

## **Peer Assessment – Student Instructions**

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## Peer Assessment – Student Instructions

This document will guide you through the process of evaluating your peers and viewing your own ratings in the Peer Assessment system.

### Logging In

In your Web browser, go to the following website: <https://pes.concordia.ca>, and login using your MyConcordia netname and password.

NOTE: Before you login, you will see 4 buttons that provide additional information about the Peer Assessment System.

- Introduction: This section gives professors and students an overview of the Peer Assessment process.
- FAQ: The Frequently Asked Questions page gives answers to common questions about the process.
- Login: The login button returns to the page shown above.
- Resources: Additional links to research articles about peer assessment, as well as the instructional documents created for professors and students.

### Course Listing Screen

After logging in, under **Peer Assessment Requests**, you will see a list of your courses which have set up evaluations within the Peer Assessment system. You may see courses from previous semesters in this list.

NOTE: If you do not see a course listed it is most likely because your professor has not set up an evaluation for this course. Until the evaluation has been created, you will **NOT** see it listed.

You will see the course name, the project description, the start and end dates, as well as the status of the assessment. If you are within the evaluation dates, you will see “Ready” as a status and the link for the evaluation will be active. Click on this link.

Course:	Project Description:	Starts:	Ends:	Status:
ACCO350AA Fall 2014	<a href="#">Class Group Work Evaluation</a>	2014-09-17	2014-09-29	Ready.

Please note: until you have reached the start date, the link will be inactive and the status will say “Not yet available.”



**Peer Assessment Requests**

Course:	Project Description:	Starts:	Ends:	Status:
ACCO350AA Fall 2014	Class Group Work Evaluation	2014-09-19	2014-09-29	Not yet available.

## Evaluating Your Peers

As discussed in the “*Student Overview*” document, you will be rating your team members on four dimensions of team work: cooperation, conceptual contributions, practical contributions and work ethic. Each dimension will appear as a new page as you go through the evaluation. You will see each of your team members’ names and for each member; you will need to give them a score out of 7. A score of 1 means that you strongly disagree that the individual met the criteria described for each dimension, while 7 means that you strongly agree that they have met the criteria. Once you have given a score to each team member, click **Next**.

**CLASS GROUP WORK EVALUATION**

Name: Jake Locker  
 Course: ACCO 350 2014/2  
 Group: Group 1

**1. Cooperation**

Examples of **cooperation** include, but are not limited to:

- Actively participating in meetings
- Communicating within the group
- Cooperating within the group
- Assisting team members when needed
- Volunteering for tasks

On a scale of one (strongly disagree) to seven (strongly agree) please rate your team members on whether they **cooperated** as described above.

Team member	Strongly Disagree						Strongly Agree
Alex Fisher	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>	6 <input type="radio"/>	7 <input type="radio"/>
Claudio Armando	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>	6 <input type="radio"/>	7 <input type="radio"/>

Continue assigning scores for each of the other 3 dimensions. Once you have rated your team members on all four dimensions, you will be shown a summary of the point allocation. If you would like to make changes to the allocation, you will have to use the **Back** button to go back to the page you want to modify. Also, at the bottom of the screen, you need to provide written feedback to your team members. Address them in the second person, as if you were writing them a letter (for example: “you had some good ideas...”)

etc.) Please remember to structure your feedback so that it is specific, constructive and respectful. When you are finished providing your comments, click **Next**.

NOTE: Comments to your team members will be given anonymously. Only your professor will be able to see what comments you made, and to whom. If you are in a group of 3 people or less, anonymity of your feedback cannot be guaranteed.

SUMMARY OF ASSIGNED SCORES				
Team member	1. Cooperation	2. Conceptual Contributions	3. Practical Contributions	4. Work Ethic
Alex Fisher	6	7	6	5
Claudio Armando	5	6	5	3

**5. Comments to your team members.**

Please provide feedback to your team members. Remember that your feedback to them will be anonymous. Your feedback should be specific, constructive and respectful.

Team member	Comments
Alex Fisher	You were an excellent team members. You were always on time for meetings and had great suggestions. It was a pleasure working with you.
Claudio Armando	You had very good ideas and were always vocal in discussions. The only thing was that you were hard to reach by email, sometimes late to meetings and seemed to lack some motivation to do the work.

Back Next

The next page of the Assessment allows you to provide comments to your professor (regarding the group process) and to the system administrator (regarding the assessment process), should you so choose. Comments made to your professor will only be seen by him/her and will not be shared with your team members. These comments are optional. Once you click **Next**, you will be told that your evaluation is complete. You now have the option to review or edit your responses or return to the main menu.

Once you are back at the main menu, you will see that the status for your course has changed. It will now say "Submitted. Can be edited until the deadline". This means that as long as the end date has not passed, you can come back and modify your ratings and comments by clicking the class evaluation link again.



## Peer Assessment




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**Peer Assessment Requests**

Course:	Project Description:	Starts:	Ends:	Status:
ACCO350AA Fall 2014	<a href="#">Class Group Work Evaluation</a>	2014-09-17	2014-09-29	Submitted. Can be edited until the deadline.

## Feedback

After the Assessment deadline has passed for the course, the professor will have a chance to review the ratings and screen any inappropriate comments. Under **Status** for your course, you will see “Waiting for professor to release results”.



**Peer Assessment Requests**

Course:	Project Description:	Starts:	Ends:	Status:
ACCO350AA Fall 2014	Class Group Work Evaluation	2014-09-16	2014-09-17	Waiting for professor to release results.

Once your professor has released the ratings, the **Status** will change again. It will now say “Results available, feedback required”. Click on the link under **Project Description**.



**Peer Assessment Requests**

Course:	Project Description:	Starts:	Ends:	Status:
ACCO350AA Fall 2014	<a href="#">Class Group Work Evaluation</a>	2014-09-16	2014-09-17	Results available, feedback required.

You will now see your feedback. The first element of feedback provided is the Quantitative Evaluation, which is a summary of the point allocation that you received from your team members. The points are broken down by dimension as well as an overall average. You can also see how your rating compares to the class averages. The Qualitative Evaluation is a list of your team members’ comments about you. As mentioned previously, no names are associated with the comments. These comments will hopefully give you a better understanding of the factors driving your Quantitative Evaluation.

**CLASS GROUP WORK EVALUATION**

Name: Alex Fisher  
 Course: ACCO 350 2014/2  
 Group: Group 1

**QUANTITATIVE EVALUATION**

This section contains the summary of the ratings received from your team members.

DIMENSIONS	YOUR EVALUATION	CLASS AVERAGE
Cooperation	5.5	4.91
Conceptual Contributions	6	5.32
Practical Contributions	6	5.27
Work Ethic	5.5	5
<b>Average Across All</b>	<b>5.75</b>	<b>5.13</b>

**QUALITATIVE EVALUATION**

This section contains the written comments provided by your team members.

- Strongly contributed through active participation in meetings and gave meaningful feedback
- You were an excellent team members. You were always on time for meetings and had great suggestions. It was a pleasure working with you.

Lastly, at the bottom of the Feedback page, you are asked to complete a Post-feedback Questionnaire. After you have answered the questions provided, click on **Submit** at the bottom of the screen. Once you have completed the questionnaire, you will no longer see it. You can click “Return to Main Menu”. Now your **Status** will simply say “Results available”.



**Peer Assessment**

**Peer Assessment Requests**

Course:	Project Description:	Starts:	Ends:	Status:
ACCO350AA Fall 2014	<a href="#">Class Group Work Evaluation</a>	2014-09-16	2014-09-17	Results available.

Repeat these steps for any future evaluations. Should you have any questions, send an email to [peerassessment.jmsb@concordia.ca](mailto:peerassessment.jmsb@concordia.ca)