SCIC GATE 3 CHECKLIST

Background
Date:
Project:
Contact person:

1. Did you complete the Learning Solution Proposal Template at Gate 2?	**Yes** ☐ **No** ☐
a. Does the committee have the latest copy?	**Yes** ☐ **No** ☐
2. What content, program, series or curricula does it support?	
3. Was the Learning Solutions Design Process followed?	**Yes** ☐ **No** ☐
a. Did the learning solution go through IDQA?	**Yes** ☐ **No** ☐
i. Did the learning solution meet all requirements?	**Yes** ☐ **No** ☐
b. Did the learning solution go through FQA?	**Yes** ☐ **No** ☐
i. Did the learning solution meet all requirements?	**Yes** ☐ **No** ☐
c. Did you conduct a pilot?	**Yes** ☐ **No** ☐
i. Were evaluation results compiled and analyzed?	**Yes** ☐ **No** ☐
ii. Were changes made based on evaluation results?	**Yes** ☐ **No** ☐

d. Did the learning solution go through IQA?	**Yes** ☐
	No ☐
i. Is the solution fully integrated with the learning ecosystem?	**Yes** ☐
	No ☐

Comments:

Official Languages

4. Was the original text reviewed by an editor?	**Yes** ☐
	No ☐
5. Was the translation done by a professional or in house?	**Yes** ☐
	No ☐
6. Did an editor compare the English and French texts for accuracy and quality of language?	**Yes** ☐
	No ☐

Comments:

Accessibility

7. Were accessibility tests carried out internally and with actual users?	**Yes** ☐
	No ☐
8. What were the results of these tests?	

Comments:

Licensing/Copyright Considerations

| 9. Did you obtain written consent to use third-party content? | **Yes** ☐ |
| | **No** ☐ |

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Comments:	

Branding		
10. Were images selected according to the School's branding guidelines and GoC requirements for inclusiveness and diversity?	**Yes** ☐	
	No ☐	

Hosting		
11. Will it be part of a program or curriculum?	**Yes** ☐	
	No ☐	
12. Will it be hosted in Moodle, I-LMS or the video management system?	**Yes** ☐	
	No ☐	
Comments:		

Communication/Promotion		
13. Has the promotion for this learning solution started?	**Yes** ☐	
	No ☐	
Comments:		

Release		
14. Will the learning solution be launched as planned?	**Yes** ☐	
	No ☐	
15. Are there any risks that could impact the launch?	**Yes** ☐	
	No ☐	
Comments:		