



**GUIDANCE FOR PREPARING A PRESENTATION  
AND PEER REVIEWING OTHER LEARNERS' WORK**

Think Ahead

## Note

When you arrive at the peer assessment point and prepare your presentation and submit it; there should normally be an adequate number of other learners reaching the assessment point at the same time as you, so there should be few delays in you being able to mark your peers' assessments or in getting your own result back. In exceptional circumstances you may be expected to wait up to three days to be able to progress after you submit your own work.

## The marking criteria

Before you begin the assessment, you need to be aware of the marking criteria against which you will be assessed and which you will use to assess the work of others.

You will need to prepare a presentation of two slides which include an appropriate number of clear bullet points, identifying potential strategic options that Telford Engineering might pursue; taking into account the suitability, acceptability and feasibility of the strategic options. You should also provide brief supporting notes which might allow a presenter to expand upon the bullet points included in the two slides.

The criteria against which your own presentation will be marked and to be used when you are assessing the work of others is as follows:



### **A Have the slides got an appropriate number and length of bullet points and have impact?**

Using the following grade criteria:

- A presentation format or style was not used or there are no bullet points.
- A presentation style is used, but the bullet points contain too much text.
- The slide contains bullet points, but there are too many or too few.
- The slide contains an appropriate number of bullet points, but some of them are too long and the slide lacks impact.
- The presentation has an appropriate number of bullet points of a reasonable length and these make a positive impact.

### **B Do the slides contain relevant points and do they logically flow?**

Using the following grade criteria:

- The slides contain largely irrelevant points and they are presented in a random way
- The slides contain some relevant points, but they do not flow logically
- The slides contain mainly relevant points, but some do not flow logically
- The slides include points which are all relevant and flow logically, but some key points are missing.
- The slides contain highly relevant points and they flow logically from one to the other

### **C How well are the notes written to allow a presenter to talk around the slides being presented?**

Using the following grade criteria:

- There are no supporting notes, or they are quite unclear and totally unrelated to the points in the slides
- The supporting notes are reasonably clear and do support the bullet points in the slides, but are presented in a random order
- There are clear notes to support the bullet points, but some of these do not expand sufficiently on the points made.
- The notes clearly relate to the bullet points and adequately support most of the bullet points within the slides.
- The notes clearly support each consecutive bullet point and allow the presenter to convincingly expand on the bullets in a way that is credible and professional.

## How you will assess others' work and receive your own results

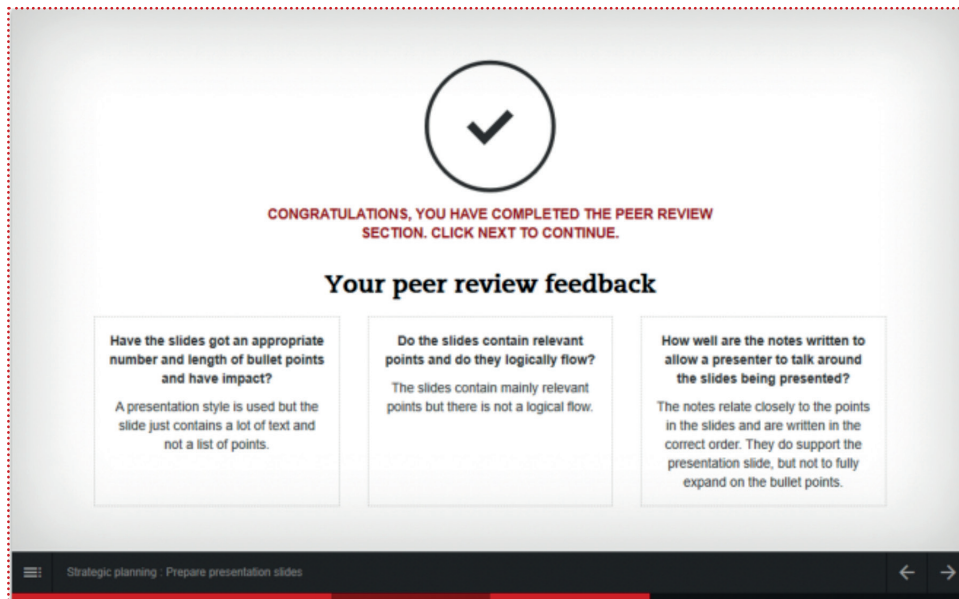
When you have submitted your own presentation into the system, you will then be asked to mark the presentations of five other learners, using the criteria shown above as the basis for your assessment. You will be given a generous time limit to complete your marking. You should then mark the submissions downloaded to you as carefully and fairly as you can. To do that you should click on the descriptor which most accurately describes the presentation you have just reviewed, for each of the three different criteria being assessed.

Each time you complete marking a presentation and submit the marks for that submission, a counter will tell you how many submissions you have already marked and how many you have left to mark. When you have marked all five peer presentations, you will be asked to wait for your own result.

## What you see when your own submission has been marked by your peers

Below is an image of a result given to a learner whose submission has been successfully passed by their peers. Note that apart from being told that the submission was successful, the learner receives a summary of feedback against each of the three assessment criteria, describing how well they did.

This feedback is particularly useful if the learner is not successful and can be used to identify where to improve their presentation when submitting it the next time.



The screenshot displays a peer review feedback interface. At the top, a large checkmark icon is centered within a circle. Below it, the text reads: "CONGRATULATIONS, YOU HAVE COMPLETED THE PEER REVIEW SECTION. CLICK NEXT TO CONTINUE." The main heading is "Your peer review feedback". Below this heading are three feedback boxes:

- Have the slides got an appropriate number and length of bullet points and have impact?**  
A presentation style is used but the slide just contains a lot of text and not a list of points.
- Do the slides contain relevant points and do they logically flow?**  
The slides contain mainly relevant points but there is not a logical flow.
- How well are the notes written to allow a presenter to talk around the slides being presented?**  
The notes relate closely to the points in the slides and are written in the correct order. They do support the presentation slide, but not to fully expand on the bullet points.

At the bottom of the screen, there is a navigation bar with a hamburger menu icon, the text "Strategic planning Prepare presentation slides", and left and right arrow icons.

Good luck with your submission.