# Peer Review Toolkit

**Interview minutes and guidelines for analysis**

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**Interview minutes and guidelines for analysis (to be filled in by the reviewing peers)**

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| Name of peer |  |
| Date and time |  |
| Number of interviews |  |
| Quality Area |  |
| Criterion/criteria |  |
| Indicators |  |
| Relevant remarks |  |

**Recommendations for the minutes and analysis procedure:**

* Write down every interview question and the criterion/indicator it is attributed to. Note that interview questions are the questions which are actually asked during the interviews, do not use the phrases specifying the indicators, in most cases they will be too general to elicit any useful answers.
* Leave enough space in the form to be able to record the gathered information.
* Print out the interview minutes before the interviews. Alternatively, the form can also be made available on laptop computers/notebooks. Make sure all Peers have all necessary forms before the interview starts.
* Take minutes by noting key words and statements for each interview question.
* The peer assessment group should then discuss and summarise the information collected during the interview in relation to the following questions
1) What are the key issues of the interview in relation to the indicators and criteria? What can be considered strengths, what are areas of improvement?
2) How credible and reliable is the information gathered by this interview?
3) What additional meaningful and unusual information (which does not fit into the indicators/criteria) can be outlined?
4) Do you want to record any further questions, assumptions or inconsistencies?

**Interview minutes**

Quality Area 1: Role of the Teacher

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| Tell me about the role you took in the activity, what was your planned role and how did you have to change during the activity? |
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Quality Area 2: Environment

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| How you have prepared the space for the activity and what are your reflections on how it was used? |
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Quality Area 3: Materials

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| What materials have you prepared for the activity and why? |
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Quality Area 4: Organization

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| Is there anything in the organization that you had to consider specially when planning the activity? What and why? |
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Quality Area 5: Role of children

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| What are your reflections of the children’s possibilities for participation fantasy and learning in the activity? |
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| Question 8: Concluding remarks/questions: What else do you want to communicate to the reviewed organisation (further concerns and/or wishes)? |
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| Particular information and distinctive features beyond the interview focus? |
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**Guidelines for analysis of the interview by the Peer assessment group**

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| 1) What are the key issues of the interview in relation to the different indicators and criteria? |
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| 2) Which additional meaningful and unusual information (which does not fit into the content of the indicators/criteria) can be outlined? |
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| 3) Do you want to record any further questions, assumptions or inconsistencies? |
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