**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?
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| **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?
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| **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?
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| **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?
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| **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.?
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| **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)?
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| **What is the geographical scope of the intended activity?** | * At school, in classroom, outside of school, in home, etc.?
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| **What is the intended scale of the activity?** | * Numbers of schools, classrooms, students, teachers to be involved?
* Schools in which countries?
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| **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?
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| **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.?
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| **Approximate budget available for the activity?** |  |
| **What timeframe is envisaged?** | * Weeks, 1-2 terms, longer?
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| **What do you bring to the project?** | * Evidence from previous studies or evaluations?
* Equipment, licenses for free,
* Training and professional development?
* Technical support?
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| **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?
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| **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?
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