

Peer Assessment:

How to Complete the Peer Assessment Form

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.

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:

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.

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

Peer Assessment Checklist

