



## *Participants' Roles*

The Statewide Peer Review protocol specifies a set of reviewer roles, a format for the review, and a set of review criteria. In what follows, we describe each of these elements of the process in detail.

It is recommended that the review team remain small in number, between seven and nine individuals per team. At least half of the members should represent the standard area/discipline and level at which the lesson was taught. Members of the team assume the following roles:

**Facilitator.** The Facilitator sets the tone for the review and is an active participant in the process. It is the Facilitator's responsibility to ensure that the review adheres to the protocol and focuses on student work within the context of this learning experience. The Facilitator seeks to promote a thoughtful conversation among participants with a balance of warm and cool feedback. The Facilitator may prompt participants (including the Teacher Presenter) to keep the conversation focused and to ensure that evidence from the learning experience is discussed for each of the Criteria for Review.

**Peer Reviewer.** The Peer Reviewer is committed to meaningful feedback (warm/cool), note taking, and active listening. The Reviewer engages in active listening by totally focusing on the Teacher Presenter's comments, rather than mentally planning future comments. This person has a responsibility to use the Criteria for Review by carefully examining the student work and the learning experience to identify evidence of the criteria. The Reviewer will sign and submit the Criteria for Review Reporting Form to the Facilitator at the end of the review.

**Teacher Presenter.** The Teacher Presenter provides the review panel with a context for the learning experience, including the targeted learning standards and performance indicators, and its relation to the core curriculum. The Teacher Presenter shares samples of student work in order to illustrate how the learning experience helps students achieve the intended learning standards and performance indicators, and how the assessment plan measures the student achievement.

**Recorder.** The Recorder is a Peer Reviewer who not only actively listens but synthesizes at the same time in order to replay the essence of the Reviewers' feedback and suggestions to the teacher for revision of the experience. The Recorder, using the Criteria for Review Reporting Form, records warm ("W") and cool ("C") comments for each of the criteria and specific evidence noted in the discussion. The completed form, including the panel's recommendation, serves as the official Academy documentation of the peer review.