

## The peer review process: Reciprocal and 'one-way'

Steps in a reciprocal peer review process	
<b>PLAN</b>	<ul style="list-style-type: none"> <li>• Complete <i>Form A (Plan)</i></li> <li>• Meet with your colleague to discuss <i>Form A</i></li> <li>• Agree on time, date and location for the class to be reviewed and the feedback meeting(s)</li> <li>• Exchange <i>Form A</i> with colleague</li> </ul>
<b>REVIEW</b>	<ul style="list-style-type: none"> <li>• Review colleague's teaching as arranged, using <i>Form B – Feedback Framework</i> as a guide. They will do the same for you.</li> </ul>
<b>FEEDBACK</b>	<ul style="list-style-type: none"> <li>• Meet with colleague as soon as possible after your review of their teaching to discuss your observations and suggestions. We suggest that you arrange a separate meeting to 'reciprocate' i.e. to discuss the feedback from their review of your teaching.</li> <li>• Prepare your written feedback on your colleague's teaching, using the 'Report' section of <i>Form C</i>, and pass this on to your colleague</li> <li>• Your colleague will provide you with their written feedback.</li> </ul>
<b>RESPOND</b>	<ul style="list-style-type: none"> <li>• Following the meeting record your response to the feedback you have received using Section 2 of <i>Form C</i> (optional but recommended)</li> </ul>

Steps in a 'one-way' peer review process	
<b>PLAN</b>	<ul style="list-style-type: none"> <li>• Complete <i>Form A (Plan)</i></li> <li>• Meet with your colleague to discuss <i>Form A</i></li> <li>• Agree on time, date and location for the class to be reviewed and the feedback meeting(s)</li> <li>• Leave <i>Form A</i> with colleague</li> </ul>
<b>REVIEW</b>	<ul style="list-style-type: none"> <li>• Colleague reviews your teaching as arranged, using <i>Form B – Feedback Framework</i> as a guide.</li> </ul>
<b>FEEDBACK</b>	<ul style="list-style-type: none"> <li>• Meet with colleague as soon as possible after the review, to hear their observations from the teaching session and to discuss their feedback and suggestions.</li> <li>• Your colleague will provide you with their written feedback.</li> </ul>
<b>RESPOND</b>	<ul style="list-style-type: none"> <li>• Following the meeting record your response to the feedback you have received using Section 2 of <i>Form C</i> (optional but recommended)</li> </ul>