External Peer Review of Assessment

Important points for a successful external peer review

- Have a process in place for before and after the review process:
  - a good communication strategy to inform and train participants about the external peer review process and what is expected from them
  - clearly designate who is responsible for each part of the process
  - internal moderation meeting process after the review to analyse and discuss, suggestions, outcomes, any changes that will be implemented, and to seek clarification if parts of the review are ambiguous
- Having reviewers who are trained or have experience in the peer review process
- Develop review questions for your specific discipline area
- Have a system in place to record the external peer review of the unit (e.g. date, how many reviewers, next review, results and suggestions/actions/changes/outcomes from the review)
- Have a structured process for the external peer review process

What is the process?

The first 3 steps of this process can be the most time consuming so it is best to have a checklist or a process that you follow to make it as efficient as possible. The flowchart at the end of this document will provide an outline for this process if you are using the Education Services Australia (ESA) Online Peer Review Tool (OPRT).

1. Decide what unit you would like to use in the external peer review process.

2. Decide which institution you would like to partner with for the external peer review and find out who is the best person to contact about this particular unit.

3. Contact the institution to discuss the external peer review process and the following points:

- How similar are your units and is the assessment similar?
- Which pieces of assessment to use in the review?
- What other documents are required to complete the review (course outline, marking criteria, de-identified assessment pieces (How many? Samples of low, middle, and high grades?), and any other relevant information required by the student or marker for this assessment
- timelines for the review
- the number of reviewers required for the review

4. Conduct the review. Adhere to timelines and contact reviewer/reviewee if they have passed these dates. The OPRT will automatically send notifications about due dates.

5. Conduct an internal moderation meeting to discuss reviews and implement any changes to the unit, designate who is responsible and provide a timeline for the changes and a meeting to assess the changes. Discuss any changes to the process of the external peer review, training needs and feedback from the reviewers about the review process.

Future considerations for the review process

➢ Training for reviewers: A reviewer needs to be an expert in the area and have assessment and teaching experience in the area (e.g. have written learning outcomes to match assessment, experience with rubrics or related, understand marking criteria etc.). Associate Deans (L&T) and Course coordinators are generally the best contacts to designate who is undertaking the review and provide documents as a reviewee

➢ Having a list of accredited peer reviewers (can be developed and stored on the ESA OPRT)

➢ Have approved process/es in place for before and after the external review process with capabilities for reminders for annual peer reviews, analysis and storage of results, and the history of previous external peer reviews, moderation and outcomes.

➢ What is the process to accrediting reviewers? You could use a similar process as currently used to approve Higher Degree Research supervisors.

➢ Use review participation and completion towards evidence for awards, probation, and promotion applications.

Peer Review Flow Chart-ESA Online Peer Review Tool (OPRT)

Step 1. Identify the unit or units for review
➢ Unit name and code: e.g. Research Undergraduate Nursing NUR101

Step 2. Identify the review manager for your institution
➢ Review Manager Contact Details:

Step 3. Preparation for peer review
➢ Institutional Administrator sets up the faculties and users for the institute on the OPRT
➢ All users are invited to register on the OPRT

Step 4. Discussion between institutions

➢ Confirm which unit/s are under review.

➢ Confirm what items of assessment you will include in the review

➢ Confirm which questions/model of peer review you wish to use

➢ Which institutions will you be partnering with for the review?

➢ What are their contact details? (if not already listed)

➢ Decide how many reviewers you want to review your unit

➢ Discuss what de-identified documents need to be included: e.g. marking criteria, unit outline, assessment criteria and student working samples

Step 5. Review Process

➢ Undertake review-Reviewee uploads documents on the OPRT

➢ Reviewer Manager invites Reviewer to the review

➢ Reviewer completes the review

➢ Feedback on the review process

Step 6. College of Peers Process

➢ Discussion on program level outcomes, mapping and assessment