PeerMark reviews – a student guide
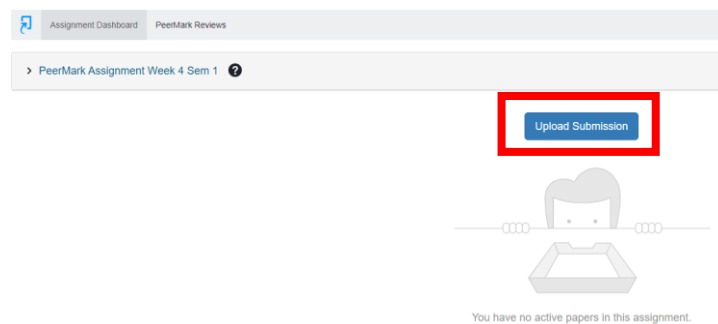
Using PeerMark needs you to do two things:

- Firstly, submit your own work (to a Turnitin inbox)
- Secondly, review the work of one or more students according to one or more questions given to you
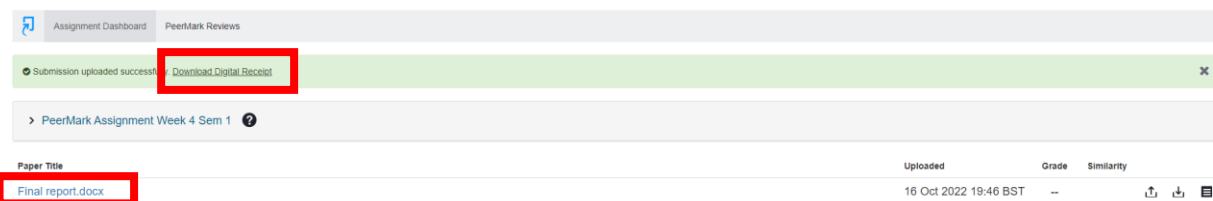
Submitting your work to Turnitin

1. Locate the Turnitin assignment (in Learn):

PeerMark Assignment Week 4 Sem 1
Submit your report in Word format, keeping to the word limit of 5000 words (+/- 10%).

2. Follow the instructions on each screen until you have **uploaded your work** and also **downloaded your digital receipt** (if you need more help with this, see the guidance on the Help and support page).

| Assignment Dashboard | PeerMark Reviews |

> PeerMark Assignment Week 4 Sem 1 ❓

Upload Submission

You have no active papers in this assignment.

3. You can confirm that your work has been successfully uploaded because it now appears in the Turnitin assignment inbox. Downloading your digital receipt is essential in case there should be any issue in the future (it confirms the date and time your submission took place) so store it safely.

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✓ Submission uploaded successful Download Digital Receipt ✖

> PeerMark Assignment Week 4 Sem 1 ❓

| Paper Title	Uploaded	Grade	Similarity
Final report.docx	16 Oct 2022 19:46 BST	--	

4. If you have any issues with submitting your work, despite having followed the instructions given to you, contact your Course Secretary immediately.

Reviewing work in PeerMark

1. You should be notified (in your course) of the date you will be able to review the work of other students; this will be in the same Turnitin Assignment where you submitted your work for review.

2. Locate the assignment, open it as before and click on the **PeerMark Reviews** tab.
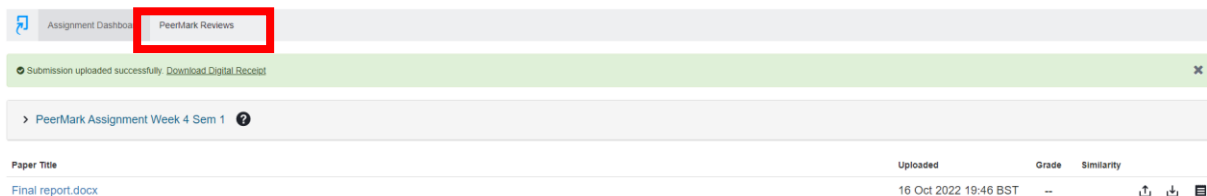

3. If you try to start this **too early**, you will see a screen telling you when the review stage begins.
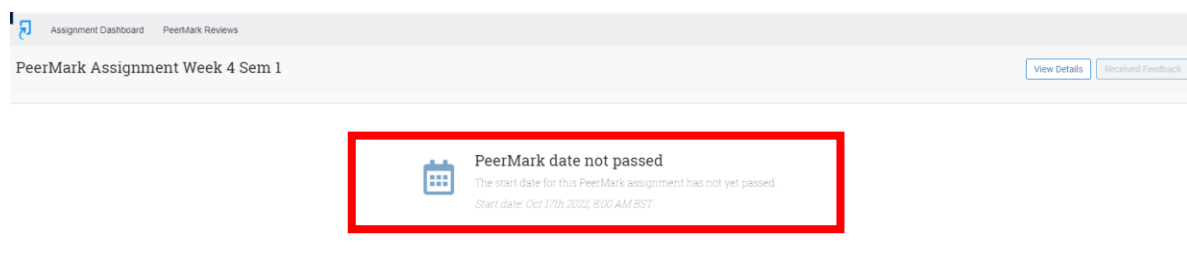

4. If papers have been assigned to you, you will see an indicator next to the **PeerMark Reviews** tab when they are available to you to review. When you are ready to start your reviews, click on the **PeerMark Reviews** tab.
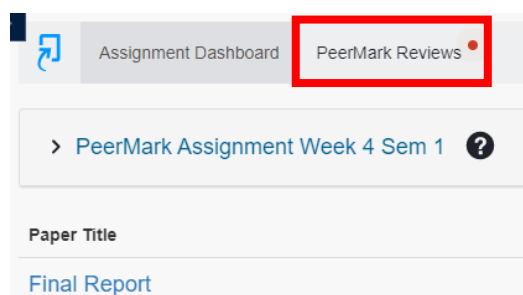

5. You will now see the papers assigned for you to review. Click on **Start Peer Review** for a paper.
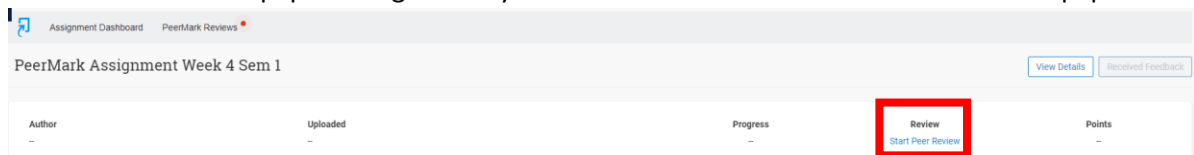
6. A new window will open showing the paper and the questions you need to answer in order to give your review.
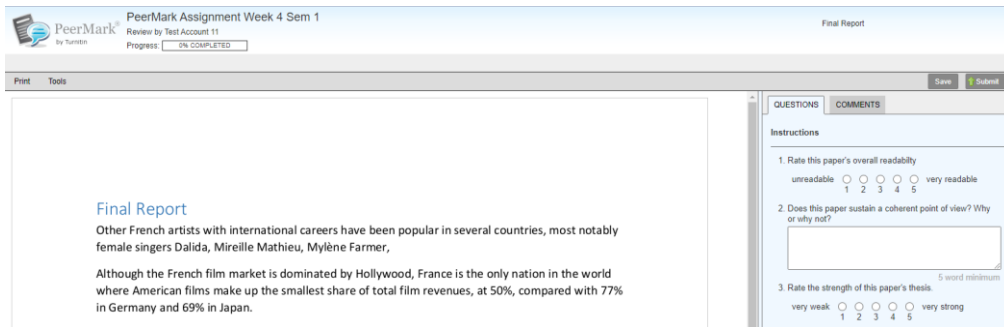
7. Work through the questions for the review. Clicking the **Save** button will allow you to save your work and edit it later (but you must return and complete this before the review deadline).
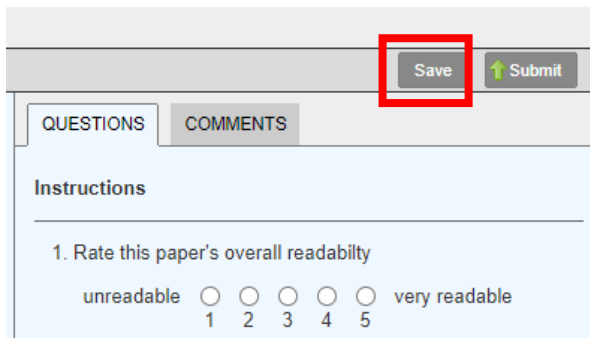
8. When you have completed a review, click **Submit** and move to the next paper until you have reviewed all the papers assigned to you. NOTE: you cannot edit your review after submitting, even though there is a message telling you that you can, so be careful that you are happy with a review before you click Submit.

9. After your Course Organiser has looked at the reviews, they may assign a grade (for your submitted work). If so, you would find this in the assignment inbox (note: it may not appear in the Grade Centre).

If you need this in an alternative format contact the Turnitin Service Team via IS HelpLine