

A photograph of three young adults in a library setting. A young man on the left is laughing and pointing towards the center. A young woman in the middle, wearing glasses and a dark polka-dot top, is smiling broadly and looking at a book she is holding. A young man on the right is partially visible, looking towards the woman. They are surrounded by bookshelves filled with books. In the foreground, there is a laptop and some papers on a table.

ENDORSED RESOURCES

A guide for publishers

Version 4 February 2022

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What is OCR endorsement?

OCR works actively with publishers to ensure that our qualifications are supported by a range of high-quality teaching and learning resources, including textbooks. These resources play a valuable role in supporting learning and in helping teachers to deliver the best possible experience for their students.

We operate an open endorsement policy and encourage any publisher interested in producing innovative materials to support an OCR qualification to contact us. The process of review and approval is independent and the same for all publishers, including Cambridge University Press.

Endorsement by OCR is a mark of quality that indicates to a teacher that a resource will be a valuable source of support for them and their students.

There are two categories of endorsement status, described below.

Textbook/eTextbook endorsement

Textbooks and eTextbooks that provide detailed support for an OCR specification may be eligible for endorsement. There must be complete coverage of all specification content for the topic/unit/component/module in question or for the entire specification. We will not consider textbooks/eTextbooks that primarily focus on revision or assessment preparation for endorsement. OCR endorses a textbook based on several criteria including factual accuracy and breadth and depth of coverage. These resources will bear the OCR logo with the statement 'A textbook endorsed by OCR'.

Digital teaching and learning resources

Digital resources that substantively support an OCR specification at topic/unit/component/module 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 'A teaching and learning resource endorsed by OCR'.

You can find OCR's endorsement criteria in the Self-Assessment Form, which can be found [here](#).

Benefits of endorsement

Your resource will be reviewed by an expert reviewer, usually a senior examiner for the relevant subject, to determine the quality of the resource, accuracy of the teaching content, and alignment to our specification. The reviews are also checked internally by our team of subject advisors who are specialists in their subjects.

Endorsed resources should display the OCR endorsement logo on their cover (textbooks/eTextbooks) or prominently alongside the digital resource. The logo is accompanied by an endorsement statement (please refer to [Use of the OCR endorsement logos and statements, page 6](#)).

OCR endorsement provides customers with reassurance that a resource is suitable for supporting a particular OCR specification.

Endorsed resources will be listed on the subject pages of the OCR website. This 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.

Who can submit resources for endorsement?

We acknowledge that there are a range of excellent resources created by individuals for our qualifications and appreciate the support those resources offer to teachers. However, our list of eligible organisations from which we will accept resources for review are publishers (print and digital), EdTech companies, not-for-profits, and universities. These eligibility criteria ensure that OCR endorses resources from organisations with a track record of successful publishing, a rigorous approach to product development, and the resources to support marketing and sales of OCR-endorsed products.

The Cambridge Approach to textbooks

[The Cambridge Approach](#) is a set of principles for designing high-quality textbooks and resource materials. These principles were developed as an outcome of extensive analysis of textbooks and learning materials from a set of high-performing jurisdictions around the world, and can be found [here](#). The OCR endorsement forms encourage publishers to reflect on these principles and outline how their resources put them into practice.

Endorsement fees

Charges to the publisher are outlined in the tables below. For publishers submitting resources to the endorsement process for the first time, an account will need to be set up with our Finance department. We invoice all publishers before the first review commences.

All prices are **exclusive** of VAT.

Fees for textbooks and eTextbooks

Number of pages	Charge to publisher (first review*) £	Charge to publisher (second review**) £
Up to 150 pages	500	125
151-300 pages	700	175
301-500 pages	850	212.50
501-700 pages	1000	250
701-900 pages	1200	300

*First review is conducted by the reviewer after the first submission of the resource to OCR.

**Second review is conducted once the publisher has submitted their changes to the resource, if changes are required following first review.

Fees for digital teaching and learning resources (PDFs, Word documents, PowerPoints)

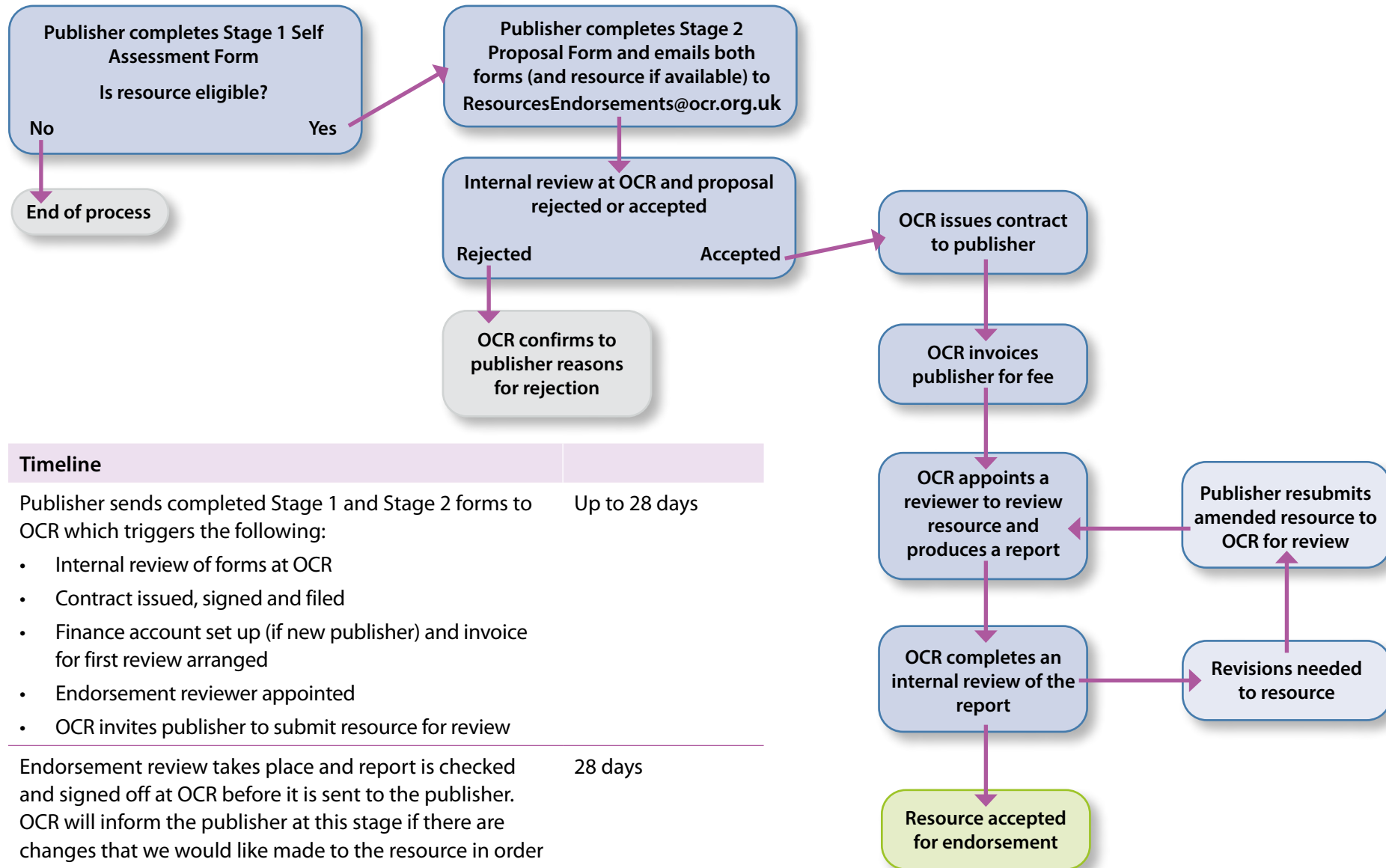
Number of pages	Charge to publisher (first review) £	Charge to publisher (second review) £
1-80 pages	400	100
81-150 pages	500	125
151-300 pages	700	175
301-500 pages	850	212.50
501-700 pages	1000	250
701-900 pages	1200	300

*Please note for PowerPoint resources 1 PPT slide = 1 page.

Fees for digital teaching and learning resources (other formats)

Format	Charge to publisher (first review) £	Charge to publisher (second review) £
Videos and podcasts	Reviewer fee (calculated by OCR and based on the extent of the resource) + £100	Reviewer fee + £50
Digital platform	Reviewer fee (calculated by OCR) + £100	Reviewer fee + £50

Endorsement process and timelines



Timeline

Publisher sends completed Stage 1 and Stage 2 forms to OCR which triggers the following: Up to 28 days

- Internal review of forms at OCR
- Contract issued, signed and filed
- Finance account set up (if new publisher) and invoice for first review arranged
- Endorsement reviewer appointed
- OCR invites publisher to submit resource for review

Endorsement review takes place and report is checked and signed off at OCR before it is sent to the publisher. OCR will inform the publisher at this stage if there are changes that we would like made to the resource in order for it to be endorsed. These would then be checked by the OCR team. 28 days

How long will it take to review my resource?

Publishers should liaise with OCR to plan their expected submission dates so that OCR can recruit a suitable reviewer and guarantee their time.

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.

Use of the OCR endorsement logos and statements

Textbooks/ eTextbooks

The OCR Endorsement 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, using the relevant qualification code and title (see examples below).

Digital teaching and learning resources

The OCR Endorsement logo should appear within the resource itself where possible. For digital platforms, the logo should appear prominently on the landing page. The full endorsement statement should also be prominently displayed, using the relevant qualification code and title (see examples below).

Endorsement statement

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). All references to assessment, including assessment preparation and practice questions of any format/style, are the publisher's interpretation of the specification and are not endorsed by OCR.

This resource was designed for use with the version of the specification available at the time of publication. However, as specifications are updated over time, 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.

Endorsement indicates that a resource is suitable to support delivery of an OCR specification, but it does not mean that the endorsed resource is the only suitable resource to support delivery, or that it is required or necessary to achieve the qualification.

OCR recommends that teachers consider using a range of teaching and learning resources 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.

Marketing materials

Approval of covers and marketing copy

All marketing material that refers to the endorsement or carries the OCR endorsement logo should be submitted to resourcesendorsement@ocr.org.uk for approval.

Resources that are going through the endorsement process may be described as having been 'submitted to the OCR endorsement process' or 'being considered for endorsement by OCR'.

Use of questions from OCR assessments

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

- Inclusion of practice questions (taken from OCR assessments or written by authors) must comply with the approach outlined under 'Practice questions in OCR-endorsed resources' below.
- 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 those found on the OCR website 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 license others, to use third-party material.
- Publishers may not include OCR past paper questions in any electronic service (online or otherwise) that 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 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.
- There will normally be no charge for use of this material, but please inform OCR what you are using and in what context by emailing ocr.copyright@ocr.org.uk
- If you wish to use past paper content in ways not covered by this guidance, please contact ocr.copyright@ocr.org.uk

Practice questions in OCR endorsed resources

We acknowledge that students benefit greatly from the inclusion of a range of questions and exercises in their learning resources, from quick knowledge-checking tests to more substantial practice questions. The guidance in this section is intended to give publishers as much flexibility as possible to create engaging resources that encourage active learning by including a range of question types.

OCR does not use questions in live assessment materials that repeat those which appear in endorsed resources, where this has the potential to make the assessments more predictable or confer an advantage on someone who had prepared from the endorsed resource.

For this reason, we limit the number of exam-style practice questions that can be included in textbooks, where failing to do so could lead to a narrowing of what can be set in live assessments.

To achieve this, while protecting the validity of future live assessments, we distinguish 'formative' questions and exercises (which we do not limit in number) from 'practice questions' (which, in most cases, we do limit). We understand that this distinction is easier to achieve in some subjects than others, and that for some it may not be possible at all. When you have any questions or concerns about following this approach please contact us at resourcesendorsement@ocr.org.uk at **as early a stage as possible** to discuss the approach to questions you're taking in your resource.

Textbooks and eTextbooks

Formative questions and exercises

- OCR encourages the inclusion of questions and exercises in textbooks and other resources that support active, engaged learning, facilitate retention of knowledge, and test understanding.
- The approach taken in these questions/exercises must be clearly distinct from that taken in 'exam-style' practice questions (see below). For example, they should be spread throughout the text, be informal in style, and free from any title or labelling that implies they are practice for assessment.
- When writing formative questions and exercises, authors and publishers should consult the relevant Sample Assessment Materials for the specification in question, and ensure that the question type used for a particular topic area is demonstrably different. 'Formative' questions should help learners to check or consolidate knowledge and understanding rather than mirroring the OCR assessment model. For example, a formative question might involve the application of knowledge to a specific scenario or context ('Explain how the UK Coastguard might use the Internet of Everything') or a question might be more broad or reflective than typically the case in an exam paper ('Identify the physiological benefits of a warm up').
- Command words used in the SAMs may be replicated in formative questions and exercises, provided the approach of the question is sufficiently distinct from the exam. Please note that the questions should still be sufficiently

different from an exam-style in order for the command words to be used acceptably. If the question doesn't meet this criteria, one way of adjusting the question could be to use an alternative to a command word.

- If multiple-choice questions (MCQs) are not used in the assessment model for the qualification, these would be an acceptable question type for practice questions. Please do check the assessment model for the subject before taking this approach. As with other types, scenario-based questions are preferable to recall knowledge types.
- Formative questions and exercises should not include any marks or accompanying mark scheme.

Practice questions

- OCR will continue to accept author-created practice questions in endorsed resources. These should be clearly labelled as 'practice questions', and not 'exam-style questions' or any similar term.
- The preliminary material of an endorsed resource should include the following disclaimer: 'The practice questions and accompanying marks and mark schemes included in this resource are an opportunity to practice exam skills, but they do not replicate examination papers and are not endorsed by OCR.'
- We reserve the right to require publishers to include the following disclaimer, alongside every instance of these questions: 'These practice questions are an opportunity to practice exam skills, but they do not replicate examination papers and are not endorsed by OCR.'
- Practice questions should follow the approach taken in the SAMs as closely as possible. For example, question stems should begin with the relevant command words. Publishers should access the specification's command words from the OCR website at the start of the writing process.
- For the majority of specifications, the total number of practice questions on a particular topic should not exceed the total number of questions that can be expected to appear on that topic within a question paper. Publishers should refer to the relevant SAMs at the beginning of the writing process for exemplification. If the topic in question is not covered by the SAMs, or if any clarification is needed, then a request for guidance should be submitted to OCR as early as possible. For some subjects (e.g. Maths) it may be possible to include a greater number of practice questions without narrowing the

range of questions for live assessments. More flexibility will be possible in these instances. Please contact OCR to discuss if you think this applies to your project.

- Publishers must submit a full list of all questions included in a resource to OCR as a separate Word document when submitting a textbook for endorsement.
- Marks against questions and mark schemes are permitted, but we reserve the right to require you to include the following disclaimer against each instance: 'The marks attached to these practice questions are a guideline only, and are not endorsed by OCR.'
- Publishers should make OCR aware of any scenario-based questions in a resource. Such questions should be based around a single scenario, rather than multiple scenarios.
- Tips are acceptable; however they should be general revision tips and not called 'Examiners' Tips', 'Exam Tips', 'Assessors' Tips', or anything similar.
- OCR **must** be informed of any changes made to practice questions post-publication (e.g. in reprints, or changes made to digital editions). Any such changes must continue to conform to the guidelines set out above.
- If a new edition of a book/resource is submitted for endorsement, then OCR will require details of all practice questions that have been added/deleted/amended in the new edition.

Revision guides

OCR do not endorse revision guides or similar resources, and there's no need to submit questions to us. Where 'practice questions' are being included in these resources, publishers are encouraged to follow the good practice in distinguishing practice questions from other forms of question set out above.

Exception: where a revision guide author has any role in setting the question paper for the specification in question, and has declared a potential conflict of interest to OCR, then a Word document containing all questions will need to be submitted.

Teaching and learning resources (digital route)

The same principles apply to endorsement of teaching and learning resources as for textbooks. Any questions that could be considered to be 'practice questions' will have to be submitted to OCR. Publishers should contact OCR at as early a stage as possible for a discussion about the resource they are considering submitting for endorsement, and a decision about whether the volume of practice questions contained in a resource mean it is eligible for endorsement.

Some additional requirements apply to digital teaching and learning resources:

- If publishers wish to add any additional practice questions to a resource after endorsement has been granted, then the publishers must inform OCR of this before the questions are uploaded. We reserve the right to withdraw our endorsement if the number of practice questions included reaches an unacceptable limit.
- The content of any additional or amended questions must be supplied to OCR in a Word document.
- OCR reserve the right to require that the uploading of additional questions to a resource be delayed until after an exam series has taken place.

Diversity policy

Our shared vision for endorsed resources

OCR is committed to diversity and inclusivity in our assessment and endorsed resources, so we work with publishers who share our vision that endorsed print and digital resources should:

- Be accurate and accessible for all learners.
- Respectfully portray and navigate cultural, racial and religious differences.
- Demonstrate a commitment to equal and fair gender representation.

What else do I need to know?

Endorsed resources statement of policy

This document can be accessed here: www.ocr.org.uk/Images/600903-ocr-endorsed-resources-statement-of-policy.pdf

How do I submit my resource for review?

For textbooks and eTextbooks, we will accept resources that are at first proof stage or later. We don't ask our reviewers to check manuscripts due to the high volume of changes between manuscript and first proof stage. We will ask for PDF and for larger textbooks and may ask for print versions of the proofs for our reviewer and subject advisor.

A full list of all the questions included in your resource must be submitted to OCR as a separate Word document when submitting a textbook for endorsement. Please refer to the 'Practice Questions in OCR-endorsed resources' section of this guide for more information.

For digital teaching and learning resources, please ensure that a login is provided both for OCR internal review as well as a generic login for the anonymous external reviewer.

Payments and royalties

With the sole exception of the fee charged for the endorsement reviews, OCR will neither pay for the creation of, nor expect to receive a royalty, in relation to resources that are independently submitted to OCR's endorsement process. On occasion, OCR may commission or be directly involved in the development of a resource. In these cases, the above statement may not apply.

Endorsement is not a recommendation

OCR endorsement does not mean that OCR is making any specific claims about the resource and is not recommending its use above alternative resources.

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

We do not endorse textbooks that contain questions described as 'exam-style', 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.

If you have questions that are not addressed here, please send them to resourcesendorsement@ocr.org.uk

For more information visit

 ocr.org.uk/qualifications/resource-finder

 ocr.org.uk

 [/ocrexams](https://www.facebook.com/ocrexams)

 [/ocrexams](https://twitter.com/ocrexams)

 [/company/ocr](https://www.linkedin.com/company/ocr)

 [/ocrexams](https://www.youtube.com/ocrexams)

Call our customer support centre on
01223 553998

Alternatively, you can email us on
support@ocr.org.uk

Visit our online support centre at
support.ocr.org.uk



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