

Edinburgh Award

Peer Mark Instructions – User Instructions

User Instructions for Online Peer Assessing

As part of the Edinburgh Award you and other students from across the Award will be assessing each other's reflections.

This is done through PeerMark, a course within LEARN which you access through MyEd. Please see instructions below:

To submit your reflection

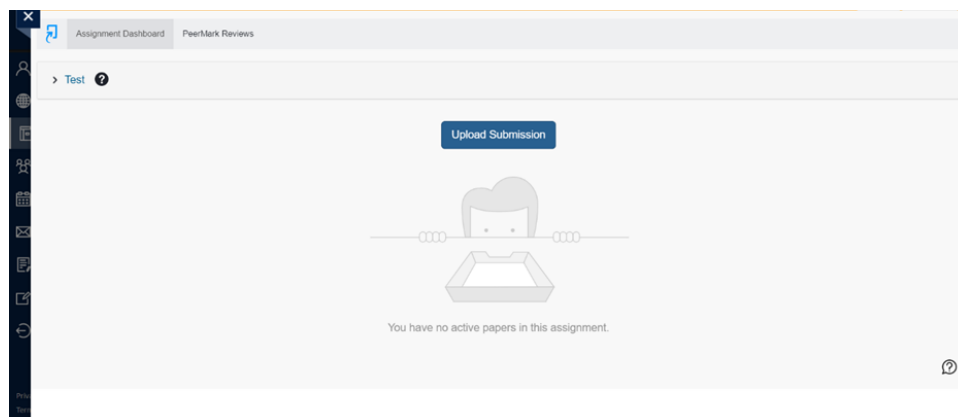
To complete your Peer Reviews

Reviewing feedback from your peers

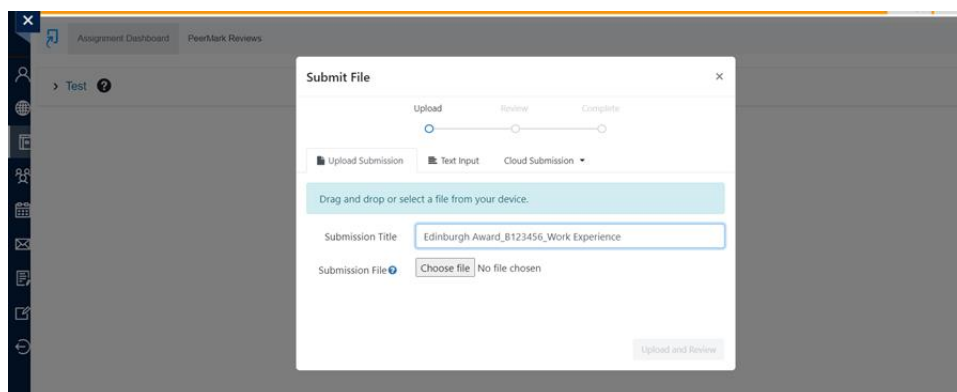
If you are doing two Awards using Peer Assessment

To submit your reflection

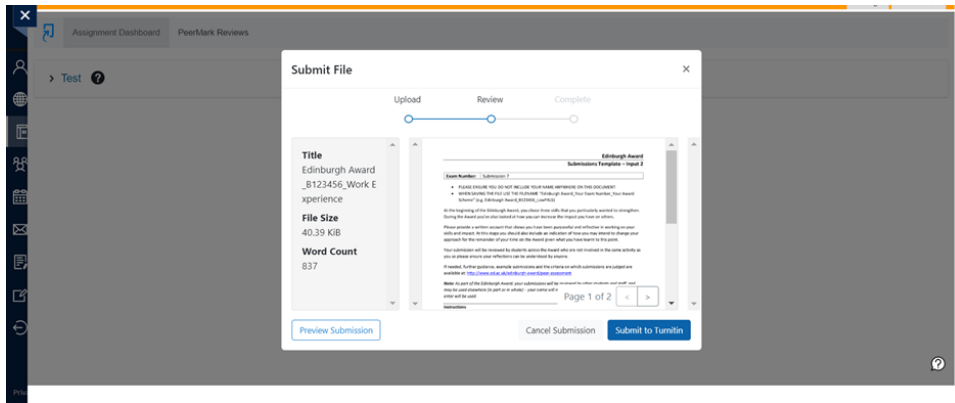
- To submit your work log in to Learn via MyEd and click on the LEARN tab.
- Once you have logged in you will see the courses that are available to you. You are looking for the course entitled "Edinburgh Award: Submit and Review Input 2 or Input 3" depending on the stage you are at. The course title will also include the year and whether you are doing a one or two semester version of the Award.
- Click into this course. You will see information at the top of the page about the Award and the tasks you are being asked to do.
- Click '**1. Submit your reflection and complete your peer reviews here**'
 - Click on Upload Submission



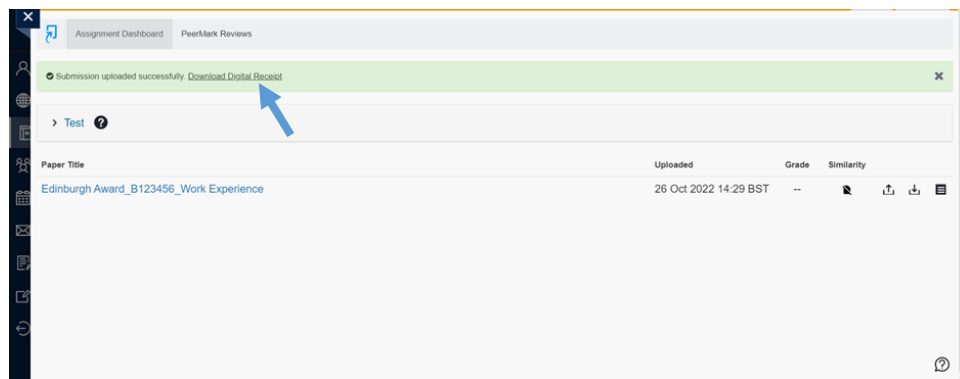
- Your submission title should follow this format 'Edinburgh Award_ Exam Number _Your Version' (Example: Edinburgh Award_B123456_Sports Union Volunteers) *DO NOT USE YOUR NAME*



- Choose the correct file and you will get a preview of the document.

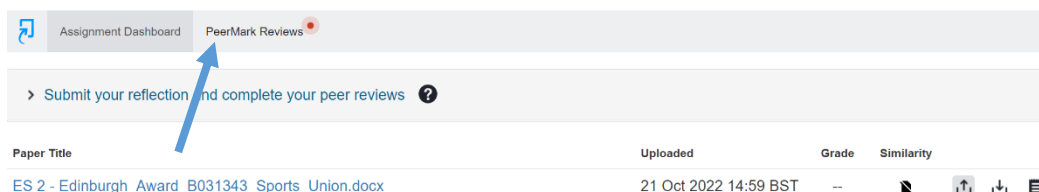


- At this stage, please ensure that you have uploaded the correct file – you should be submitting **four** reflections of 200 words each: **three** reflections on your three chosen skills and **one** reflection on the impact you have been having in your activity. You should be using the template given to you by your Award Leader, it is also available in the Your Reflections at the bottom of this web page - [Peer Assessment | Edinburgh Award | Edinburgh Award](#)
 - NOTE: Your peers who will be reviewing your reflection will only see the document you upload. They will be from various versions of the Award so you need to write your reflection so that someone with no connection to your activity can understand it.
- Make sure you click 'Submit to Turnitin', if you don't do this your work will not be uploaded to the system
- You will then see the screen below, you won't get a digital receipt via email but you can download a digital receipt



To complete your Peer Reviews

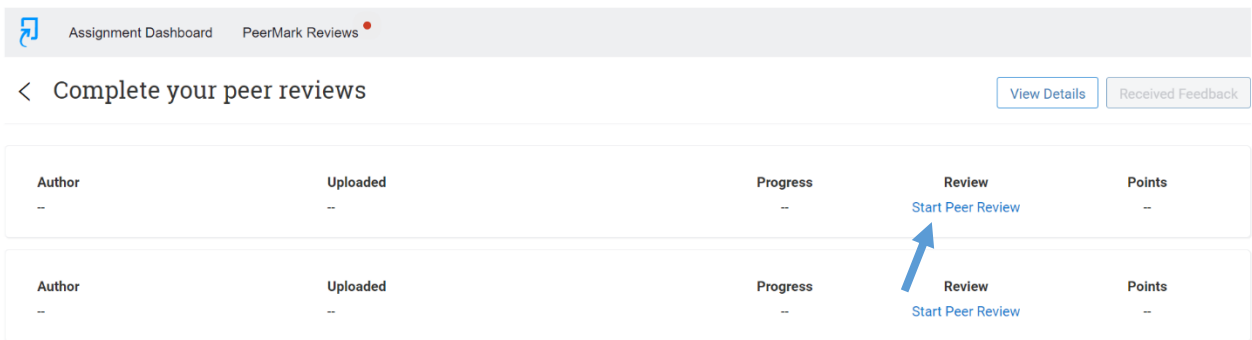
- Once the deadline for you to submit your reflection has passed you should go into the Dropbox again and follow the PeerMark Reviews link



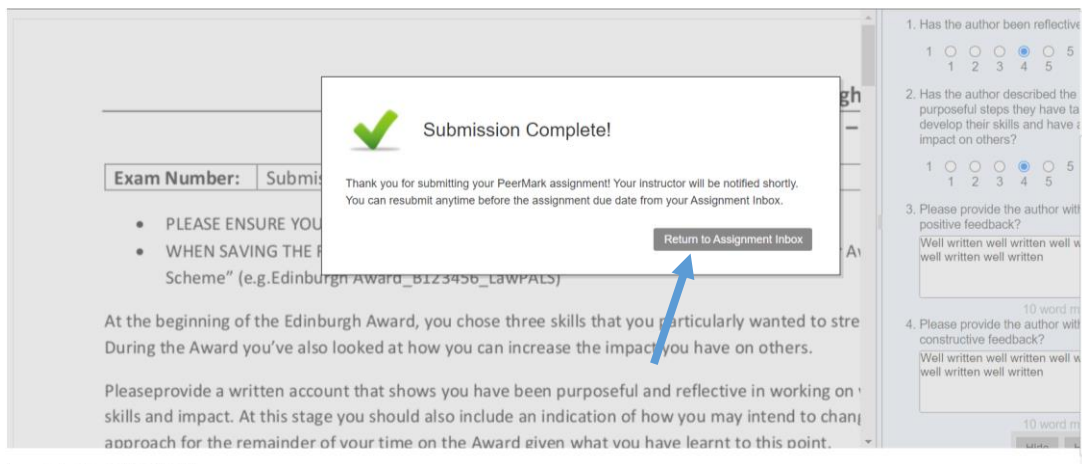
- Then click on 'Complete your peer reviews'

PeerMark Assignments				
Assignment Title ↑	Start Date	Due Date	Feedback Release Date	Max Points
Complete your peer reviews	24 Oct 2022 13:00	26 Oct 2022 11:00	26 Oct 2022 11:36	--
Submit your reflection	19 Oct 2022 15:36	24 Oct 2022 11:36	26 Oct 2022 13:36	--

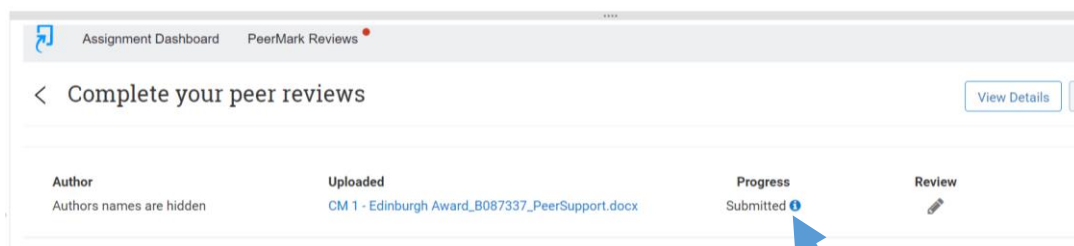
- You will then see a list of the pieces of work you need to review, select Start Peer Review to complete your feedback for each piece of work



- When reviewing other students' work you are ranking the work on a 5-point scale against the learning objectives that you used when writing your own submission
 - Have they been reflective?
 - Have they described the purposeful steps they took to improve their skills and have impact
 - You are **not** basing your decision on spelling and grammar
- AT INPUT 2 ONLY** you **must** also leave free text feedback to give more detail on why you have given those scores. You should include both positive and constructive feedback.
 - Providing feedback is essential at this stage, if you fail to leave feedback on both elements you will receive an error message from the system.
 - Your feedback will be seen by the person whose work you are reviewing. Please ensure you are honest in your feedback but that you write this in an appropriate manner. Feedback may be reviewed by staff and if deemed to be inappropriate you will be contacted.
- You will have 5 days to review 8 pieces of work and leave feedback on each.
- Once you have left your feedback and clicked submit the below screen will appear, you need to select Return to Assignment Inbox and repeat for all 8 pieces of work.



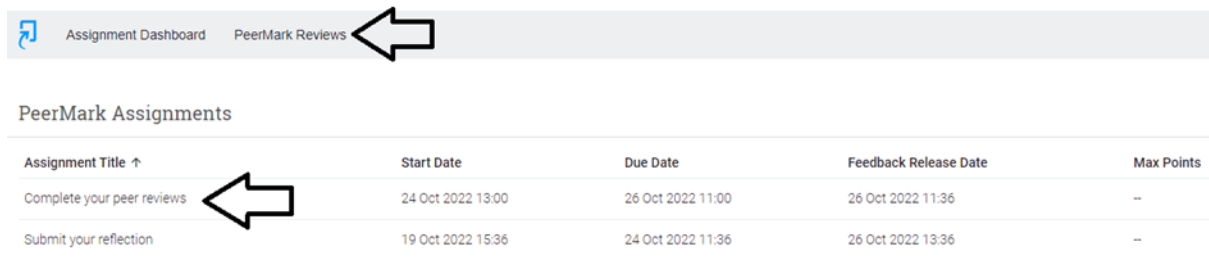
- When you have left feedback 'Submitted' will appear next to the work you have reviewed



- Repeat the above until all 8 pieces of work say 'Submitted' next to them.

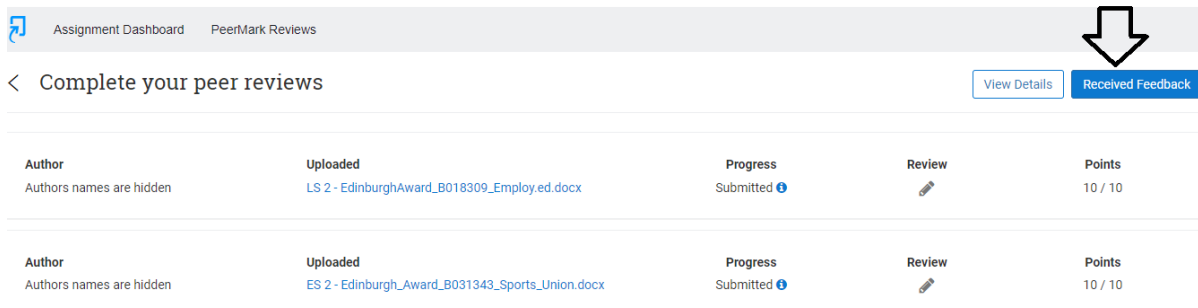
Reviewing feedback from your peers at Input 2

- After the deadline has passed for reviewing submissions you will be able to see the feedback you received from your peers by going to the DropBox where you viewed your reviews i.e. '1. Submit your reflection and complete your peer reviews here'.
- Select PeerMark Reviews and then select 'Complete your peer reviews'



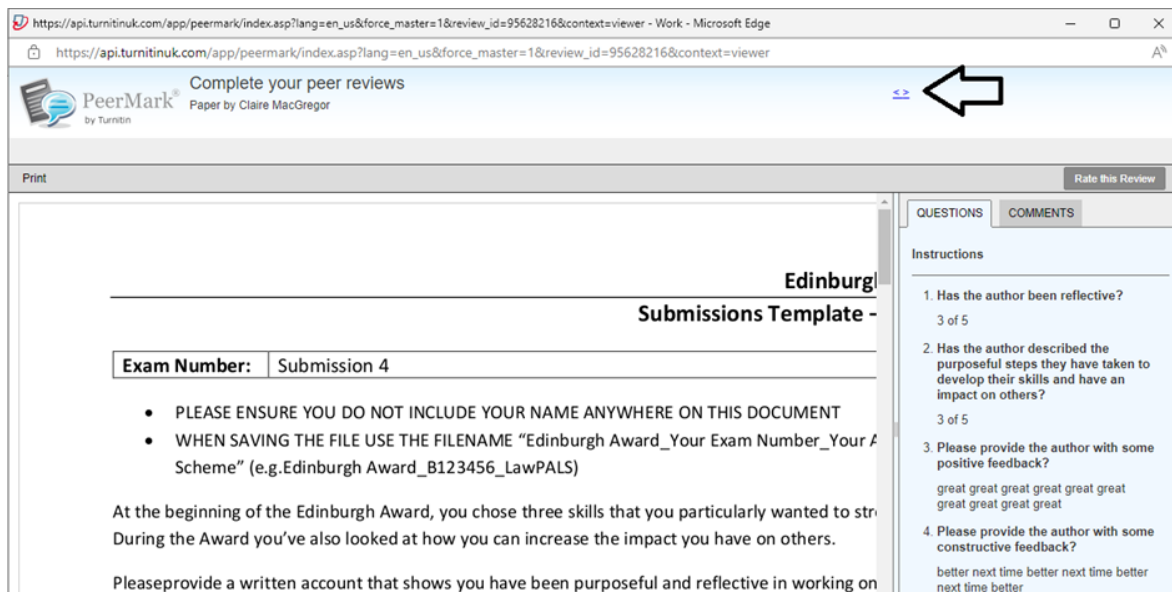
Assignment Dashboard PeerMark Reviews				
PeerMark Assignments				
Assignment Title ↑	Start Date	Due Date	Feedback Release Date	Max Points
Complete your peer reviews	24 Oct 2022 13:00	26 Oct 2022 11:00	26 Oct 2022 11:36	--
Submit your reflection	19 Oct 2022 15:36	24 Oct 2022 11:36	26 Oct 2022 13:36	--

- Select the blue 'Received Feedback' button



Assignment Dashboard PeerMark Reviews				
< Complete your peer reviews				
View Details Received Feedback				
Author	Uploaded	Progress	Review	Points
Authors names are hidden	LS 2 - EdinburghAward_B018309_Employ.ed.docx	Submitted		10 / 10
Author	Uploaded	Progress	Review	Points
Authors names are hidden	ES 2 - Edinburgh_Award_B031343_Sports_Union.docx	Submitted		10 / 10

- Use the blue buttons at the top of the page to navigate through your feedback



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Paper by Claire MacGregor

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QUESTIONS COMMENTS

Instructions

1. Has the author been reflective?
3 of 5

2. Has the author described the purposeful steps they have taken to develop their skills and have an impact on others?
3 of 5

3. Please provide the author with some positive feedback?
great great great great great great
great great great great

4. Please provide the author with some constructive feedback?
better next time better next time better
next time better

Edinburgh Submissions Template -

Exam Number: Submission 4

- PLEASE ENSURE YOU DO NOT INCLUDE YOUR NAME ANYWHERE ON THIS DOCUMENT
- WHEN SAVING THE FILE USE THE FILENAME "Edinburgh Award_Your Exam Number_Your A Scheme" (e.g. Edinburgh Award_B123456_LawPALS)

At the beginning of the Edinburgh Award, you chose three skills that you particularly wanted to str
During the Award you've also looked at how you can increase the impact you have on others.

Please provide a written account that shows you have been purposeful and reflective in working on

If you are doing two Awards using Peer Assessment

To submit an additional reflection, follow the instructions above [\[To submit your reflection\]](#) for one of your reflections but to submit your second one you go into **2. Submit your reflection and complete your peer reviews.**

You should then complete your peer reviews within this area, **not** within '1. Submit your reflection and complete your peer reviews'. You only need to complete 8 peer reviews.

To review your feedback, you will need to follow the instructions above [\[Reviewing feedback\]](#) but within both spaces where you submitted your reflections.