So your lecturer has set a peer assessment and you’ve got a few questions about how to go about doing it. This guide should help you with completing your peer assessment on WebPa-x.

Logging in to WebPA-x

To access WebPa-x, open your browser and visit https://users.cecs.anu.edu.au/webpax. The following screen will appear:

Your user account is your usual ANU username and password, for example u1234567. To log in enter your ANU username and password, and click login.

Your browser must have both cookies and JavaScript enabled for WebPa-X to work properly. Consult your browser help for information about enabling cookies and Javascript.
The homepage

Once you log in to WebPa-X, the home page will appear as follows:

![WebPA-X homepage](image)

Welcome to Web-PA, the easiest way for you to complete your peer assessment on the web.

Below is a list of the assessments you can take now.

**Open Assessments**

- **Term 3**
  - scheduled: Sunday, September 25, 2011 at 12:00:00 AM - Friday, October 7, 2011 at 12:00:00 AM
  - [take Assessment]

**Finished Assessments**

These assessments you have already taken, or which have passed their deadline for completion.

Some of your assessments may allow you to see feedback on your performance. Click [view feedback](#) (if available) for a particular assessment to see the feedback.

No finished assessments

The home page shows a list of the assessments that are available for you to complete, as well as assessments that you have completed in the past. Each assessment has a scheduled period of time for you to complete it, and this is shown under the assessment name.

To complete an assessment, click the **take Assessment** button next to the assessment you wish to complete.
Completing an assessment

Completing a peer assessment involves grading your peers based on the criteria that your lecturer has specified. Your lecturer will provide a description about each criterion, and an overall introduction to the assessment, which will guide you in considering how to grade your peers.

To grade a person, drag the slider so that it lines up with the description that best matches what you think that person has done.

Some peer assessments may ask you to grade yourself as well as your peers. If this is the case then you should grade yourself honestly with respect to your peers. Your lecturer can compare what mark you gave yourself and what your peers rated you, and if there’s a large difference between the two marks, they can detect it easily.

You must provide a rating for each person in each criterion. If you have missed a rating, WebPa-x will not accept your submission, and will tell you which ratings you have missed.

The slider is set to the lowest mark by default. If you wish to give the lowest mark to a peer, you must drag the slider away from the lowest mark and back again. This is so that WebPa-x knows that you intentionally set that mark.
Some criteria may have separate comment fields. This is to allow you to comment on the mark given, and typically, lecturers want to know the reason or reasons behind why you gave that mark. If a comment field is optional, you don't need to give a comment. **If a comment field is required, you must give a comment before WebPA-x will accept your submission.**

Once you have completed your assessment, you can submit it by clicking the *Submit assessment* button at the bottom of the page.

If you have completed your assessment, a message indicating that your assessment was submitted successfully. From here, you can return to the home page and see that your assessment has been received.

Thank you for completing this peer assessment. Your responses have been saved successfully.

You can check that you have successfully completed this peer assessment by going back to the [assessment list page](#) and ensuring that the status of this assessment is "COMPLETED".

[Back to assessment list](#)

Once you have completed an assessment, it will appear in the *Finished Assessments* list. If the assessment has not closed, you can edit your assessment response, by clicking the link under the scheduled time. WebPa-x will load your previous response so you can start again where you left off.

You can also view what marks were submitted to WebPa-x by clicking *View response*.

**Further help**

For further information about WebPa-x or a particular assessment, consult your lecturer or tutor.