

# Peer Review Session

## Feedback Worksheet: Assessment

Complete this worksheet for your writer:

**Guiding questions for feedback:**

1. What aspects of the assessment are effective or intriguing?
2. Is purpose and structure of the assessment clear?
3. Do the assessment's objectives align with the course goals?
4. What could be improved/changed?

**Remember, effective feedback is:**

1. Focused on development, rather than judging or assessing
2. Specific and focused
3. Address areas that are change-able
4. Kind

Yes	No	Feedback Prompts
		Are there clear instructions and expectations for students on how to complete the assessment?
		Is there information on how students' learning will be evaluated?
		Does the author incorporate relevant examples and resources into the assessment instructions?
		Is the assessment format appropriate for the type of learning and content being evaluated?
		Are there any equity or accessibility concerns related to the assessment?
		Is there any flexibility built into the assessment structure to allow student choice in making decisions about their learning? (E.g. multiple attempts, flexible hand-in dates, etc.)

1. What aspects of the assessment did you find effective or intriguing?
2. Are the purpose and structure of the assessment clear?

3. Do the assessment's objectives align with the course learning outcomes?
4. Are the criteria for evaluation and any associated rubrics well-defined and transparent to both students and graders?
5. Share a recommendation about what could be improved or changed to enhance the assessment.
6. Did you respond to the requested feedback? Have you addressed it above? If not, add more comments below.

**Peer Review Session**  
**Feedback Worksheet: Syllabus**

**Complete this worksheet for your author:**

**Guiding questions for feedback:**

1. What aspects of the syllabus are effective or intriguing?
2. Is the syllabus's structure clear?
3. Are the learning outcomes well-defined and communicated?
4. What could be improved/changed?

**Remember, effective feedback is:**

1. Focused on development, rather than judging or assessing
2. Specific and focused
3. Address areas that are change-able
4. Kind

Yes	No	Feedback Prompts
		Does the syllabus clearly align course activities and assessments with the stated learning outcomes?
		Are course policies, such as grading, attendance, late assignments, etc. clearly and explicitly stated?
		Is the course schedule well-organized and easy to follow, with dates and topics clearly outlined?
		Does the syllabus include a section on academic integrity and expectations for citing sources and avoiding plagiarism?
		Does the syllabus demonstrate an awareness of accessibility needs and promote inclusivity?

1. Are there any specific policies or expectations that could be explained more clearly in the syllabus?
2. How well do the course activities and assessments align with the stated learning outcomes? Are there any noticeable gaps or misalignments?
3. Does the syllabus provide information for students on whom to contact if they need help with course work, learning skills, or other forms of assistance and support?

4. Is the weighting of assessments, including exams, assignments, and participation, clearly explained and equitable? Does the syllabus provide a clear sense to students about how their work will be evaluated?

5. Does the syllabus demonstrate a strong awareness of accessibility needs and inclusivity? Are there any specific elements that could enhance inclusivity or better accommodate diverse students?

6. What did your author request feedback on? Have you addressed it above? If not, add more here: