# Peer Review System
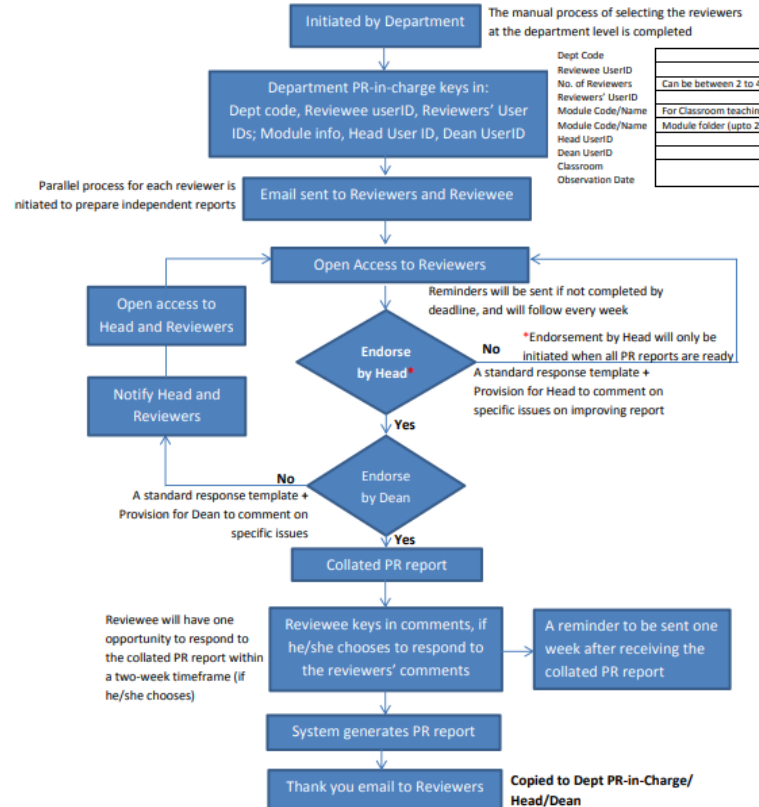
22 Feb 2023

By  Albina and Babu

# Content

▶ Background

▶ Roles and Responsibilities

▶ Work Flow

▶ Walkthrough

▶ Q & A

# Background

▶ The Peer Review System facilitates lecturers to provide review on fellow lecturers in the teaching of selected modules

▶ The system facilitates the HOD and Dean to review and approve/ reject the peer reviews

▶ Allows administrative staff and faculty members to print evaluation reports.

▶ *URL:*

https://qat-aces.nus.edu.sg/peerreview

# Work Flow

## NUS Restricted ##

# Roles and Responsibilities

# Roles and Responsibilities

▸ *Application Roles:*

- Dept Administrator

- Reviewer

- Reviewee

- HOD

- Dean

# Department Administrator Module

# INITIATE REVIEW

## INITIATE REVIEW

### Initiate Review

* Compulsory Fields

Department:     NUS INFORMATION TECHNOLOGY

#### Reviewee

Reviewee User ID: *                [                    ]

Reviewee Department:

#### Reviewers  [ + ]

Reviewer 1 User ID: *              [                    ]

Reviewer 1 Department:

Reviewer 2 User ID: *              [                    ]

# SUBMIT REVIEW

## 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

# PENDING REVIEWS

## PENDING REVIEWS

| S/N | Review ID | Agreed Classroom Observation Date | Submission Deadline | Reviewee Name | Department | Course | Status | Reviewers (Status) |
|---|---|---|---|---|---|---|---|---|
| 1 | 3413 | 16/11/22 | 02/12/22 | Test name 1 | NUS INFORMATION TECHNOLOGY | CM2161 - Principles of Chemical Process II | Pending Submission by Reviewer | • Mr Muhammad Khairul Syamil Bin Hashim (CCEMKSBH) [Submitted by Reviewer]<br>• Mrs Amalraj Albina (ALBINA) [Pending Editing by Reviewer] |
| 2 | 3414 | 16/11/22 | 25/11/22 | Test Name 2 | NUS INFORMATION TECHNOLOGY | CM2161 - Principles of Chemical Process II | Pending Submission by Reviewer | • Mr Muhammad Khairul Syamil Bin Hashim (CCEMKSBH) [New ]<br>• Mrs Amalraj Albina (ALBINA) [New ] |
| 3 | 3415 | 16/11/22 | 11/11/22 | Test Name 3 | NUS INFORMATION TECHNOLOGY | CM2161 - Principles of Chemical Process II | Pending Submission by Reviewer | • Mr Muhammad Khairul Syamil Bin Hashim (CCEMKSBH) [New ]<br>• Mrs Amalraj Albina (ALBINA) [New ] |

## NUS Restricted ##

# PROCESSED REVIEWS

## PROCESSED REVIEWS

### Completed Reviews

Review ID: [                    ]

Acad Year: Select One ▾

[Search] [Cancel]

| S/N | Review ID | Initiation Date | Reviewee Name | Department | Course | Acad Year | Status | PDF |
|-----|-----------|-----------------|---------------|------------|--------|-----------|--------|-----|
| 1 | 2955 | 29/01/19 08:45 AM | (CCELHF) | NUS INFORMATION TECHNOLOGY | MA1301 - Introductory Mathematics | 2018/2019 | Peer Review Completed | 📄 |
| 2 | 3390 | 01/07/20 10:01 AM | (CCEGKL) | NUS INFORMATION TECHNOLOGY | MA1301 - Introductory Mathematics | 2019/2020 | Peer Review Completed | 📄 |
| 3 | 3398 | 24/05/21 12:17 PM | (AKIWYY) | NUS INFORMATION TECHNOLOGY | BMA5123 - Managing For Environmental Business Sustainability | 2020/2021 | Peer Review Completed | 📄 |

# CONFIGURE APROVERS

## CONFIGURE APPROVERS

### Configure Approvers

Department:    NUS INFORMATION TECHNOLOGY

### Approvers

HOD User ID:    CCEJMB      Mr Jebamony Maneksha Babu

Dean User ID:    CCEMKSBH      Mr Muhammad Khairul Syamil Bin Hashim

Update Approvers

# REVIEWER Module

# PENDING REVIEWS

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| 3 | 3415 | 16/11/22 | 11/11/22 | Test Name 3 | NUS INFORMATION TECHNOLOGY | CM2161 - Principles of Chemical Process II | Pending Submission by Reviewer | • Mr Muhammad Khairul Syamil Bin Hashim (CCEMKSBH) [New ]<br>• Mrs Amalraj Albina (ALBINA) [New ] |

## NUS Restricted ##

# PENDING REVIEW - INPUTS

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

## A. Classroom Teaching

**Course: FIN4715 - Measuring Success in Philanthropy and Impact Investing**

| Academic Year | Semester | Class Type * | Enrolment * | Attendance % * | Observation Date * (dd/MM/yy) | Observation Time * (hh24:mm) | Add/Remove |
|---|---|---|---|---|---|---|---|
| 2020/2021 | 1 | DESIGN LECTURE | | % | 02/07/20 | 05 : 20 | + |

### Qualitative Evaluation

1. **Preparation for, organization and effectiveness of the classroom activity in achieving the intended learning outcomes.** 

Test

2. **Quality of faculty member's exposition and delivery.**

Test

# PROCESSED REVIEWS

## PROCESSED REVIEWS

### Completed Reviews

Review ID: [                    ]

Acad Year: [ Select One ⌄ ]

[ Search ] [ Cancel ]

| S/N | Review ID | Initiation Date | Reviewee Name | Department | Course | Acad Year | Status | PDF |
|---|---|---|---|---|---|---|---|---|
| 1 | 2955 | 29/01/19 08:45 AM | (CCELHF) | NUS INFORMATION TECHNOLOGY | MA1301 - Introductory Mathematics | 2018/2019 | Peer Review Completed | |
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| 3 | 3398 | 24/05/21 12:17 PM | (AKIWYY) | NUS INFORMATION TECHNOLOGY | BMA5123 - Managing For Environmental Business Sustainability | 2020/2021 | Peer Review Completed | |

# APPROVERS Module
# [HOD / DEAN]

# PROCESSED REVIEWS

## PROCESSED REVIEWS

### Completed Reviews

| | |
|---|---|
| Review ID: | |
| Acad Year: | Select One ▾ |

[Search] [Cancel]

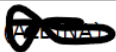| S/N | Review ID | Initiation Date | Reviewee Name | Department | Course | Acad Year | Status | PDF |
|---|---|---|---|---|---|---|---|---|
| 1 | 2955 | 29/01/19 08:45 AM | (CCELHF) | NUS INFORMATION TECHNOLOGY | MA1301 - Introductory Mathematics | 2018/2019 | Peer Review Completed | 📄 |
| 2 | 3390 | 01/07/20 10:01 AM | (CCEGKL) | NUS INFORMATION TECHNOLOGY | MA1301 - Introductory Mathematics | 2019/2020 | Peer Review Completed | 📄 |
| 3 | 3398 | 24/05/21 12:17 PM | (AKIWYY) | NUS INFORMATION TECHNOLOGY | BMA5123 - Managing For Environmental Business Sustainability | 2020/2021 | Peer Review Completed | 📄 |

# REVIEWEE Module

# REPORTS

## Reports

Review ID: [                    ]

Acad Year: [ Select One ▾ ]

[ Search ] [ Cancel ]

| S/N | Review ID | Initiation Date | Reviewee Name | Course | Acad Year | Status | PDF |
|-----|-----------|-----------------|---------------|--------|-----------|--------|-----|
| 1 | 3399 | 19/07/21 04:51 PM | ~~REDACTED~~ | FIN4715 - Measuring Success In Philanthropy And Impact Investing | 2020/2021 | Peer Review Completed | 📄 |

# Q & A

## NUS Restricted ##