

## Peer Evaluation: Guidance for students

The purpose of peer evaluation is to redistribute the marks available for a group assessment between the members of the group, to reflect their individual contribution to the assessment.

Peer evaluation is open to all students on a module where assessment has an element of group work. This is an anonymous process, where you have the opportunity to reflect upon your group members and your own contribution to group work.

However, if you are having issues within your group, it is important that you raise these at an early stage with your module leader as many issues can be resolved without the need to use the peer evaluation process.

Peer evaluation can only affect your group mark by 10% in either direction.

### Mandatory Peer Evaluation

If peer evaluation is a mandatory part of your module, you will be informed about this by the module leader in your lectures, and this will also be detailed in your coursework brief.

- The deadline for submission of the peer evaluation form is the same as the group assignment deadline.
- Each member of the group should complete a separate copy of the form. There is no need to consult your group members regarding the completion of the peer evaluation form.
- Once you have completed this form, save it using your group number and student ID in the following format (GroupXXX\_200XXXXXX).
- Upload the completed form to the peer evaluation submission box within the assessment section of the relevant module area on the VLE by the assignment deadline.

If you do not submit a peer evaluation form:

- LUBS Assessment Team will contact you by e-mail and you will be given a further seven days to upload your form. **This will be the only reminder you will receive.**
- If you have not submitted a form within seven days it will be assumed that you are allocating equal marks to the other members of the group. Please note that this could have an impact on your marks so it is important that you engage with the process.

## Optional Peer Evaluation

Peer evaluation is optional on most modules but if one member of your group has requested peer evaluation the rest of the group members must engage.

If you wish to engage with the peer evaluation for modules where it is optional, you can trigger this process by submitting a completed peer evaluation form to the peer evaluation submission box within the assessment section of the relevant module area on the VLE.

- The deadline to trigger peer evaluation is the **same** as the group assignment deadline.
- At least one member of your group must have submitted a peer evaluation form by the deadline for peer evaluation to take place. If no member of your group has submitted a peer evaluation form by the assignment deadline we will not be able to apply peer evaluation to your assignment.
- Each member of the group should complete a separate copy of the form. There is no need to consult your group members on completion of the peer evaluation form.
- Once you have completed this form, save it using your **group number and student ID** in the following format (GroupXXX\_200XXXXXX).
- Upload to the **peer evaluation submission box** within the assessment section of the relevant module area on the VLE by the assignment deadline.

If a peer evaluation form has been submitted by another member of your group:

- LUBS Assessment Team will inform you by e-mail and you will then have a further seven days to upload your form. **This will be the only reminder you will receive.**
- If you have not submitted a form within seven days it will be assumed that you are equally allocating marks to the other members of the group. Please note that this could have an impact on your marks so it is important that you engage with the process.

## Completion of peer evaluation forms

The form is available online at:

<https://students.business.leeds.ac.uk/forms-guidance-and-coversheets/>

An example of the peer evaluation form can be found at the end of this document for your reference.

- Please ensure that you fill in your details at Name, Module code and title and group number/name at the top of the form.
- Add the names of your group members, alphabetically by family name. Please do not use nicknames or adopted English names.
- Give each member of your group, including yourself, a score using a scale of 0-5 [where 0 = no contribution and 5 = exemplary contribution]. You must consider the traits outlined on the form when awarding a score to each of your group members.
- The form will automatically calculate the total score you have awarded to each group member.
- Once you have filled in this form, save it using your **group number/name and student ID** and in the following format (GroupXXX\_200XXXXXX).
- Upload to the **peer evaluation submission box** within the relevant module area. Do not upload it to the same submission link as you assignment; there will be a separate submission link specifically for the peer evaluation form.

## Return of Marks

Your marks will returned with any peer evaluation adjustment via the VLE.

## **Review of marks after peer evaluation adjustment.**

If you are unhappy with your mark as a result of peer evaluation you should to e-mail the Assessment Team within 3 working days of your marks being released: [lubsassessment@leeds.ac.uk](mailto:lubsassessment@leeds.ac.uk)

Your e-mail should state the following:

- Your name.
- Your student number.
- Group number or name.
- The module code and title.
- A brief summary of your concerns about the peer evaluation mark.

LUBS Assessment Team will then arrange for you and your group members to meet individually with your Module Leader and another member of staff. Each meeting will last approximately 10 minutes and you should bring to the meeting evidence of your contribution to the group work, this could include notes, emails and anything else you feel is relevant. You will be allowed to bring a supporter (i.e. friend who is not a member of your group) to any formal meeting if you wish.

### **Attendance at these meetings will be compulsory and a written record will be made of the meetings.**

You need to be aware that the outcome of this meeting could affect your mark, or that of any of your group members in either an upward or downward direction.

Once all the meetings have taken place, a decision will be made as to whether the distribution of marks after peer evaluation is appropriate, and if necessary the marks awarded to members of the group will be adjusted to reflect the contribution of each member of the group to the assessment.

Your module leader will inform you of the result of this appeal by email within 48 hours of the last meeting.

### **Still unhappy?**

If after this process, you are still unhappy with the peer evaluation you have the right to appeal against your result through a formal appeal. You can only do this after the marks have been confirmed by an examination board. Please follow this link for the formal appeals procedure:

[http://www.leeds.ac.uk/secretariat/student\\_cases.html](http://www.leeds.ac.uk/secretariat/student_cases.html)

Please note: postgraduate students and final year undergraduate students will not be able to graduate until your formal appeal has been concluded.

**Leeds University Business School**  
**PEER AND SELF EVALUATION OF GROUP**  
**WORK**

The deadline for submission of this form is the same as the group assignment deadline

Each member of the group should complete a separate copy of this form.

There is no need to consult your group members on completion of this evaluation form.

**Follow the instructions 1-5 below**

**1. You must consider the following traits when awarding a score to each of your group members:**

<b>Trait</b>	<b>Exemplary, 5-4</b>	<b>Satisfactory, 3-2</b>	<b>Unsatisfactory, 1-0</b>
<b>Attendance</b>	Attends all meetings.	Misses less than 10% of meetings.	Misses more than 10% of meetings.
<b>Meeting preparation</b>	All of 'meets' but also notes are extensive and include suggested next steps for the meeting.	Student has read materials in advance, completed assigned duties and has taken notes.	Student has completed one or none of: readings, assignments, notes.
<b>Commitment</b>	Takes lead in discussions and group assignments.	Consistently engaged in discussions and completes task assignment.	Seems reluctant to engage fully in discussions and task assignments.
<b>Contributions</b>	Listens actively and shows understanding by paraphrasing or by acknowledging and building on others' ideas.	Frequently offers helpful ideas or suggestions.	Does not offer ideas or suggestions that contribute to task.
<b>Focus on task</b>	Uses tact and diplomacy to alert the group that focus has strayed from the task at hand.	Introduces suggestions and ideas that are relevant to the task.	Takes the group off track by initiating conversations or discussions unrelated to task.
<b>Balance between task and interpersonal relations</b>	Listens and aids others to contribute enabling whole group to work to their potential.	Balances the need for task accomplishment with the needs of individuals in the group.	Focuses exclusively on task to be accomplished without regard to team members, or focuses exclusively on interpersonal relations without regard to task.

**2. You will need to give each member of your group a score using the following scale:**

- 5 =** Exemplary and worthwhile contribution/effort in all respects.
- 4 =** Very effective contribution/effort in almost all respects.
- 3 =** Satisfactory and sound contribution/effort.
- 2 =** Some useful contribution/effort.
- 1 =** Unsatisfactory contribution/effort.
- 0 =** No contribution/effort (given only in exceptional circumstances).

3. Fill out the form below by completing the sections highlighted in yellow. [example shown in red]

Your Name:	
Module Code and Title:	
Group number/name:	

Add the names of your group members, alphabetically by family name. Please do not use nicknames or adopted English names

<i>Insert the names of your group members below alphabetically, by family name.</i>	<i>Insert a score for each of your group member for the following traits.</i>						<b>Total</b>
	Attendance	Meeting preparation	Commitment	Contribution	Stays on track	Balance	
<i>e.g. Anderson, Catherine</i>	3	2	2	3	3	2	15
Your Name:							0
							0
							0
							0
							0
							0
							0

4. Once you have filled in this form, save it using your student ID and group number/name in the following format (GroupXXX\_200XXXXXX).

5. Upload to the peer evaluation submission box within the relevant module area.

For more information see Taught Student Guide <https://students.business.leeds.ac.uk/assessment/code-of-practice-on-assessment/>