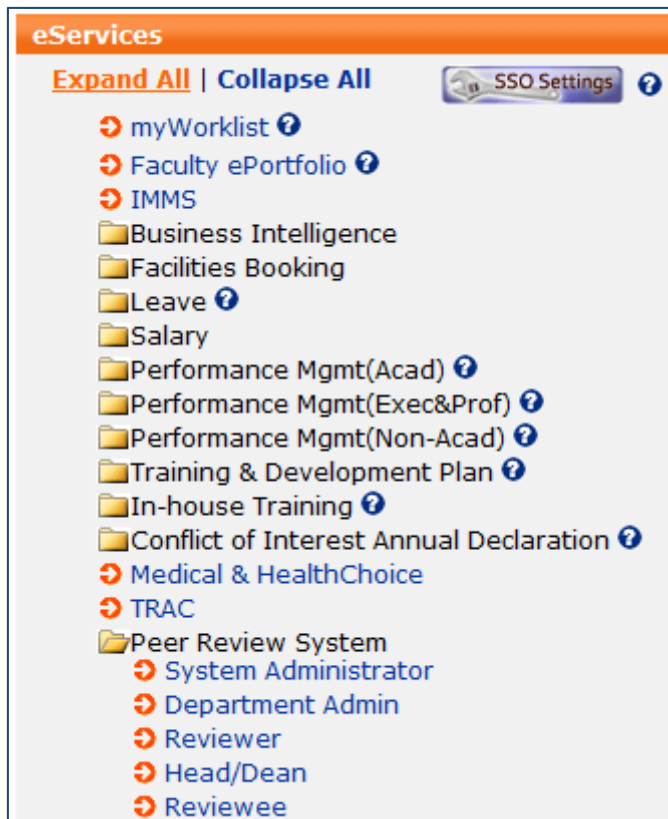# Online Peer Review System - User Guide for Reviewers

As a Peer Reviewer, you will be able to view the list of reviews that are pending and proceed to complete the reviews using the online peer review system. You will also be able to view and/or download (in PDF format) the completed reports of reviews that have been completed.

To access the online peer review system:

- Login to the Staff Portal from the NUS Home page
- Click on the Peer Review System in the **eServices** section to expand the selection.

- To login as a reviewer, please choose **REVIEWER**.

The peer review workflow is attached in Appendix 1. For more information, you may also refer to the Procedure for Peer Review of Teaching.

1. Pending Reviews

Choose the section **Pending Reviews** to fill in and complete the peer review report for any reviewee. Before proceeding to fill in the details into the report, please ensure that you have:

- Reviewed at least one complete session of classroom activities conducted by the reviewee; and
- Reviewed all the module folders submitted by the reviewee.

S/N	Review ID	Classroom Observation Date	Submission Deadline	Reviewee Name	Department	Module	Status
1	118	01/08/13	12/09/13	Name 2	Dept	Module Title	New
2	120	02/08/13	13/09/13	Name 3	Dept	Module Title	Reviewer Editing

Click on the Name of the Reviewee to start working on the peer review report. Status indicates the stage at which the review process is in at any given time. **New** indicates a newly initiated review, while the **Reviewer Editing** indicates the reviewer is editing the review.

2. Completion of the report

Peer Review reports have two sections:

- Section A – Review of classroom teaching and
- Section B – Review of module folders that cover teaching/assessment materials

The classroom observation (Section A) and the module folder (Section B) will be for the same module. A module folder usually contains (i) module outlines that spell out the aims and objectives, syllabus, readings, etc., (ii) teaching/learning materials, (iii) continual and final assessment, and (iv) the reviewee's account of the module's accomplishments which may also include student work. Please note that the module folder submitted should not contain materials older than 3 years.

When you have clicked on the Name of the Reviewee, you will be taken to the following screen:

As mentioned, two sections – Section A and Section B – will need to be completed. All fields marked with an * are compulsory and will have to be completed.

 indicates that help regarding that section is available and you can click on it to get more information.

First, complete all the module related information: class type, enrolment, attendance in %, observation date (dd/MM/yy), and actual observation time. If you made two class observations, then you can enter the additional information by clicking on the **+** symbol.

Section A contains 6 qualitative questions relating to classroom teaching as shown below:

After you have completed the fields in Section A, click on to proceed to Section B. You can also click on **Save as Draft** to save your entries without submitting the report.

Section B contains 6 qualitative questions relating to teaching and assessment materials as shown below. When completing this section, please consider only the reviewee's individual contribution to the module.

| Section A | Section B | HOD/Dean Comments |

B. Teaching and Assessment Materials (Module Folder)

In the case of modules that are taught by a team, consider only the faculty member's individual contribution. If the faculty member was not responsible for design/preparation of a particular item, please indicate "N/A".

Module: CS3230 - Design and Analysis of Algorithms

Academic Year *	Semester *	Add/Remove
2013/2014 ▾	2 ▾	+

Qualitative Evaluation

7. Currency and relevance of the teaching materials (textbooks, readings, cases etc.) for the target learning objectives. ❓

8. Emphasis on application of knowledge as well as independent thinking and learning in the teaching materials.

9. Usefulness of information technology (IVLE, Internet, software, videos, animations etc.), if applicable. ❓

10. Appropriateness of the continual assessment tasks (essays, tutorials, projects, practical exercises, etc.) and/or final examinations in achieving the learning objectives.

11. Effectiveness of the continual assessment tasks and/or final examination in differentiating students with differing accomplishments. ❓

12. Appropriateness of the assessment tasks in challenging the students to think independently and to apply knowledge effectively. ❓

Additional comments to align with your own Department/Faculty/School's practice.

| Preview | Save as Draft |

You can also click on **Save as Draft** to save your entries if you are not ready to submit.

The last item titled "Additional comments" on both Sections A and B will give individual faculties and schools the flexibility to add their own inputs to align with their own Department/Faculty/School's practice.

After you have completed the fields in **Section B**, click on Preview to have a quick preview of entries made.

Choose **Confirm** to confirm your entries, or choose **Back** to go back to the entry form to make any necessary amendments.

 Confirm Back
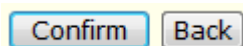
When you click on **Confirm**, the following dialog box appears asking you to make a final confirmation before making the submission.

Submit Review   ✕

Confirm Submit Review?

Please ensure that both sections A and B have been completed.

Once submitted, the review will be routed to HOD/Dean for endorsement.

 Confirm   Cancel
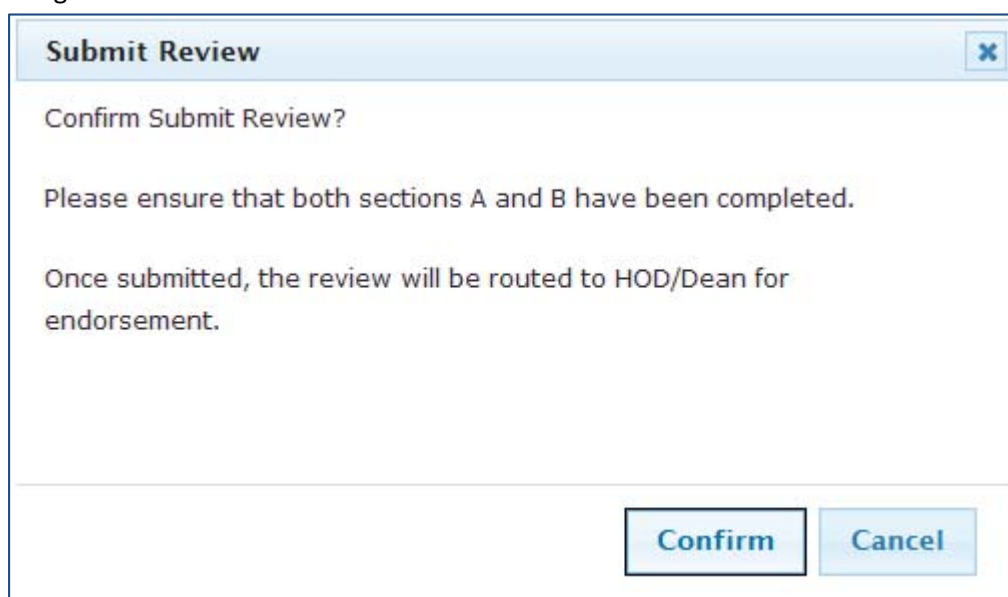
Click **Confirm** to submit. This completes your submission of the peer review report.

Each of the reviewers are to complete and submit their reports independently. This is to ensure that each reviewer will give his/her own independent assessment of the reviewee's teaching. Once all the peer reviewers have made the submission of their respective reports, the system will initiate an email to the Head of Department for his/her endorsement. Once endorsed by Head, the review will be forwarded to the Dean for his/her endorsement. If the report is unsatisfactory to either the Head/Dean, the reviewers will need to make amendments as suggested by the Head/Dean, and resubmit.

After formal endorsement of the Peer Review reports by the Head and the Dean, a collated, anonymised Peer Review Report will be made available to the reviewee through the Online Peer Review System. If the reviewee feels that the Peer Review report is unfair or prejudiced, (s)he will have one opportunity to respond to the Peer Review report within a two-week timeframe. Please refer to Appendix 1 for a detailed workflow of the process.

Important Note: When there is no activity (i.e., if you have not clicked on any links or buttons) on the form, a 30-min session timeout applies. We therefore strongly suggest that you save the report as a draft at regular intervals.

3.   View the Processed Reviews

Click on the **Processed reviews** to view the list of reviews that have been reviewed by you. You can search for completed reviews based on the Academic Year.

Completed Reviews

Review ID: [   ]

Acad Year: [2012/2013 ▼]

[Search] [Cancel]

You can choose the Academic year, or you could specify a particular Review ID that you would like to search.

S/N	Review Id	Initiation Date	Reviewee Name	Department	Module	Status
1	104	27/06/13 04:18:12 PM	Name 1 (NUSXXX)	COMPUTER CENTRE	FMA1202F - FS: Heroism and Society	Submitted by Reviewer
2	112	02/07/13 10:36:44 AM	Name 2 (NUSXXX)	COMPUTER CENTRE	CS3241 - Computer Graphics	Approved by HOD
3	113	02/07/13 11:36:21 AM	Name 3 (NUSXXX)	COMPUTER CENTRE	CS3230 - Design and Analysis of Algorithms	Peer Review Cancelled
4	117	02/07/13 03:55:09 PM	Mrs Kiruthika Devi Ragupathi (CDTKDR)	COMPUTER CENTRE	MA1301 - Introductory Mathematics	Approved by Dean

4.   View Peer Review Reports

Click on **Reports** to view all the completed reports. The completed reports will have been endorsed by the Head of Department and the Dean and will show reviews completed by the peer reviewers along with a response from reviewee (if any).

You will be able to download the completed reports (in PDF format) to your computer.

S/N	Review ID	Initiation Date	Reviewee Name	Module	Acad Year	Status	PDF
1	136	10/07/13 09:49 AM	Mr Leong Hong Fai (CCELHF)	MA1301 - Introductory Mathematics	2013/2014	Peer Review Completed	📄
2	146	12/07/13 10:40 AM	Mrs Kiruthika Devi Ragupathi (CDTKDR)	MA1101 - Linear Algebra 1	2013/2014	Peer Review Completed	📄
3	181	30/07/13 02:28 PM	Mr Yow Chea Keng (CCEYOWCK)	MA1102 - Calculus	2013/2014	Peer Review Completed	📄

Appendix 1: Peer Review Process – Workflow

Initiated by Department

The manual process of selecting the reviewers at the department level is completed

Dept Code	
Reviewee UserID	
No. of Reviewers	Can be between 2 to 4
Reviewers' UserID	
Module Code/Name	For Classroom teaching
Module Code/Name	Module folder (upto 2)
Head UserID	
Dean UserID	
Classroom Observation Date	

Department PR-in-charge keys in:
Dept code, Reviewee userID, Reviewers' User IDs; Module info, Head User ID, Dean UserID

Parallel process for each reviewer is initiated to prepare independent reports

Email sent to Reviewers and Reviewee

Open Access to Reviewers

Reminders will be sent if not completed by deadline, and will follow every week

Open access to Head and Reviewers

Endorse by Head*

No

*Endorsement by Head will only be initiated when all PR reports are ready

A standard response template **+** Provision for Head to comment on specific issues on improving report

Notify Head and Reviewers

Yes

Endorse by Dean

No

A standard response template **+** Provision for Dean to comment on specific issues

Yes

Collated PR report

Reviewee will have one opportunity to respond to the collated PR report within a two-week timeframe (if he/she chooses)

Reviewee keys in comments, if he/she chooses to respond to the reviewers' comments

A reminder to be sent one week after receiving the collated PR report

System generates PR report

Thank you email to Reviewers

Copied to Dept PR-in-Charge/ Head/Dean

For any questions and assistance regarding the online peer review system, please write to:
peerreview@groups.nus.edu.sg