Peer review: two minute transactions

Use for early stage peer review activities

This activity is designed to familiarise you with the peer review process

It can be used to support any review process

In Class Time Schedule
Group preparation:

> Five minutes class briefing – what we are going to do today

Individual preparation:

> Five minutes for rapid review and initial notes on review form

Process planning one minute for group formation, place finding etc.

Participants: pairs – if odd numbers add one observer

Roles: Document Owner, Reviewer

Review Process:
Twenty minutes exchange plus five minutes reflection

Stages:

For each participant:

1. Review request: two minutes (no interruptions)
2. Review response: two minutes (no interruptions)
3. Review reflection/action planning four minutes
   Document owner leads, but discussion possible

Total single cycle time eight minutes plus two minutes Break/buffer

Swap roles and go through the cycle again reciprocally

Additional Peer reflection – five minutes

Exchange discussion, what did you find useful, what would you do differently in future

Class Debrief

Any observations - 5 minutes wrap up

Afterwards - individually

Think about what you could have done differently to improve the value to you of the peer review activity.

Note: if you are following this protocol to review a written document, you will need to have sufficient time to read the document thoroughly prior to

the exchange. You can cycle through the process multiple times if clarification is needed.

Review preparation and feedback form

Quickly complete the rapid poster evaluation sheet for yourself. This is private to you.

Use the notes on the form as a basis to identify the points on which you specifically want to have feedback from your reviewer.

Don't overload the reviewer, identify the points which you think might be most helpful.

Make specific requests – e.g. Can you follow the

Prepare this sheet to help you through the explanation stage
Context: Remind yourself of what you are trying to communicate

	Notes	Action plan
Feedback request 1 What, why		
Feedback request 2 What, why		
Feedback request 3 What, why		