

REFERENCE FRAMEWORK FOR THE EVALUATION OF INSTRUCTIONAL MATERIALS

Digital Framework



Coordination and content

Direction de la méthodologie et des enquêtes

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DIGITAL FRAMEWORK

The nature of instructional materials obliges the Ministère to review each step in the approval process, ranging from the information it usually requires to the evaluation criteria and the purpose of evaluation.

With technology changing at such a rapid pace, it is difficult to anticipate what books and other digital elements will be like in the future. For this reason, this digital framework and the instructional materials eligible for approval undergo periodic review. However, materials that have already been approved will not be affected by this process.

GENERAL INFORMATION

This framework concerns the digital teaching guide or the digital elements associated with the printed teaching guide.

PREREQUISITES FOR APPROVAL

Digital instructional materials submitted to the Minister for approval must meet the established pedagogical, advertising, sociocultural and digital criteria.

The person responsible for submitting instructional materials for approval must:

- complete the attestation-of-quality form provided for this purpose
- complete the information form available on the website of the Bureau d'approbation du matériel didactique (BAMD)
- provide a user or installation guide, as the case may be

USE OF EXTERNAL HYPERLINKS

While the use of hyperlinks to other websites is authorized, the Ministère is not responsible for any problems that may result from using them. Users must be alerted every time they leave the secure instructional materials environment.

CHANGES IN INSTRUCTIONAL MATERIALS

Minor changes (e.g. correction of typos or internal bugs, the enhancement of compatibility with certain devices, information updates, the repair of broken hyperlinks) do not have to be submitted to the BAMD for re-evaluation, but they can be transmitted to the BAMD for the purpose of updating the information form, if necessary.

The BAMD must be informed of all major changes made to digital materials, i.e. changes liable to render the materials inconsistent with the attestations or criteria of the various frameworks (new content added following adjustments to programs of study, the addition of learning and evaluation situations, etc.). These changes can be re-evaluated in light of the criteria in effect when the new evaluation is made. Any major change that is not submitted to the BAMD must be flagged as not having been approved.

EVALUATION CRITERIA

Digital instructional materials are evaluated in terms of their capacity to meet user needs with the help of technical and ergonomic facilitators.

1. TECHNICAL FACILITATORS

It is essential to ensure that:

- the materials to be consulted directly on the website are accessible via mainstream modern browsers that comply with existing standards
- the materials are provided in a recognized standard format (e.g. TXT, ePUB, ePUB 3, PDF, HTML 5) that can be read on at least one of the main devices (e.g. computer, tablet, IWB) and operating systems (e.g. Windows, OS X, Linux, iOS, Android) current today without limiting the universal browser and access functions of these systems
- the materials do not contain any structural errors (e.g. dead-end, broken or orphan hyperlinks; non-functioning internal hyperlinks)
- the materials provide:
 - user-friendly technical guidelines relating to system use and operation
 - access to a “Help” function in the materials and online, in case of problems

2. ERGONOMIC FACILITATORS

It is essential to ensure that:

- navigation tools (e.g. tables of contents, bookmarks, internal links between chapters, an embedded search engine) are provided
- the interface comes with elements that facilitate the legibility of on-screen materials (e.g. font types and sizes, colour options, a zoom function)
- there is intuitive browsing, i.e. the interface is consistent and logical across a given platform and users have access to all the tools they need to familiarize themselves with the functions
- the sources of external digital resources included in the materials are indicated

