

# TIPS for Peer Assessors

## 6 Tips for Peer Assessors

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- 1. BE CONSTRUCTIVE.** Whether positive or negative, ensure your feedback is factual, constructive and supports your decision. Applicants put a lot of time and resources into their applications and your feedback can help to strengthen a project and grow an applicant's abilities. When composing your feedback, try to envisage what information you would find valuable if you were the applicant.
- 2. BE CONSISTENT.** As an assessor you will come across artists you admire and artists you don't yet know, artforms that appeal to you and artforms that you might not enjoy. While it's important to be aware of your strengths and areas of expertise, it is vital to treat every application with impartiality, thoroughness and respect. Be careful not to let your personal tastes and opinions influence your objective assessment.
- 3. BE HUMBLE.** When assessors do not agree on a decision, a moderation process is required to arrive at a unified recommendation. Come to the moderation with an open mind - it's important to be open to what insights your peers will bring to the assessment. Consider what your fellow peers have said and why you might have come to different conclusions. Know your strengths and areas of expertise but be prepared to be challenged and to revisit applications.
- 4. ASK: IS THIS VIABLE?** Applications may have strong ideas or exciting talent but it is also important to examine the likelihood of a project to be delivered as proposed. The viability of a project can often be determined by examining the budget – is it realistic? Are there any items missing? Is finance in place? It's also helpful to consider whether there is an audience for the project and if support is evidenced from key partners (e.g. venue).
- 5. CRITERIA IS KING.** In order to ensure that applications are assessed objectively and with the purpose of the funding program in mind, it is critical to assess applications against their funding criteria. When assessing, ask yourself how well the application meets each of the assessment criteria and the broader objectives of the fund. You should be able to back up all of your recommendations with reference to the criteria.
- 6. DECLARE CONFLICTS OF INTEREST.** Peer honesty and integrity are crucial throughout the assessment process. If you believe you may have a conflict of interest, whether actual, potential or perceived, let the relevant Arts Queensland program manager know.