How to Conduct Peer Evaluation

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Assignment Schedule

- May 13: Submit the first assignment anonymously;

- May 17: Submit the anonymous peer-review;

- … Assignment 2 and other peer review processes;

- June 11: Submit the entire portfolio.

- This means that you can (have to) modify and improve assignment 1 and 2 until June 11.

- Part of the assignment is to understand the reviewers comments and improve your assignment based on those comments.

How to Conduct a Review

- Reviewing can be a lot of work;

- Treat the assignment you receive as confidential documents, this means that you can not share it with anyone;

- You also must not share information about the review with anyone;

- First read the assignment and then take a break from it, giving you time to think.

- Consider the assignment from your own perspective.

Your Review Report

- Giving your overall opinion and general observations on the article is essential;

- Your comments should be courteous and constructive and should not include any personal remarks or personal details including your name;

- Providing insight into any deficiencies is important. You should explain and support your judgement so that the authors are able to fully understand the reasoning behind your comments;

- You should indicate whether your comments are your own opinion or are reflected by the data.

How to Structure your Report

- Summarise the assignment in a short paragraph. This shows that you have read and understood the content of the assignment;

- Give positive feedback first. Authors are more likely to read your review if you do so;

- Give your main impressions of the assignment, including wether it is well written, clear, complete, technical sound and it has enough details;

- Give specific comments and suggestions, including about layout and format (tables and figures), method, statistical errors, results, conclusion/discussion, language and typos.

Checklist

- Is the assignment well written? Is the text clear and easy to read?

- If the assignment includes tables or figures, what do they add to the assignment? Do they aid understanding or are they superfluous?

- Are the methods used appropriate?

- Are the conclusions consistent with the evidence and arguments presented? Do the data support the conclusions?

- Does the assignment address all the main tasks posed?

- …

Spotting Potential Flaws

Specific recommendations for remedying flaws are VERY welcome!

- Is the methodology sound?

- Are there sufficient experiments?

- Are the data correctly preprocessed/exploited?

- Is the data analysis done systematically?

- Are there contradictory data that either are not self-consistent or disagree with the conclusions?

- ...

Questions?