

Appendix 4 - Peer Review of Assessment Report Template



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

External Peer Review of Assessment Standards Report

Details of Institution undertaking the external referencing

Contact Name and details	
Faculty / School	
Discipline area	
Area of expertise	

Details of Institution requesting the external referencing report and subject details

<Insert Faculty Name> <Insert School Name>		
<Insert Course Cluster Name>		
<Insert Contact Name and details>		
Course (Code)	Core/ Capstone	Subject Name and Code

STATEMENT OF POTENTIAL CONFLICTS OF INTEREST

To be completed by the reviewer.

Add comments here: For example, being involved in collaborative teaching, research or consultancy work with colleagues teaching in the units being reviewed.



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Notes for reviewers

Preparing reports

You are requested to aim to complete the Section A of the report within 3 weeks of receiving the relevant information and materials.

Language of the report

Note this report may be discussed widely across the University, and in forums that have a range of participants. The language used in the report should reflect:

- sensitivity to the peer review nature of the process
- cognisance of a potentially wide audience for the report

General points

1. The university being reviewed will own the copyright of all the materials produced in relation to the review.
2. You will assign all present and future rights relating to the reports and any other materials created in relation to your appointment as an External Reviewer to the university being reviewed. You will also waive any rights including moral rights in connection with those materials.
3. The university being reviewed will make reasonable endeavours to ensure the accurate reproduction of material and information provided by you; all other warranties and undertakings are excluded, including liability for direct or indirect loss to you.
4. You give consent to the university being reviewed to publish any part of your report, electronically or in hard-copy, in internal or publicly accessible websites, reports and/or brochures.

Notes for requesting University

Ensure you have read and understand the University's [External Referencing: Peer Review of Assessment Standards Procedure](#)

Note this Report should be provided as evidence in the next course review report prepared for the course cluster, and can be used to inform recommendations on the course cluster reviewed.

Checklist for the university requesting the external referencing

The requesting university will provide the reviewer with the following information:

- Course structure for the course being reviewed (Course Handbook page)
- List of Course Learning Outcomes (CLOs) (Course Handbook page)
- Specific CLOs relevant to the Unit being reviewed (Curriculum Map)
- Subject outline
- Subject Learning Outcomes (SLOs)
- Other subject learning guides that may be provided to students.
- The Assessment task
- Information provided to students setting out the assessment task and questions specific to the samples of student work
- Weighting of the assessment
- Assessment Guide
- Grading scheme of the university as it applies to the samples of student work and explanations of nomenclature.
- Samples of de-identified student work provided.

Part A: For reviewers to complete

Section 1: Course (CLOs) and Subject (SLOs) Learning Outcomes

Section 2: Assessment

Section 3: Student Achievement Standards

Section 4: Other matters you wish to raise

Section 1: CLOs and SLOs

1. Are the SLOs aligned with the relevant CLOs?

<input type="checkbox"/> Yes	<input type="checkbox"/> Yes but	<input type="checkbox"/> No	<input type="checkbox"/> No but
<p>Comments / suggested changes</p>			

2. Are the SLOs appropriate for a final stage unit at this AQF qualifications level?

<input type="checkbox"/> Yes	<input type="checkbox"/> Yes but	<input type="checkbox"/> No	<input type="checkbox"/> No but
<p>Comments / suggested changes</p>			

Section 2: Assessment

3. Does the assessment task enable student to demonstrate attainment of relevant SLOs and CLOs?

<input type="checkbox"/> Yes	<input type="checkbox"/> Yes but	<input type="checkbox"/> No	<input type="checkbox"/> No but
<p>Comments / suggested changes</p>			

4. Is the description of the performance standards (eg. the marking guide/marketing criteria/assessment rubric/annotated work samples) appropriate to the specified SLOs and CLOs?

<input type="checkbox"/> Yes	<input type="checkbox"/> Yes but	<input type="checkbox"/> No	<input type="checkbox"/> No but
<p>Comments / suggested changes</p>			

Section 3: Student Achievement Standards

5. Do you agree that the grades awarded reflect the level of student's attainment?

<input type="checkbox"/> Yes	<input type="checkbox"/> Yes but	<input type="checkbox"/> No	<input type="checkbox"/> No but
<p>Sample A:</p> <p>Sample B:</p> <p>Sample C:</p>			

6. Based on your review, do you consider the methods of assessment are capable of confirming that all relevant specified SLOs and CLOs are achieved?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>Comments / suggested changes</p>	

Section 4: Other matters you wish to raise

7. Are there other matters not covered in Parts 1, 2 and 3 above that you wish to draw to the attention of the program team?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>Comments / suggested changes</p>	

Part B

Section 1: Response of the requesting University to the external referencing report (to be completed by the Subject Coordinator)

1. Write a short reflective statement in response to the feedback and identify any actions you plan to take:

Seq. No	Actions	What are the anticipated enhancements to the quality of the program and learning experience of students?	Date for completion
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			