

Digital Educator Awards Scotland (DEAS)

Peer Reviewer Timeline and Checklist



Thank you for agreeing to be a peer reviewer.

Your role entails reviewing the work of one or more of your colleagues who have applied for the Digital Educator Award Scotland (DEAS). As a peer reviewer, you are acting as a trusted colleague who can offer informed, constructive feedback into the applicant's digital practice. Your role is to confirm the authenticity of the submission, highlight strengths and innovations, and provide encouragement that supports the applicant's professional growth. This is a professional dialogue, not a performance review.

As a peer reviewer, you should meet one or more of the following criteria:

- Belong to the same institution as the applicant. Where this is not possible, a peer reviewer can be selected from a cluster, a network group or someone from a local education authority who has knowledge of the institution and its digital journey.
- Be in an overseeing position in relation to the applicant.
- Have a strategic or other role within the institution so that you can view the submission from the perspective of the overall aims of the school.
- Have sufficient understanding of the role of digital technologies in learning and teaching to make valid and reliable judgements about the submission.
- Be willing to support the applicant in their submission and, where appropriate, provide positive, constructive and forward-looking advice.

Time required:

We anticipate 3.5 hours of your time, as follows:

- Short catch-up meetings (3 x 20-minutes, 1 hour)
- Online training (1.5 hours)
- Review the final application (1 hour)

For all dates and deadlines, please visit the website:

digitaleducatorawards.com/resources

Introduction

- Register on portal.digitaleducatorawards.com. If you are already registered on the Digital Schools Awards website or you have registered as an applicant for a Digital Educator Award(s) you do not need to register again.
- Schedule catch up meetings with the applicant, e.g. 20-min catch up every month.
- Meet with applicant to review the chosen award(s) and initial progress on gathering evidence to support the application.

Training and reviewing progress

- Meet with applicant to review progress
- Attend training for peer reviewers (or watch the recording, following the event).

Final meeting

- Meet with applicant to review final progress prior to the submission deadline

Complete the peer review(s)

- Over 2 weeks, following the application deadline, complete your peer review of the applicant's submission on the DEAS website digitaleducatorawards.com, providing short comments on each section of the applicant's submission.