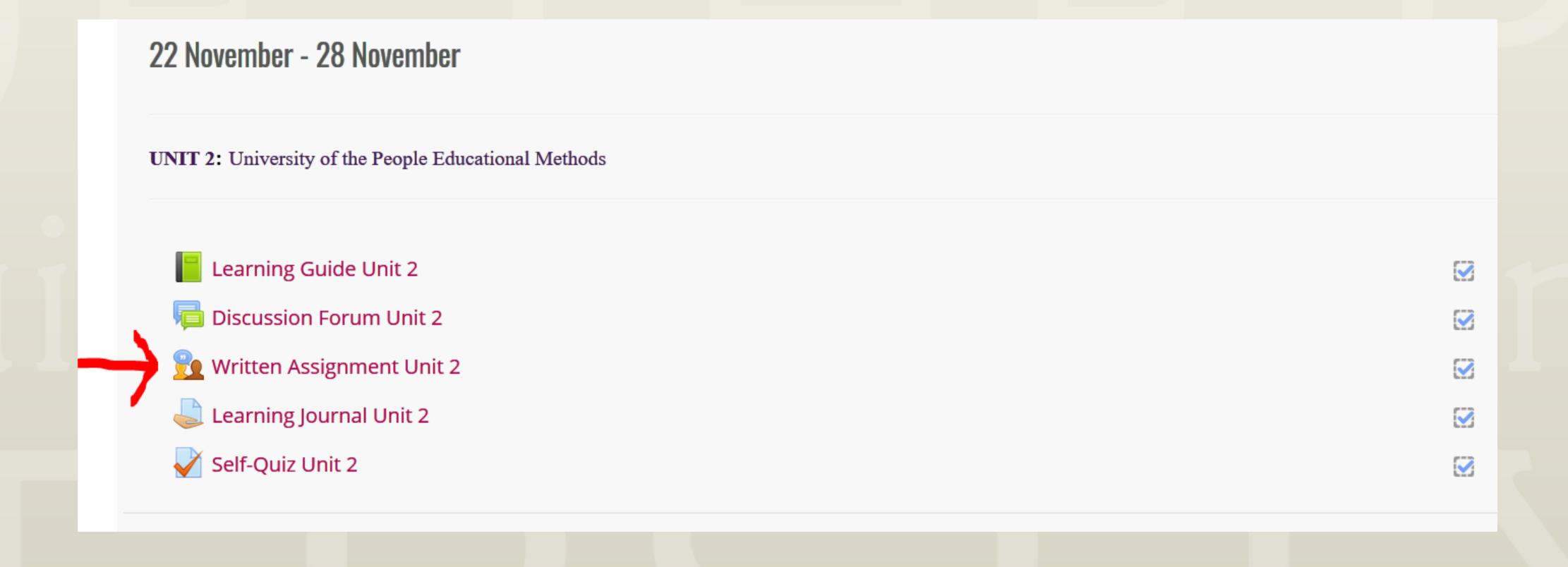


Peer Assessment: How to complete the peer assessment form

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

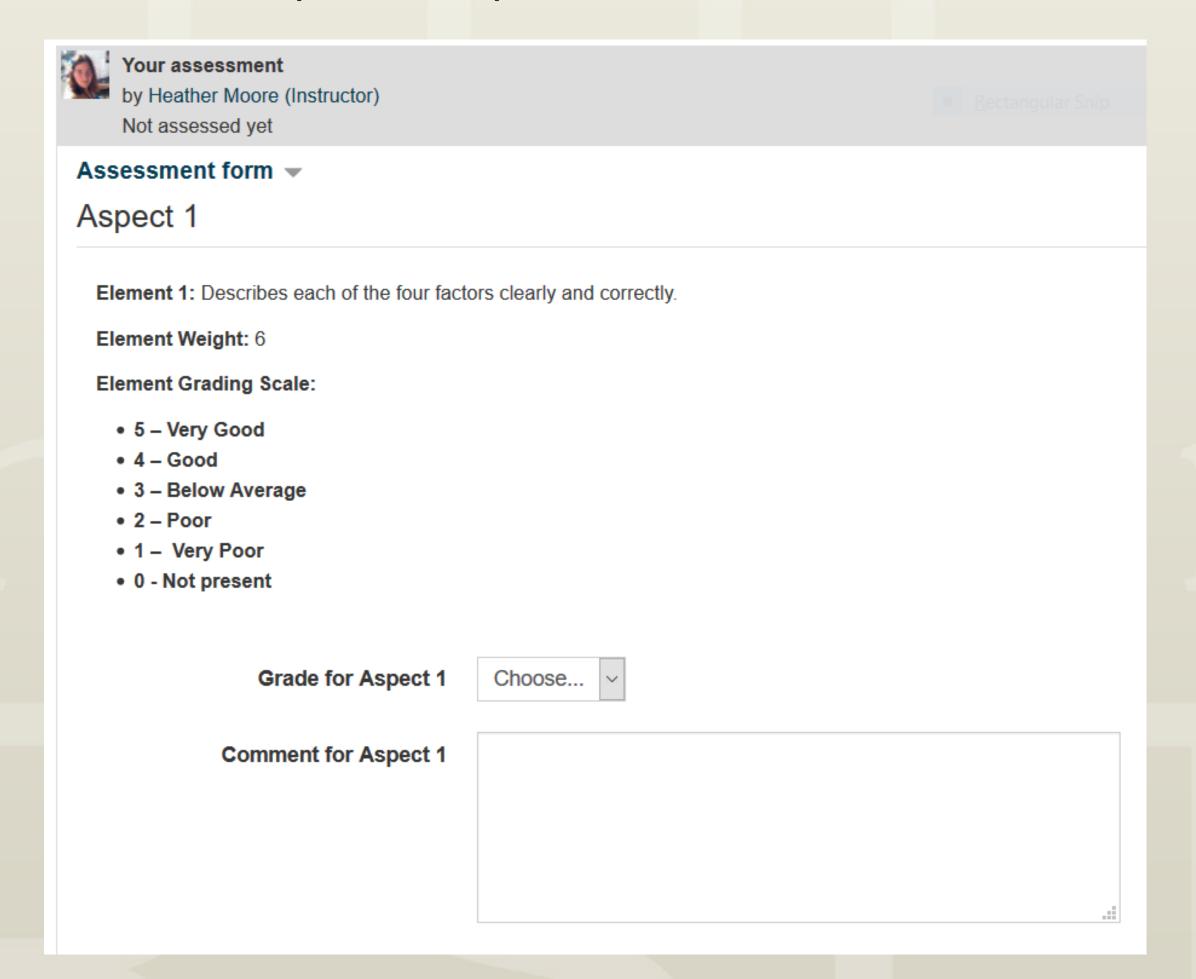
Note: You do not need to assess more than 3 submissions. If there is a glitch and you are assigned more than 3, you only need to complete 3.

Step 3: Scan for plagiarism

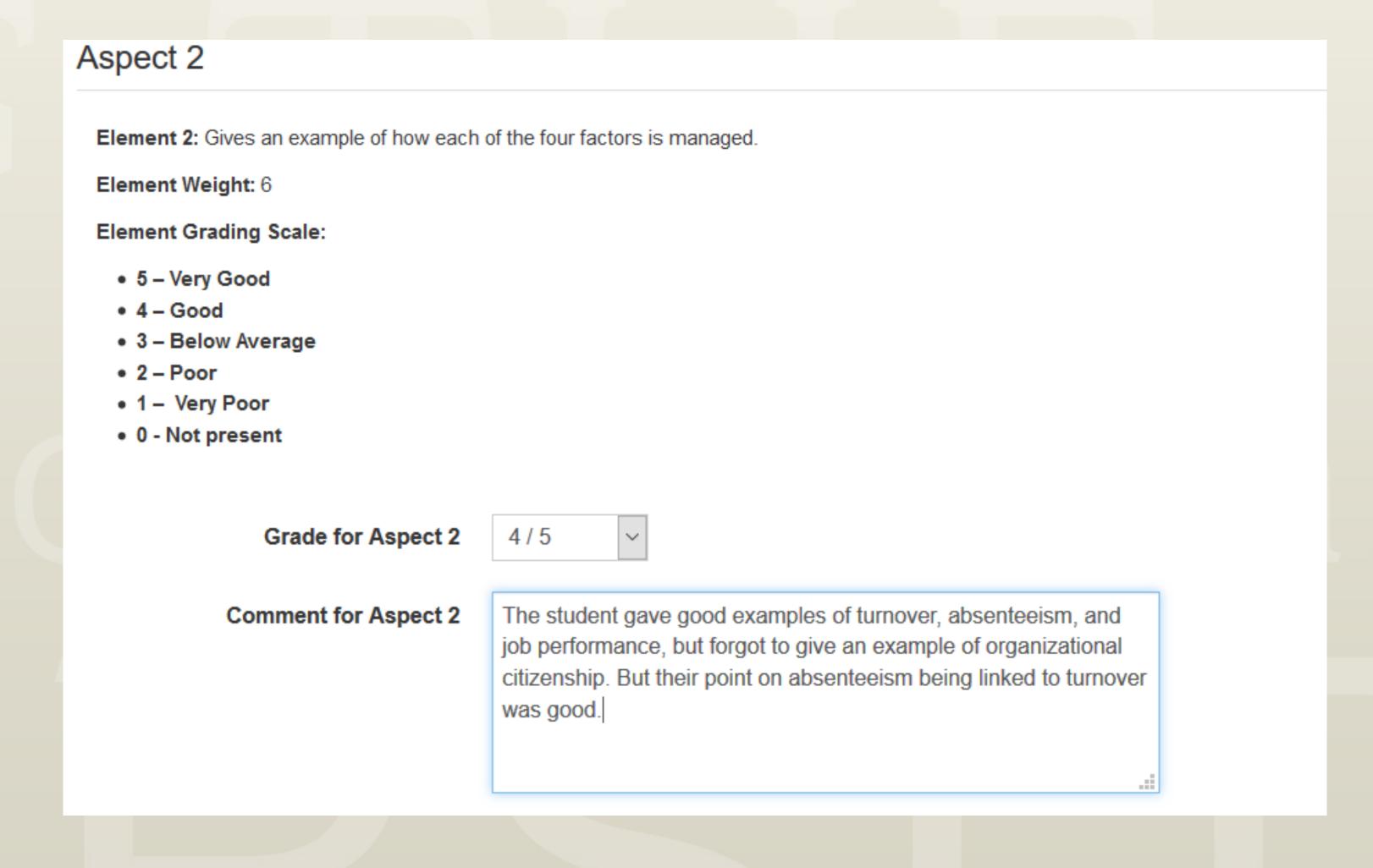
After accessing the assignment you wish to assess, the next step is to scan for plagiarism. Copy and paste the assignment into your plagiarism checker of choice. Some suggestions are www.paperrater.com and www.duplichecker.com but feel free to use your preferred plagiarism checker.

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.

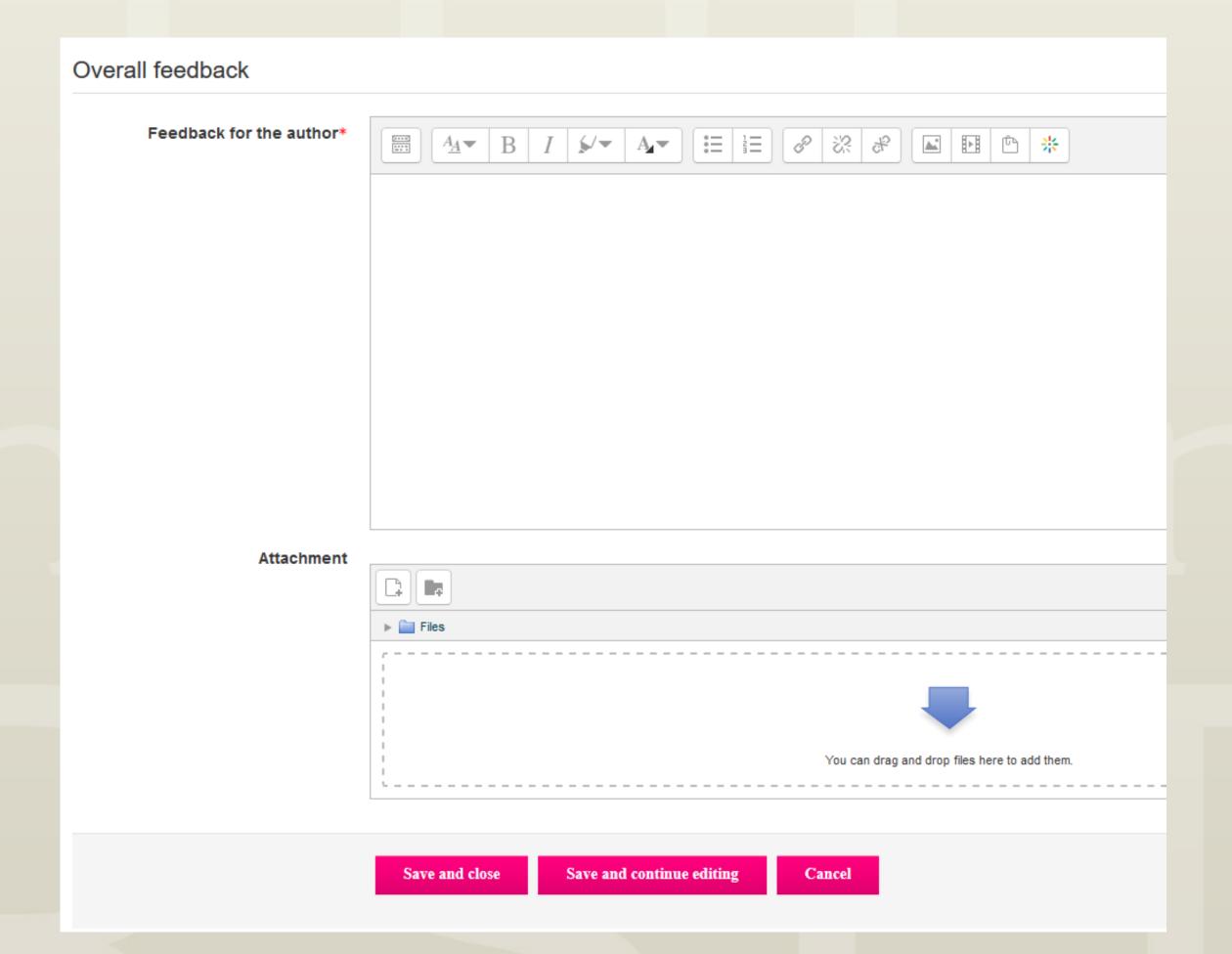
After reading the assignment, it is time to assess it. You need to fill out *both* a grade for each aspect *and* a comment for each aspect. Your assessment is not complete if you leave the comment area blank. Here is an example of an uncompleted aspect:



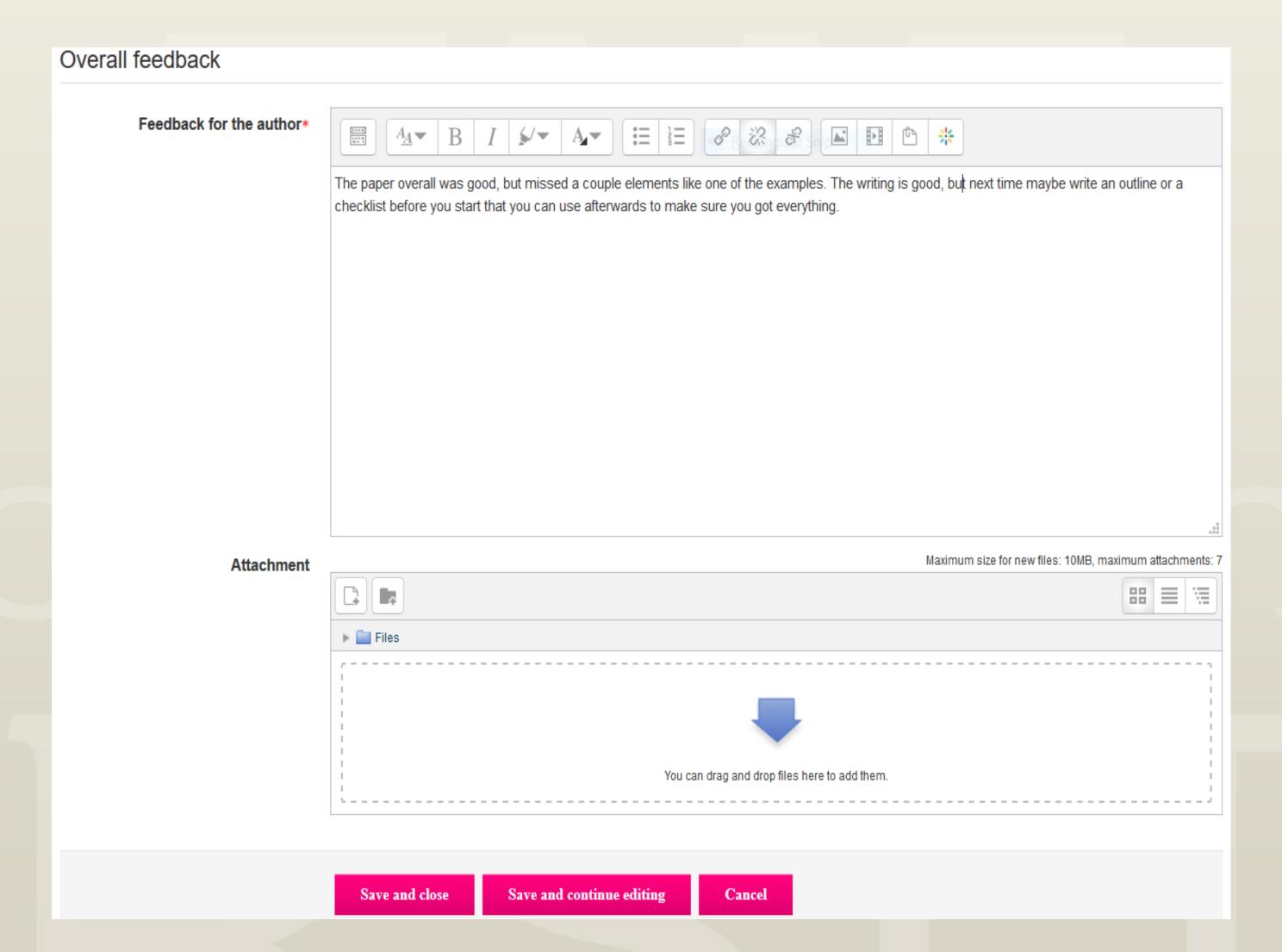
Here is an example of a fully completed aspect. Note that a grade is selected and a substantial comment is written.



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:



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