

Peer Review Checklist – Financial Aid Form

Group Members' Names: _____

Reviewer's Names: _____

1. Does the form make its purpose clear?

Score: 1 2 3 4 5 (1= fails to do; 5 = does excellent job)

Strengths:

Suggestions for improvement:

2. Does the form provide adequate space for the written entries it requires?

Score: 1 2 3 4 5 (1= fails to do; 5 = does excellent job)

Strengths:

Suggestions for improvement:

3. Does the form provide clear instructions for its completion to applicants?

Score: 1 2 3 4 5 (1= fails to do; 5 = does excellent job)

Strengths:

Suggestions for improvement:

4. Does this form clearly solicit the information needed by the Financial Aid Office, which has to determine how many other students parents have in college, aside than the applicant requesting aid, before it can complete its assessment of the student's financial aid package?

Score: 1 2 3 4 5 (1= fails to do; 5 = does excellent job)

Strengths:

Suggestions for improvement:

5. Does the form encourage applicants to return the completed form promptly? Does it mention where the form should be sent?

Score: 1 2 3 4 5 (1= fails to do; 5 = does excellent job)

Strengths:

Suggestions for improvement:

6. Does the form make the best possible use of its space? Or does it have unused space?

Score: 1 2 3 4 5 (1= fails to do; 5 = does excellent job)

Strengths:

Suggestions for improvement:

7. Does the form provide only relevant categories to the applicants, or does it solicit information that will not be used by the Financial Aid Office?

Score: 1 2 3 4 5 (1= fails to do; 5 = does excellent job)

Strengths:

Suggestions for improvement:

8. Is the form easy to fill out?

Score: 1 2 3 4 5 (1= fails to do; 5 = does excellent job)

Strengths:

Suggestions for improvement: