

Process summary: centrally-managed peer assessment using Peer Mark

Inputs 2 and 3

- At Inputs 2 and 3 you'll need to send to your students the instructions for using Peer Mark along with the submission and review dates and the submission template.
- All information including instructions is on the Peer Assessment section of our website (links at the very bottom of this document) - you can add links to these pages within the email you send your students. It might also be worth attaching the instructions to your email or at least adding a link directly to the instructions. This will hopefully reduce the number of queries from students (we say hopefully!)
- We will let you know who has submitted a reflection after the deadline date.
- Students have 5 days to complete their 8 peer reviews – we will email them once the reviewing window is open and then again (if they haven't completed the reviews) 24 hours before the window closes to remind them that they need to complete them to continue with the Award.
- We will inform you which of your students completed their reviews and if any didn't – you can then contact your students as appropriate.
- If a student is doing more than one version of the Award, they can only upload one piece of work to the DropBox in Learn. They need to email any additional pieces of work to edinburgh.award@ed.ac.uk. This is explicitly said within the instructions on the landing page of the Learn course.
- For students on multiple versions they only need to complete one lot of peer reviews (8), they don't need to complete more than someone doing one version.

At Input 2 only

- At Input 2 – we will email students once the reviewing window closes and remind them of how to access their feedback (this information is included in the Input 2 instructions)
- The main issue students reported last year was the poor quality of some of the feedback they received. It would be ideal if you could encourage your students to provide useful, relevant feedback on the two learning outcomes the submissions are being reviewed against: 1) has the student been purposeful in their development, and 2) have they been reflective?

At Input 3 only

- At this stage students will only be rating the submissions when they are reviewing them; they are not asked to leave feedback.
- The average rating a student gets will go toward determining whether a student's submission passes or fails. If a submission is deemed to have failed then we will review it and then ask the relevant Award leader to do the same. If we both agree that it is a fail then the student will be asked to resubmit.
- We use TurnItIn at Input 3 to compare the student's submission at this stage to the one they submitted at Input 2. If they are the same then the student will be contacted and asked to resubmit. Students should be looking for opportunities to develop throughout their time on the Award so shouldn't be stuck for new or updated things to write about in the final submission at Input 3. If their activity doesn't offer further opportunity to develop after Input 2 then they should look at other parts of their lives to develop the skills they chose and have impact.

Peer review links

- Student instructions - <https://www.ed.ac.uk/edinburgh-award/peer-assessment/peer-review-instructions>
- Learning Objectives - <https://www.ed.ac.uk/edinburgh-award/process/peer-assessment/learning-objectives>
- Providing feedback - <https://www.ed.ac.uk/edinburgh-award/peer-assessment/feedback-halfway>
- Timelines - <https://www.ed.ac.uk/edinburgh-award/staff-space/peer-assessment-information>