

## PEER REVIEW FREQUENTLY ASKED QUESTIONS

1. What is purpose of Peer Review?
2. How long will a Peer Review take?
3. Who will be included in Peer Reviews?
4. Who can carry out the Peer Review?
5. How should an Assessor prepare for a Peer Review?
6. Who selects the assessment to be Peer Reviewed?
7. When should the Peer Review take place?
8. Who needs to be present during the Peer Review?
9. Where does the Peer Review report go and who has access to it?

1. What is the purpose of Peer Review?

**A.** Peer review is the process that helps to ensure consistency of assessment judgements by assessors across learners' performances. Peer review is a professional development process the aim of which is to achieve consistent interpretation and application of assessment points in regard to learner performance. It is necessary to ensure Fairness and consistency in the assessment process.

2. How long will a Peer Review take?

**A.** Depending on the number of learners and particular assessment being reviewed, generally it takes about half a day to conduct a peer review.

3. Who will be included in Peer Reviews?

**A.** Assessors. Peer reviews are conducted on a sample basis. The current sample is: All assessors carrying out the ETB Training Centre assessments leading to QQI FETAC awards peer review is conducted on one assessment event per assessor per annum. For Contracted Training the sample is one assessment event per contract.

4. Who can carry out the Peer Review?

**A.** Peer reviewers' are individuals with technical, specialised knowledge in the particular field of learning, who are competent in the assessment process and are familiar with the National Standards for a named award i.e. another assessor.

**5. How should an Assessor prepare for a Peer Review?**

- A.** The assessor should provide all records and evidence relating to the assessment event selected. This should include assessment evidence, the Assessment Supervisor and learner instructions, assessment marking/scoring sheets, Assessment Supervisor/Assessors report for that assessment event, marking criteria and model answers. The assessor should ensure that all the necessary records and evidence is available, easily retrieved and are collated in the correct order to facilitate the peer review process.

**6. Who selects the assessment to be Peer Reviewed?**

- A.** Training Standards Officer, based on the schedule of courses issued to the Training Standards Office and in conjunction with the TQAS-6c-F11 Notification of Assessment Event or course notification through CMS (CSCS).

For Contracted Training, Community Training Centres, Local Training Initiatives, Department of Justice Workshops, Specialist Training Providers and CSCS, the assessment event for peer review is selected by the Contractor/ATO/2nd Provider and agreed with the relevant ETB Training Centre Manager and Training Standards Office

**7. When should the Peer Review take place e.g. during an assessment/after an assessment**

- A.** Peer Reviewer is present for live practical tests/skill demonstrations and would observe the assessment taking place. The discussion takes place after the test is concluded. Review of theory assessments can take place any time after the assessments have been marked and scored and prior to provisional results being submitted for results approval process.

**8. Who needs to be present during the Peer Review?**

- A.** Only the peer reviewer and the assessor, if the assessment event being reviewed is not a live assessment event i.e. practical/skills demonstration.

**9. Where does the report go, who has access to the report?**

- A.** The assessor and the Training Standards Officer (TSO) get a copy. The report is reviewed by the TSO to identify if there are any issues that should be logged on TQAS issue log (e.g. suggested improvements to test questions, learner instructions, etc.) or brought to the attention of management as part of the results approval process. The report forms part of the assessment results pack, which is retained for external authentication, monitoring, results approval and certification audits purposes.