantees about achievable grades and free from material that seeks to identify likely grade outcomes?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6	Is the resource free from any content that could prove morally or ethically difficult for OCR to be associated with? A positive response would lead to a conversation about the content, rather than instant dismissal.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7	Is the resource free from materials that are designed for direct use in internal assessment, eg topic titles for projects, workbooks, writing frames or assignments?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8	Is the resource free from any specific reference to any roles that the author(s) may undertake for OCR? For example, it should not mention that they are an OCR Principal or Chief Examiner.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

9	Is the resource free from content being attributed to 'examiners' or 'assessors' such as the use of 'Examiner's Tips' or 'Assessor's Commentary'?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10	On average, is there no more than one practice question (taken from OCR assessments or written by authors) per double page spread?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11	Is the resource free from references to 'exam preparation' and questions described as 'exam-style'? (Reference to 'practice questions' is accepted.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12	Is the resource free from content that encourages ways to narrow the curriculum offer from the breadth and depth outlined in the specification?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13	Do you believe the resource contains subject content which is factually correct?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
14	Does the resource refer accurately to the specification at all times?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
15	Does the resource provide sufficient breadth or depth of coverage for the specification, unit, topic or aspect of the specification?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**If you have answered 'No' to any of the above questions your resource is not suitable for endorsement. If you are unsure of your responses to any of the questions, please contact [resourcesendorsement@ocr.org.uk](mailto:resourcesendorsement@ocr.org.uk)**

## Section 1c - Self-assessment for digital

### Endorsement criteria for digital

1	Is this a publishing organisation with the means to distribute the resource nationally and/or is there an existing channel for hosting or distributing the resource?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2	Does the content of the resource support an OCR specification? If yes, which of the following does it cover: A topic A unit A module/component The whole specification An aspect of the specification, e.g. a skills-based approach that fully covers a coherent set of skills that are relevant to the specification?	Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/>
3	Is the primary aim of the resource the support of teaching and learning?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4	Is the substantive content of the resource something other than a revision or assessment preparation aid?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5	Is the resource free from any claims or guarantees about achievable grades and free from material that seeks to identify likely grade outcomes?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6	Is the resource free from any content that could prove morally or ethically difficult for OCR to be associated with? A positive response would lead to a conversation about the content, rather than instant dismissal.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7	Is the resource free from materials that are designed for direct use in internal assessment, eg topic titles for projects, workbooks, writing frames or assignments?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8	Is the resource free from any specific reference to any roles that the author(s) may undertake for OCR? For example, it should not mention that they are an OCR Principal or Chief Examiner.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9	Is the resource free from content being attributed to 'examiners' or 'assessors' such as the use of 'Examiner's Tips' or 'Assessor's Commentary'?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10	On average, is there no more than one practice question (taken from OCR assessments or written by authors) per double page spread?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11	Is the resource free from references to 'exam preparation' and questions described as 'exam-style'? (Reference to 'practice questions' is accepted.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12	Is the resource free from content that encourages ways to narrow the curriculum offer from the breadth and depth outlined in the specification?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13	Do you believe the resource contains subject content which is factually correct?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
14	Does the resource refer accurately to the specification at all times?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
15	Does the resource provide sufficient breadth or depth of coverage for the specification, unit, topic or aspect of the specification?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
16	Is the functionality of the resource designed to be for revision? If the functionality means it's designed as a revision resource, we cannot endorse it.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
17	Is the resource clearly mapped to the specification? e.g a skills based approach that fully covers a coherent set of skills that are all relevant to the specification?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
18	Does the resource include an analytical tool with a primary purpose to monitor student progress? *	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**\* NB We classify the analysis of mock exam results as exam preparation, unless the analysis provides guidance that could be used to aid teaching and learning, for example, through the opportunity for formative feedback either teacher-led or through peer-to-peer feedback.**

**If you have answered ‘No’ to any of the above questions your resource is not suitable for endorsement. If you are unsure of your responses to any of the questions, please contact [resourcesendorsement@ocr.org.uk](mailto:resourcesendorsement@ocr.org.uk)**

Once you have submitted your resource to OCR, we will then review the resource against the same criteria. These OCR criteria may be changed without notice and you should always see the Endorsement page of the OCR website <http://www.ocr.org.uk/endorsement> for the most up-to-date criteria.

# Use of the OCR endorsement logos and statements

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The OCR logo should appear on the front cover of the resource with the short-form endorsement statement underneath. The full endorsement statement should appear on the inside front cover or introductory pages of textbooks and supplementary resources and on the home page of digital resources, using the relevant qualification code and title (see examples below).

## For endorsed textbooks

The teaching content of this resource is endorsed by OCR for use with specification AS Level Mathematics A (H230) and specification A Level Mathematics A (H240). In order to gain OCR endorsement, this resource has been reviewed against OCR's endorsement criteria.

This resource was designed using the most up to date information from the specification. Specifications are updated over time which means there may be contradictions between the resource and the specification, therefore please use the information on the latest specification and Sample Assessment Materials at all times when ensuring students are fully prepared for their assessments.

Any references to assessment and/or assessment preparation are the publisher's interpretation of the specification requirements and are not endorsed by OCR. OCR recommends that teachers consider using a range of teaching and learning resources in preparing learners for assessment, based on their own professional judgement for their students' needs. OCR has not paid for the production of this resource, nor does OCR receive any royalties from its sale. For more information about the endorsement process, please visit the OCR website, [www.ocr.org.uk](http://www.ocr.org.uk).



Oxford Cambridge and RSA

An OCR endorsed textbook

## For endorsed supplementary resources

The teaching content of this resource is endorsed by OCR for use with specification AS Level Mathematics A (H230) and specification A Level Mathematics A (H240). In order to gain OCR endorsement, this resource has been reviewed against OCR's endorsement criteria.

This resource was designed using the most up to date information from the specification. Specifications are updated over time which means there may be contradictions between the resource and the specification, therefore please use the information on the latest specification and Sample Assessment Materials at all times when ensuring students are fully prepared for their assessments.

Any references to assessment and/or assessment preparation are the publisher's interpretation of the specification requirements and are not endorsed by OCR. OCR recommends that teachers consider using a range of teaching and learning resources in preparing learners for assessment, based on their own professional judgement for their students' needs. OCR has not paid for the production of this resource, nor does OCR receive any royalties from its sale. For more information about the endorsement process, please visit the OCR website, [www.ocr.org.uk](http://www.ocr.org.uk).



Oxford Cambridge and RSA

An OCR endorsed  
supplementary resource

## For endorsed digital resources

The teaching content of this resource is endorsed by OCR for use with specification AS Level Mathematics A (H230) and specification A Level Mathematics A (H240). In order to gain OCR endorsement, this resource has been reviewed against OCR's endorsement criteria.

This resource was designed using the most up to date information from the specification. Specifications are updated over time which means there may be contradictions between the resource and the specification, therefore please use the information on the latest specification and Sample Assessment Materials at all times when ensuring students are fully prepared for their assessments.

Any references to assessment and/or assessment preparation are the publisher's interpretation of the specification requirements and are not endorsed by OCR. OCR recommends that teachers consider using a range of teaching and learning resources in preparing learners for assessment, based on their own professional judgement for their students' needs. OCR has not paid for the production of this resource, nor does OCR receive any royalties from its sale. For more information about the endorsement process, please visit the OCR website, [www.ocr.org.uk](http://www.ocr.org.uk).



Oxford Cambridge and RSA

### An OCR endorsed teaching and learning tool

In all instances, the following points must be adhered to:

- the full endorsement statement must appear prominently and clearly for ease of reference by users
- the full endorsement statement must include the specification code, the qualification level and the subject name
- the OCR endorsement logo must be recreated in black, white or dark blue (CMYK: 100:90:10:0). OCR can supply these graphic variants as .eps files
- the OCR endorsement logo must not be reproduced in a size or position that could imply that OCR is the publisher of the resource
- the OCR endorsement logo must not be used anywhere other than the cover of the resource
- all covers, pages and/or promotional materials that bear the OCR logo and/or endorsement statement must be submitted to OCR for approval prior to publication and/or distribution. They should be sent to [resourcesendorsement@ocr.org.uk](mailto:resourcesendorsement@ocr.org.uk)
- Endorsed resources will appear on the relevant qualification webpage under the heading 'Textbooks and endorsed resources'. We require publishers to provide a description of resource of up to 40 words, a thumbnail image of cover as a 72 dpi web optimised image as jpeg or png at either portrait 80 pixels wide, landscape 116 pixels wide and a weblink to the resource on the publisher website.

# Can I use extracts from OCR assessments in my resource?

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Publishers can use extracts from past OCR question papers in their teaching and learning resources, as long as they are within the following guidance.

- Practice questions (taken from OCR assessments or written by authors) may not exceed one per double page spread in a single resource. A 'No' response to Question 10 of the endorsement criteria might trigger an additional check.
- Material can only be published after one year has elapsed since the live exam date. Publishers may not reproduce any part of a question paper that is currently stored securely and distributed through OCR Interchange.
- Publishers are responsible for sourcing question paper content from the OCR website. The versions of the material that can be used for external publication must be that found on the OCR website [www.ocr.org.uk](http://www.ocr.org.uk)
- Publishers are required to obtain their own copyright clearance for any third-party content contained within questions. OCR cannot provide clearance, or licence others, to use third-party material.
- Publishers may not include OCR past paper questions in any electronic service (online or otherwise) which allows users to create their own tests or examinations, without additional permissions.
- The electronic access to the material must be free of charge. OCR does not give approval for its material to be placed behind a paywall.
- Where an external publisher is seeking to include OCR material alongside any exam guidance or model answers, it must be made clear that this is purely the work of the publisher and/or their authors and that this work has neither been seen nor verified by OCR.
- Question papers may not be reproduced in their entirety.
- Individual questions may be used, and each question should be reproduced in its entirety (all sub-parts must be included) and the text of the question may not be altered in any way. Please contact [ocr.copyright@ocr.org.uk](mailto:ocr.copyright@ocr.org.uk) if you wish to amend OCR questions to suit your purposes. Permission *may* be granted on the condition that you clearly indicate the amendment next to the question and in the acknowledgement.
- Reproduced questions should acknowledge OCR, the exam details and the exam date, for example, OCR, GCE Mathematics, Paper 4751, June 2014.
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- If you wish to use past paper content in ways not covered by this guidance, please contact [ocr.copyright@ocr.org.uk](mailto:ocr.copyright@ocr.org.uk)



# What else do I need to know?

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## Submission format

OCR will only accept resources for review (one hard copy and a PDF) that are at first-proof stage or later. We cannot accept manuscripts (for example, unedited content in a Word document or that has not yet been designed in page format), and any resource submitted in manuscript form will be returned unchecked.

## Payments and royalties

With the sole exception of the fee charged for the review of endorsed resources, OCR will neither pay for the creation of, nor expect to receive a royalty, in relation to resources that are independently submitted by authors or publishers.

On occasions, OCR may commission or be directly involved in the development of a resource. In these cases the above statement may not apply.

## Publisher partners

Publisher partners are selected through a tender process during qualification reform for each subject suite. Publisher partners have exclusive access to the specification as it is being developed until the draft specifications are submitted to Ofqual. However, the endorsement process is identical for all who submit and publisher partner resources still use the standard endorsement logo and statement.

## Open endorsement

As long as a resource and the organisation producing it meet all the criteria, OCR will accept submissions for endorsement from any publishers. An identical process for endorsement will apply to all publishers.

## Not a recommendation

By endorsing a textbook or resource, OCR is not making any specific claims for the resource and is not recommending its use above alternative resources.

## References to exam questions, exam tips, examiners or assessors

We will not endorse textbooks that contain exam-style questions; examiner or assessor tips or approve marketing material that may in any way imply the textbook contains privileged information, or that it is necessary for successful completion of the course.

## Approval of covers and marketing copy

All material that refers to OCR endorsement or carries the OCR endorsement logo should be submitted to [resourcesendorsement@ocr.org.uk](mailto:resourcesendorsement@ocr.org.uk) for approval.

Resources that are going through the endorsement process may be described as 'currently being considered for endorsement by OCR'.

If you have questions that are not answered here please send them to [resourcesendorsement@ocr.org.uk](mailto:resourcesendorsement@ocr.org.uk)

[www.ocr.org.uk](http://www.ocr.org.uk)

OCR Customer Contact Centre

**General qualifications**

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Facsimile 01223 552627

Email [general.qualifications@ocr.org.uk](mailto:general.qualifications@ocr.org.uk)

**Vocational qualifications**

Telephone 02476 851509

Facsimile 02476 851633

Email [vocational.qualifications@ocr.org.uk](mailto:vocational.qualifications@ocr.org.uk)

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