

Process for Reviewees

1

Reviewee requests a review

2

Project manager sends introductory email to the two Reviewers and the Reviewee

3

Reviewee arranges a pre-review meeting with the Reviewers

4

Peer review is conducted during the nominated teaching session segment

5

Reviewee completes a self-review form

6

Reviewee requests peer review forms from the Reviewers

7

If Reviewee desires, arrange a post review session with Reviewers for further feedback

8

Reviewee reflects on feedback and considers possible improvements to lesson delivery