Peer Assessment:
How to complete the peer assessment form

January 12, 2019

Step 1: Find your assigned assessments

To fill out the peer assessment form, the first step is to go to the Written Assignment you wish to assess. During Week 3, if you want to complete your Peer Assessments for the Unit 2 Written Assignment, you need to click on the Unit 2 Written Assignment.

Step 2 (continued)

Once you have clicked into the correct Written Assignment, you will be presented with the assignments you have been assigned to assess. They are listed under "Assigned submissions to assess." Click on them to access the assessment form.

Your submission ▾

Peer assessment by
submitted on *Sunday, 25 November 2018, 4:04 PM*

Assigned submissions to assess ▾

Written Assignment
submitted on *Wednesday, 28 November 2018, 12:45 AM*

WA unit 2
submitted on *Monday, 26 November 2018, 8:28 PM*

Thoughts About Peer Assessment
submitted on *Thursday, 29 November 2018, 7:16 AM*

Note: You do not need to assess more than 3 submissions. If there is a glitch and you are assigned more than 3, you only need to complete 3.

Step 3: Scan for plagiarism

After accessing the assignment you wish to assess, the next step is to scan for plagiarism. Copy and paste the assignment into your plagiarism checker of choice. Some suggestions are www.paperrater.com and www.duplichecker.com but feel free to use your preferred plagiarism checker.

If your scan detects plagiarism, contact your instructor immediately for advice on how to proceed. Otherwise, it is now time to read the paper and complete the assessment form.

Step 4: Assessment Form, part 1

After reading the assignment, it is time to assess it. You need to fill out *both* a grade for each aspect *and* a comment for each aspect. Your assessment is not complete if you leave the comment area blank. Here is an example of an uncompleted aspect:

Your assessment
by Heather Moore (Instructor)
Not assessed yet

Assessment form ▼

Aspect 1

Element 1: Describes each of the four factors clearly and correctly.

Element Weight: 6

Element Grading Scale:

- 5 – Very Good
- 4 – Good
- 3 – Below Average
- 2 – Poor
- 1 – Very Poor
- 0 - Not present

Grade for Aspect 1   Choose... ▾

Comment for Aspect 1

Step 4: Assessment Form, part 2

Here is an example of a fully completed aspect. Note that a grade is selected and a substantial comment is written.

Aspect 2

Element 2: Gives an example of how each of the four factors is managed.

Element Weight: 6

Element Grading Scale:

- **5 – Very Good**
- **4 – Good**
- **3 – Below Average**
- **2 – Poor**
- **1 – Very Poor**
- **0 - Not present**

Grade for Aspect 2 4 / 5

Comment for Aspect 2 The student gave good examples of turnover, absenteeism, and job performance, but forgot to give an example of organizational citizenship. But their point on absenteeism being linked to turnover was good.

Step 4: Assessment Form, part 3

After completing each aspect, you need to complete the "Overall feedback" section as well. To earn credit for your assessment, you must leave a substantive comment in the "Overall feedback" box. Then, click "Save and close." Here is an example of an uncompleted "Overall feedback" section:

Step 4: Assessment Form, part 4

Here is an example of a fully completed "Overall feedback" section:

Peer Assessment Forms: "Do"s and "Don't"s

_DO:_

- give both a grade and a feedback comment

- explain your comment – if the student missed something, say what!

⚠️

Your comment is proof you read the paper –it's feedback for the student, but it's the evidence you deserve credit for peer assessment, too.

DON'T:

- skip the comment section

- be vague - general comments that could go on anyone's paper aren't proof you read the paper

- comment only with "good job" or "well done"

⚠️

As with the discussion forum, "good job" comments with no other commentary won't earn credit.

Peer Assessment Checklist

Here is a checklist you can use while peer assessing:

- ☐ Checked for plagiarism using Unicheck (or another checker like Duplichecker)
  - ☐ If plagiarism found, alert instructor

- ☐ Entered a number grade for every aspect

- ☐ Entered a *substantive* feedbackcomment for each aspect

- ☐ Entered overall feedback comment

- ☐ Hit submit