

Peer review support guide

1. What is peer review?

Peer review consists of an assessment carried out within the team regarding the performance of each member of the team in relation to the project. Therefore, all team members evaluate each other according to the defined criteria.

2. What is peer review for?

Peer evaluation works as a team management mechanism, in the sense of verifying the performance of team members with regard to transversal skills: project management skills, personal and interpersonal skills, teamwork skills, ability to communication and time management.

It is considered that the members of each team, due to the time they spend together during the development of the project, are the only ones able to effectively assess what happens within the team.

In addition, this process allows students to develop evaluation skills within a project team.

Subsequently, the results are discussed with the tutor in order to analyze the performance of the team members in terms of transversal skills, not to penalize, but so that each member can continuously improve.

3. Which are the peer review criteria?

Each team can define its own peer review criteria that reflect, in the team's opinion, each member's performance and contribution to the team's work. As an example, some of the criteria used by teams in recent years are presented.

1. Attendance at meetings – refers to attendance and participation in meetings scheduled by the team.

E.g: Member X missed 3 of the 7 meetings we held and, in the ones, where he was barely involved in the discussion.

2. Level of work effort – refers to the commitment and interest that each member shows in carrying out the project. This commitment and interest can be visible in several situations.

E.g: Member X is always asking who needs help with tasks. Helping a colleague to carry out a task in the face of difficulty or to further speed up the pace of work; Dedication to the project, whether in presentations, reports, tasks; The interest shown during the project; etc.

3. Suggested solutions – refers to the suggestions given to solve problems that occur during the project. It is related to the ability to find alternatives so that it is possible to make the best decision.

E.g: The choice of the company's location was the critical factor in these last few weeks. Did member X help in the process of resolving this issue?

4. Original contributions – refers to creativity, launching ideas that allow the project to be developed.

E.g: Member X last week came up with a spectacular presentation idea!

5. Interpersonal relationship – refers to how team members relate to each other in personal terms. It is not a collective criterion, but an individual one. Ex. I [who is evaluating] get along really well with member X! 6. Meeting deadlines – refers to the commitment of the members to deliver the tasks and responsibilities that each one has towards the team.

E.g: Member X delivers all the tasks he does even before the deadline we set!

4. When is peer review carried out?

Three to four evaluations will be carried out throughout the project so that the team's management is guaranteed and so that the values of an isolated evaluation do not compromise the entire evaluation. With the project, all students have the opportunity to develop skills, in addition to the techniques that are essential to their training, and peer assessment allows us to understand how each student is developing these skills and what they can do to improve their performance.

5. How is peer review done?

Peer assessment is carried out with the support of the tutor who can define with the team the best way to carry it out. It is suggested that the assessment be carried out in a meeting with the tutor and that the results be discussed shortly afterwards.

1. Each member opens the xls file according to their alphabetical order number within the team they belong to.

2. Each member will individually and personally evaluate the others on a scale from 0 to 4 (intermediate values such as 3.5 are also possible, with a maximum of one decimal place) for each of the criteria and also evaluates himself.

3. Each member has a number assigned and based on that number fills block 1 for self-assessment (optional) and all others. According to the figure - example: Student A is number 1 so he/she will fill in block number 1 and the evaluation of other colleagues in the corresponding number.

Notes given by the element:	1	Student A							
to the element:	1	2	3	4	5	6	7	8	9
Attendance at meetings	3.8	3.5	4	3.7	3.9	3.5	3.6	4	
Level of effort at work	4	4	4	4	4	4	4	4	
Solution suggestions	4	4	4	4	4	4	4	4	
Original contributions	3.7	4	4	4	3.7	4	3.5	4	
Interpersonal relationship	4	3.5	3.7	3.8	3.5	3.7	3.7	3.5	
Deadline accomplishments	4	4	4	4	4	4	4	4	

Elements of group X:	Nº
Student A	1
Student B	2
Student C	3
Student D	4
Student E	5
Student F	6
Student G	7
Student H	8
Student I	9

Contribution Scale [0 a 4]:	
0	– very marginal/negative
1	– below average
2	– in average
3	– above average
4	– exceptional

Note 1: Ratings can be assigned with one decimal place. For example: 2.8.
Note 2: Ratings lower than 0 (zero) or higher than 4.0 cannot be assigned.

4. At the end, save the file with the team number and the team member number. Considering the same example: Student A would have to save the xls file “1”.

5. Then send the file to the tutor.

6. After all students have completed the assessment, the results are compiled and result in a graph. The discussion of these results should take place immediately afterwards with the support of the tutor.

6. How is peer review calculated?

The peer review works as an individual Correction Factor (FC) within the team where the average is equal to 1.0. That is, the average of the students' grades within a team must be equal to the team's grade in the project. Normally, students are not aware of the importance of this assessment in the final results. Considering an example:

These are the results of three peer reviews carried out during the project by a team:

	Ev1	EV2	EV3	FINAL
Student A	1,004	1,015	1,004	1,008
Student B	0,961	0,976	0,895	0,944
Student C	0,997	1,033	1,025	1,018
Student D	1,048	1,040	1,036	1,041
Student E	1,019	0,976	1,029	1,008
Student F	0,971	0,961	1,011	0,981

The project score for this team was 68.7%. The FC (result of the peer review) influenced the results as follows:

Student A	1,008	69,3%
Student B	0,944	64,9%
Student C	1,018	70,0%
Student D	1,041	71,6%
Student E	1,008	69,3%
Student F	0,981	67,5%

Therefore, students above 1.0 improve the grade related to the project (68.7% - student D example) and students below 1.0 lower this same grade (student F example).