

# *Peer Review Report*

*[Name of Guidance Centre]*  
*[Year]*

*[Names of Peers]*

*Author:*

*Released by:*

*[Date, Version No./final]*

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## 1. Data Sheet

➔ Tip: Updated from Self-Report, if necessary, otherwise identical.

### 1) Contact information

Name of Guidance Centre:

Address:

Telephone, fax, e-mail:

Contact persons	Name	Contact (e-mail)
Manager/Head of Organisation/Unit		
Peer Review Facilitator		
Other persons responsible		

2) Starting point (e.g. prior evaluations, national quality requirements applicable etc.) and decision to conduct the Peer Review (taken when and by whom?)

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### 3) Aims and purpose of the Peer Review

#### 4) External organisation

- Single Peer Review (Peers come from different Guidance Centres)
- Reciprocal Peer Review (Peer Review with one partner institution)
- Peer Review in a Network (more than 2 Guidance centres have a common Peer Team)

5) Internal organisation for the conduct of the Peer Review (Describe who is responsible for which tasks)

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#### 6) Overview of the procedure and time schedule:

Activity	Timeframe and (due) dates
Self-Evaluation	
Self-Report (due 1 month before Visit at the latest)	
Preparation of Peer Visit	

Peer Review Report

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Peer Visit

Peer Review Report

Action Plan and Improvements

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### 7) Quality Areas

At least two quality areas should be tackled and among them at least one should be a “core” quality area.

#### 7.1) List of special evaluation questions for the Peers

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### 8) List of Peers with names and contact information

	Name	Institution	E-mail
Peer Coordinator			
Peer			
Peer			
Peer			
Special Functions			
Evaluation Expert			
Transnational Peer			

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### 9) Signature(s)

Name

Position

Place

Date

## 2. Description of the Guidance Centre

This section includes a summary of the corresponding section in the Self-Report which should ideally not exceed one page.

### 2.1 Summary: Description of guidance provision

Max. 0.5 pages

### 2.2 Summary: Mission Statement

Max. 0.5 pages

### 2.3 Summary: Quality Assurance and Development: policies and measures

Max. 0.5 pages

### 3. Peer Review procedure

#### 3.1 Purpose/targets of the Peer Review

max. 10-15 lines

#### 3.2 Peer Team

List the participants in the Peer Team with their professional background.

	Name	Institution	E-mail
Peer Coordinator			
Peer			
Peer			
Peer			
Special Functions			
Evaluation Expert			
Transnational Peer			

Tip: Copy from Chapter 1

#### 3.3 Methods for collecting data and sources

max. 0.5 - 1 pages

Attach Agenda for the Peer Visit in Annex.

## 4. Assessment of Quality Areas

Please describe the results of the Peer Review in continuous text (only illustrative use of tables).

At least two quality areas should be tackled and among them at least one should be a “core” quality area.

Each quality area and indicator must be assessed separately (max. 1 page per indicator).

Minimum 2 indicators should be reviewed for every quality criteria. For each indicator the strengths and areas of improvement should be summarised. Substantiate your assessments and briefly record sources of evidence.

For each quality area, the description should address the indicator specifying the quality areas. This is the main part.

The evaluation questions formulated by the Guidance centre should be dealt with in the corresponding quality area.

Recommendations for the assessment procedure:

1. All relevant information gleaned during the Visit (based on interview minutes, observation charts etc.) should be sorted according to its relevance 1) to the quality area and 2) the indicator. Findings should then be analysed and categorised as examples of strengths or areas for improvement. It may not always be easy to attribute findings to one of the two categories, and individual Peers may also have different views. Differences should be recognised and discussed thoroughly.
2. For each indicator the strengths and areas of improvement should be summarised.
3. Then the whole Quality Area should be assessed on the basis of the assessment of the strengths and areas of improvement on the level of the indicator. Sources of evidence should also be recorded briefly.
4. Findings that do not fit into any of the quality areas chosen for the review can be attached pending agreement of the Guidance centre.
5. Recommendations can also be attached, if asked for by the Guidance centre.
6. After each Quality Area has been assessed in this way, it should be relatively easy to provide an overall assessment of the quality areas reviewed, to give oral feedback to the Guidance centre, and to fill in the Peer Review Report.

Peer Review Report

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4.1 Quality Area 1: indicate which

Indicator 1: (indicate which)

Strengths and Areas of Improvement

Indicator 2: (indicate which)

Strengths and Areas of Improvement

Indicator 3 etc

Overall assessment of the quality area 1

(Verbal assessment on the basis of the key evidence found on the levels of indicators. sources of evidence should also be recorded briefly)

4.2 Quality Area 2: (indicate which)

Indicator 1: (indicate which)

Strengths and Areas of Improvement

Indicator 2: (indicate which)

Strengths and Areas of Improvement

Indicator 3 etc.

Overall assessment of the quality area 2



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(Verbal assessment on the basis of the key evidence found on the levels of indicators. Sources of evidence should also be recorded briefly)

### 4.3 Quality Area 3 etc

→ Do you really have to review more than two Quality Areas? ;)

### 4.4 Overall Assessment

Overall Assessment of the quality areas reviewed

Max. 1.5 -2 pages

Strengths

Areas of improvement

Overall assessment

## 5. Annex

Annex relevant documents, i.e. the Agenda of the Peer Visit, interview guidelines, observation guidelines/grids etc.

5.1 Agenda of Peer Visit

5.2 Interview Guidelines for Peer Visit / Observation Grids

5.3

5.4

5.5 etc.

→ **Tip:** Delete all explanations and tips after the completion of the Self-Report - this will make the report leaner and easier to read.