**2 Evaluation Terms of Reference**

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| Information about the product, tool, service to be validated | |
| **Short description of the product/programme or service to be tested** | * Product (virtual learning environment, ebook, tablet, game, web portal…) * Service (training course, MOOC, cloud services) * Method or tool (scenario building toolkit) * Test (self-assessment tool) * A set of tools, products and their interaction (tablets and screen sharing/collaboration software, games on handheld mobile devices.) * A strategy (1:1 computing, Bring Your Own Device) * Prototype or final product? |
| **Who is the target user?** | * Is it a consumer product or has it been specifically designed/adapted for education (in what way)? * For a specific age range of students? * For students with specific educational needs? |
| **How will the product be used?** | * Administration ((typically foreseen use case) * By the teacher (typically foreseen use case) * By the student (typically foreseen use case) |
| **In which environment is the product primarily used?** | * At school, in classroom, outside of school, in home, etc. |
| **What type of (educational) outcomes /processes does the product seek to improve? If at all?** | * What is the intended outcome of the intervention/use of the product or service? * What do you consider the potentially positive contribution of the product in education? * Is there already any evidence to support this? |
| **Does the product/service require substantial training or setup for it to be used?** | * What are the technical requirements for the product/service to be used? * What type of training needs to be provided? By whom? How should the training be delivered? |
| **Is the product linked to a wider policy /industry programme, educational vision?** | * Ask the initiator to explain and give links to such documents, if available. |

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| Information about the intended evaluation process | |
| **Purpose of the investigation** | * What are you trying to find out? What is it you are trying to test and to prove? * Do you already have some specific research questions? * Will it be necessary to provide new technology to schools in the pilots? |
| **Are there certain methods/instruments that you would already prefer to use to collect the data and evidence?** | * Qualitative and/or quantitative? * Surveys, interviews, classroom observations? * Randomised control trials, etc.? |
| **What are the main characteristics of the target group you would like to involve in the validation?** | * Students, parents, teachers, school leaders? * Age, gender of students or teachers? * Innovative or advanced teachers / those with lower levels of ICT competence? * Particular curriculum subjects/areas? * Rural/urban schools? * Large/ small schools? * Level of education (primary/secondary)? |
| **What is the geographical scope of the intended activity?** | * At school, in classroom, outside of school, in home, etc.? |
| **What is the intended scale of the activity?** | * Numbers of schools, classrooms, students, teachers to be involved? * Schools in which countries? |
| **Which schools would you like to use for the activity?** | * Own network of schools that are already equipped with the required technology? * Future Classroom Lab validation network schools already equipped with the required technology? * Open call for schools to participate in the validation? |
| **Can you already identify any organizational requirements/issues to address?** | * Minimum level of technical infrastructure required at the school? * Security, privacy, ethical issues? * Are parents’ permissions required for filming classroom practice, etc.? |
| **Approximate budget available for the activity?** |  |
| **What timeframe is envisaged?** | * Weeks, 1-2 terms, longer? |
| **What do you bring to the project?** | * Evidence from previous studies or evaluations? * Equipment, licenses for free, * Training and professional development? * Technical support? |
| **Preferred evaluator?** | * External independent evaluator (university)? * Internal independent evaluator (European Schoolnet, experts)? |

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| Information about the intended outputs of the evaluation | |
| **Who is the main audience to be informed about the results of the pilot and the validation?** | * Internal: Inform the further development of the product/service? * External: Policy makers, school leaders, teachers, parents, wider public? |
| **What are the main outputs envisaged?** | * Overall analysis report, case studies country reports, (NB: depending on the research approach)? * Videos of classroom practice? * Strategic seminar or conference to present results? |