

Operationalising the Peer Review Portal: How to get it happening.

Elisa Cassin

Manager, Academic Operations

Faculty of Business and Law

Swinburne University of Technology





Supporting, connecting, and advancing institutions through peer review

The Peer Review Portal supports all education providers, Institutions & Associations, both public and private, in meeting national and international regulatory requirements.



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- Project Finalisation & Launch
- How to see where all your reviews are at
- What sort of reports will be available?

1. Where do I start?



- Register* and configure your account*
- What type of review do you want?

Please select a project type.

<p>PEER REVIEW OF ASSESSMENT: INPUTS/OUTPUTS</p> <p>Assessing/calibrating learning outcomes through peer review</p> <p><input checked="" type="checkbox"/></p>	<p>PROGRAM REVIEW</p> <p>Assessing/calibrating program-level outcomes to support accreditation and curriculum review</p> <p><input type="checkbox"/></p>	<p>BENCHMARKING</p> <p>Assessing/calibrating data and processes to assure and improve standards</p> <p><input type="checkbox"/></p>	<p>PROFESSIONAL BODY REVIEW</p> <p>Assessing/calibrating professional bodies to support professional accreditation</p> <p><input type="checkbox"/></p> <p>COMING SOON</p>
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- Partner search – one-way or reciprocal arrangements?

1. Where do I start?.....



- *Support - Instructional Videos

Support

Registration - Peer Review of Assessment Inputs / Outputs
Presentation - Program Review

Facebook

1. Where do I start?.....



- *Support - Blogs

PEER REVIEW PORTAL

- DASHBOARD
- INCOMING
- OUTGOING
- ACCOUNT
- SUPPORT
- LOGOUT

Dashboard

Peer Review Portal Releases

Feature Release - Memorandum of Understanding
The Peer Review Portal now provides you with the ability to upload a Memorandum of Understanding (MOU) for your projects, which must be read and accepted by your Reviewers before they can participate in your project. To Upload your MOU, navigate to the "Invite Reviewers" screen, and simply upload your MOU document in the field provided. The uploading of an MOU is entirely optional, but IF an

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New Project Type - Benchmarking
The Peer Review Portal now has released the Benchmarking Project Type. You will be able to undertake benchmarking of processes and data at the following levels: course/program level, faculty/school/department, institutional, national and international levels. Benchmarking can be defined as 'a structured, collaborative, learning process for comparing practices, processes or performance outcomes.

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Improved Collaborator & Reviewer Controls
Hello Peer Reviewers, Scenario. So you have set up your project, invited your Reviewers and started to gather data. You're kicking back marvelling at how you ever completed a Peer Review project prior to the Peer Review Portal, when suddenly you receive an email advising that one of your Reviewers is now unable to participate in your project! Disaster! What do I do you ask yourself? My Project

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Frequently Asked Questions
Who can use the Portal? Institutions which require external referencing for quality assurance and quality enhancement purposes. For example, education institutions, government departments, professions/industry. What areas can be reviewed? Assessment inputs/outputs Teaching/promotion Thesis examination Curriculum review Support for professional accreditation and course accreditation Internal/

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Calibration Release
Today we are pleased to announce the release of our Program Review - Calibration feature. Calibration is an additional Project Review step for the nominated Program Review Chair person who was specified when creating your Program Review project. Once all Panel members have submitted their Program Review questionnaires, and made their recommendations for Areas of Good Practise, Areas for

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Frequently Asked Questions

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2. Important Tips



- 1 project = 5 reviews per year
 - If review type is units/assessments, group 5 units/subjects by course or discipline.
 - If review type is Program Review, can have 5 courses/programs.
- Can only link outgoing reviews to a project if there is a project that has already been set-up (and fully paid).
- ~~Once paid – cannot edit project~~

Enhancements always being made!!

3. Partner Search



How do I search for a Partner?

- Currently – list of users available only when creating an outgoing review.
 - Problem – who's a reviewer/admin?
 - Problem – discipline identification.



Dr Pio Iovenitti

Course Coordinator, Mechanical Engineering

piovenitti@swin.edu.au



3. Partner Search.....



- Coming - a *Browse Users* console with search and filter capabilities. User profiles will include more information to make assigning easier.
- In the interim.....?
 - Institutional Administrators role to be the contact point for partnering.
 - Use existing networks, or establish collaboration networks outside the portal.
 - Watch this space.....solution coming soon.

3. Partner Search.....



When do I engage with the partner?

- Institutional Administrators
 - Should be your point of contact
- Best to plan ahead
 - Know what you need reviewed and if you intend to conduct reciprocal reviews.
 - Liaise with partner early as time is required for both parties to prepare and schedule.
 - Reviewers need to be registered users in the Portal.
- Be flexible
 - different semester/trimester dates, workloads, etc

4. Setting-up Projects



Where to Start

- Utilise the available support resources
 - both instructional video's and Blogs.
- Engage your Academics
 - Let them know what the portal is about and what to expect.
 - Let them know what level of input is required – will they just be required to provide documents, or will they also be conducting reviews and how long will it take.
 - Ongoing communication is vital in order to maintain engagement and strengthen collaborations.

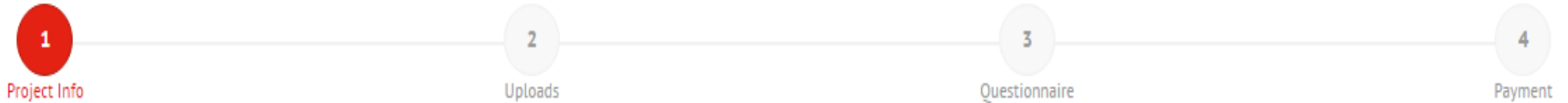
4. Setting-up Projects.....



New Outgoing Project



Simplified 4-step project set-up



- Payment can be delegated and made at any time and project still editable
 - Note: \$\$ only by credit card

4. Setting-up Projects.....



Uploads

- Easy to see list of documents required
- Can delegate uploads to an *Applicant* who can only access the upload stage
 - Remember to de-identify student work before uploading.
 - Currently, only docx, xlsx, pdf and zip files are supported. Video and audio files are not yet supported.
 - There are work-arounds to this.

4. Setting-up Projects.....



Feedback/Reviewer Questions

- Option A: Select an existing template

Choose a measure for this project

5 SCALE

YES BUT / NO BUT

CUSTOM

Choose a template Yes But / No but

Blank

External Referencing of Standards (EROS)

Choose a template 5 Scale

Blank

Sample 5 Scale

Inter-Institutional Review

Interuniversity Moderation: Assessment Template

Quality Verification System (QVS): Assessment Template

4. Setting-up Projects.....



- Option B: Customise your own template
 - Question types available:

The interface shows a question type selection menu with the following options:

- 5 Scale
- Yes But / No But
- Comment Box
- Single Text Box
- Check Box
- Radio
- Dropdown
- Section

Two example scales are shown:

- A 5-point scale with options: Not at all, Somewhat, Adequately, Very well, Completely.
- A 4-point scale with options: Yes, Yes but, No, No but.

4. Setting-up Projects.....

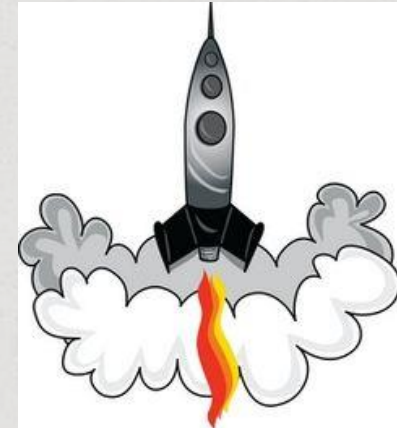


Project Finalisation / Launch

- Review project details



- Unit / Course reviews identified
 - Partner Institution identified and engaged
 - Project initiated and documents uploaded
 - Reviewer question template available
 - Payment made



- Once launched:

- Collaborators, Reviewers, Panels and Chairs can be assigned/invited

5. Monitoring Progress



Progress of Outgoing/Incoming Reviews

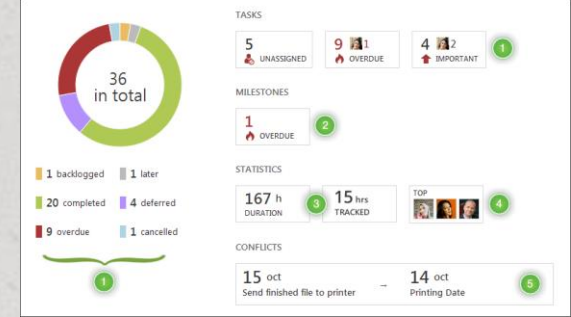
- As a Project Owner:
 - Ability to create projects and assign collaborators and reviewers
 - Ability to monitor progress of active projects and where reviewers are at with completing the Review Questions
 - Can change the status of your outgoing review only from In-Progress to Completed/Closed
 - Can export the final report

5. Monitoring Progress...



- As a Collaborator:
 - Same access as Project Owner once the project is active PLUS the ability to assign/change reviewers (only when invited as a collaborator)
- As an Institutional Administrator
 - Ability to view all active (paid) projects at a high-level. Projects in draft cannot be seen
 - If invited as Collaborator, will have same access abilities only for invited projects
 - Can manage reviewers within own institution and assign reviewers as “Administrators” at any time

6. Reporting



Final Reviewer Feedback Report

- Features

- Exportable
- Quantitative and text comments from all reviewers in one report

Institutional Reporting

- *Coming....*

- Institutional and Faculty/School-level reporting of all reviews and users
- Range of measures for reporting, including time taken to complete reviews

Acknowledgements

- Cyber Design Works
- Collaboration Group
- Academics/Unit Convenors

QUESTIONS?