

# Roles of the Reviewer

# Reviewer Skills and Attributes: Task

What skills and attributes does an effective external reviewer need?

In your groups, compile a list as rapidly as possible. (Agree on one of the group who will take notes and feed back in plenary).

Time for this task:- 10 minutes

# Reviewer Skills and Attributes

- What skills and attributes does an external reviewer need?
  - Professionalism
  - Confidentiality
  - Self-knowledge
  - Objectivity
  - Fairness
  - Tact and sensitivity
  - Respect
  - Active listening
  - Record accurately
  - Ability to work as part of a team

# Good Reasons for becoming a reviewer

- serve/give back to the field
- serve/support the quality assurance initiatives in the country
- learn more about quality assurance/peer review
- professional development

# Responsibilities of the reviewers

- Read the site's self-study prior to a site visit
- Apply the Standards
- Write notes and preliminary findings to discuss with team
- Participate in a 2 day site visit
- Decide whether the minimum standards are met
- Prepare a External Review Report
- Follow the necessary Code of Conduct
- Act prudently and professionally
- Prepare well prior to the visit and are familiar with the program
- Ask the team leader when questions arise

# What DO reviewers do?

- Prepares well for the site visit
- Is sensitive about confidentiality
- Makes evaluations based on the minimum standards given
- Acts in a professional, respectful, and friendly manner during the site visit

# What not to do as reviewers

- Discuss the name of or details about the school with others
- Consult anyone not affiliated with the team
- Leave documents or files related to the visit in an unsecured area
- Apply own opinions
- Get into discussion with the members of the school visited
- Stress the name of the institution they work for

# What not to do as reviewers

- Talk about practices of other schools during the visit
- Take advantage of reviewer role for personal gain before, during, or after the visit
- Take materials belonging to the site
- Suggest self as a consultant for the site
- Take advantage of visit to recruit faculty, staff, or students or for other benefits
- Accept favors, services, or gifts from the site

# What would you do if

- A staff member stops you in the corridor and complains about the pay rise
- During your site visit, you see that there are teachers who go to their classes late
- During the focus meetings, the fact that the offices are too far away from the classes is mentioned
- A prep school asks for your support in preparing the report learning that you are a reviewer for another institution

# Survey

- Please complete the survey given to you to find out about your working style as a team member.