

Peer Assessment in Moodle

A Guide for Staff

Version 2.0 (September 2014)



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PEER ASSESSMENT IN MOODLE

There are two different peer assessment activities available to you in Moodle. The Workshop activity allows students to submit their work for assessment by their peers, the peers each provide a grade and/or feedback for the work and then a final grade is calculated by taking into consideration all of the grades/feedback – this is then moderated by the tutor. WebPA allows groups work to be marked based on contributions from each member. Each member of the group is presented with some criteria to mark their peers against. Once marked you input the grade that you group have achieved and WebPA scales each members score based on their contribution i.e. someone who contributed more gets a higher mark than someone who barely did anything. The Workshop activity is for assessing work, WebPA is for assessing contribution towards group work.

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USING THE WORKSHOP ACTIVITY


The Moodle Workshop is a peer assessment activity with a wide range of configuration options. Students receive two grades from this activity: a grade for their submitted work (how good their submitted work is); and a grade for their assessments of other student's work assessment (how well they assessed their peers). The two grades from this activity are placed into the gradebook where they can be aggregated as necessary.

Typically a workshop is not a short-term activity, it can take several days or even weeks to complete. The workshop work flow can be divided into five phases. The teacher controls which phase the workshop activity is in at any time.

- **The Setup Phase** – the teacher creates and configures the workshop, students can't do anything at this point.
- **The Submission Phase** - students have a period of time in which they can make their submissions.
- **The Assessment Phase** – the students peer assess each other's work.
- **The Grading Evaluation Phase** – the teacher grades the submissions and peer assessments.
- **The Closed Phase** – the final grade is calculated.

CONFIGURING A WORKSHOP ACTIVITY

Before you can start to setup the workshop you need to add the activity to your Moodle course and configure it.

1. Navigate to your Moodle page
2. Click the **'Add an Activity or Resource'** button in the appropriate section
3. Select the  activity and then click the **'Add'** button
4. Give the workshop activity a **'Workshop Name'** and a **'Description'**

Grading Settings

5. Choose which **'Grading strategy'** should be used for this workshop
 - a. **'Accumulative grading'** – you give comments and a grade regarding specific aspects

- b. **'Comments'** – you give comments about specific aspects but you can't give a grade
 - c. **'Number of errors'** – you give comments and a yes/no assessment for specific aspects
 - d. **'Rubric'** – assessment is based on a Rubric
6. Choose the **'Grade for submission'** i.e. the maximum proportion of the grade that is given for how good the student's work is
 7. Choose the **'Grade for assessment'** i.e. the maximum proportion of the grade that is given based on the student's assessment of other work
 8. (If required) choose the number of **'Decimal places in grades'**

Submission Settings

9. Give some **'Instructions for submission'** i.e. tell the student what you expect them to submit
10. (If required) choose the **'Maximum number of submission attachments'** allowed i.e. how many files can the user upload to the workshop
11. (If required) choose the **'Maximum submission attachment size'** i.e. what is the maximum size of each file the student uploads
12. Choose whether to allow **'Late submissions'**

Note: if you enable late submissions the students will be able to make submissions during the assessment phase but they will not be able to edit submissions.

Assessment Settings

13. Give some **'Instructions for assessment'** i.e. tell the student what you are expecting from them when they peer assess other student's work
14. Choose whether to **'Use self-assessment'** i.e. is it possible for students to be assigned their own work to assess

Feedback Settings

15. Choose which **'Overall feedback mode'** to use
 - a. **'Enabled and optional'** – students can give an overall comment about their peers work but are not required to do so

- b. **'Enabled and required'** – students must give an overall comment about their peers work
 - c. **'Disabled'** – an overall comment is not required and cannot be given
16. (If required) choose a **'Maximum number of overall feedback attachments'** that can be uploaded i.e. how many feedback files can be uploaded. (Feedback files can be an annotated copy of the user's submission.)
17. (If required) choose a **'Maximum overall feedback attachment size'** i.e. what is the maximum size of each feedback file that is allowed
18. Give a **'Conclusion'** that will be displayed after the student has finished assessing their peers work e.g. explain what happens next in the process or thank the student.

Example Submissions Settings

19. Choose whether to **'Use examples'** i.e. do you want to upload some example submissions that the students can use to practice on before assessing their peer's work
20. (If required) choose a **'Mode of examples assessment'**
- a. **'Assessment of example submission is voluntary'** – Students may assess the examples if they wish to, but it is not required
 - b. **'Examples must be assessed before own submission'** – Students must assess the examples before they are allowed to submit their own work for assessment.
 - c. **'Examples are available after own submission and must be assessed before peer assessment'** – Examples only appear to students after they have submitted their work and must be assessed by the student before they can assess the work of other students

Availability Settings

21. (If required) choose when to **'Open submissions from'** i.e. when can students start to submit their work
22. (If required) choose a **'Submission deadline'**
23. (If required) choose whether to **'Switch to the next phase after the submission deadline'** automatically i.e. do you want the workshop to switch to the assessment phase automatically
24. (If required) choose when to **'Open for assessment from'** i.e. when do you want students to start peer marking work

25. (If required) choose a **'Deadline for assessment'** i.e. when must students have peer assessed each other's work by
26. When you are finished configuring the workshop activity, click the **'Save and display'** button

THE WORKSHOP ACTIVITY INTERFACE

Teacher's View

Engineering Mathematics Workshop ?

You can switch to the next phase by clicking on the light bulb icon

Each phase of the workshop is listed horizontally across the page. The current phase is shown in bold.

| Setup phase | Submission phase | Assessment phase | Grading evaluation phase | Closed |
|---|---|------------------|--|--------|
| <ul style="list-style-type: none"> ✓ Set the workshop description ✓ Provide instructions for submission ✗ Edit assessment form | <ul style="list-style-type: none"> ✓ Provide instructions for assessment ✓ Allocate submissions expected: 6 submitted: 0 to allocate: 0 | | <ul style="list-style-type: none"> ✗ Calculate submission grades expected: 6 calculated: 0 ✗ Calculate assessment grades expected: 6 calculated: 0 | |

There are a number of tasks that need to be completed in each phase of the workshop. Completed tasks are shown with a green tick.

Note: you should complete all tasks before moving on to the next phase

Note: the tasks you see will depend on what settings you chose when configuring the activity e.g. if you chose to include example submissions you will have a task called **'Prepare example submissions'**.

Student's View

Engineering Mathematics Workshop ?

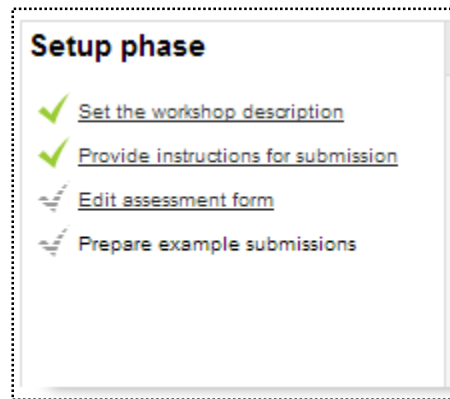
Students cannot switch the phase of the assignment. This must be done by a tutor

| Setup phase | Submission phase | Assessment phase | Grading evaluation phase | Closed |
|---|--|------------------|--------------------------|--------|
| <ul style="list-style-type: none"> ⓘ The workshop is currently being set up. Please wait | <ul style="list-style-type: none"> ✗ Submit your work | | | |

Students and Teachers will have different tasks that they need to complete for each phase of the workshop

THE SETUP PHASE

The first two tasks in the setup phase should have already been completed when you configured the assignment. If the **'Set the workshop description'** or the **'Provide instructions for submission'** tasks are not complete you should click on them and fill out the appropriate fields in the workshop settings.



The Edit Assessment Form Task

For this task you will need to configure the criteria that the submission should be graded against.

Note: this task can vary based on the grading options you configured when setting up the workshop activity. This example assumes you have chosen **'Accumulative grading'**. If this is not the case please see **'Appendix 1'** of this guide.

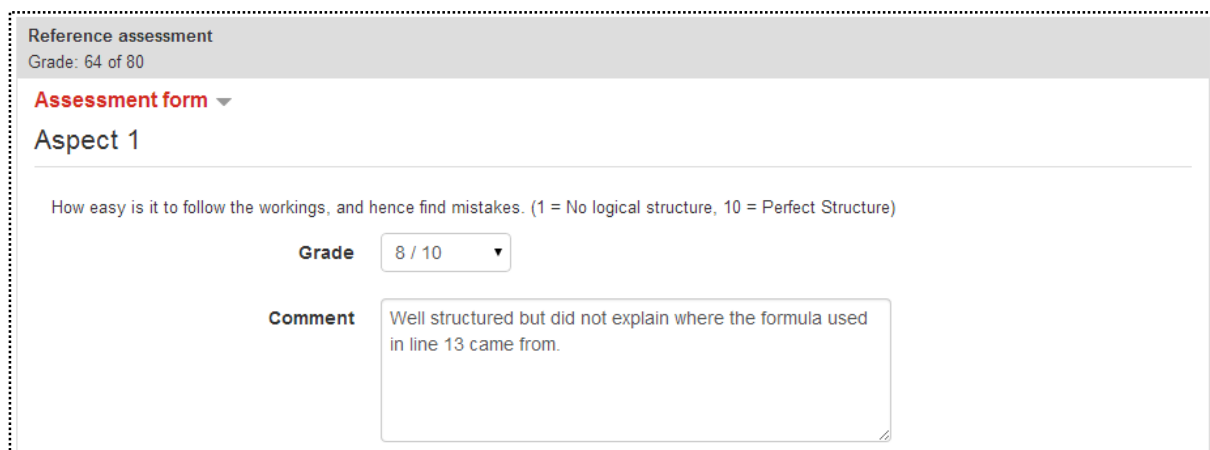
1. Click the **'Edit assessment form'** task
2. Enter a **'Description'** for the criteria e.g. to what extent does the assignment conform to the assignment description, is it an appropriate submission (1 = Does not Conform, 10 = Conforms exactly)
3. Choose the **'Best possible grade/Scale to use'** for this criteria
4. Choose a **'Weight'** for this criteria i.e. how important is this criteria, is it more important to the final grade than another criteria
5. Repeat steps 2 – 4 for each criteria that should be considered when assessing the work
6. When finished click the **'Save and close'** button

Note: by default you are given space to include 3 criteria. If you require more you can click the **'Blanks for 2 more aspects'** button

The Prepare Example Submissions Task

For this task you are required to upload an example submission that the students can assess before they peer assess the real submissions – to give them some practice. You will need to assess the example submission in order to provide a reference point for assessment.

1. Click the **'Add example submission'** button
2. Give the submission a **'Title'**
3. (If required) enter the submission's text into the **'Submission content'** text box
4. (If required) add the example submission as an **'Attachment'**
5. Click the **'Save changes'** button
6. Click the **'Continue'** button
7. Fill in the **'Assessment form'**



The screenshot shows a web interface for a 'Reference assessment'. At the top, it says 'Reference assessment' and 'Grade: 64 of 80'. Below this is a section titled 'Assessment form' with a dropdown arrow. Underneath, it says 'Aspect 1'. A description reads: 'How easy is it to follow the workings, and hence find mistakes. (1 = No logical structure, 10 = Perfect Structure)'. There are two input fields: 'Grade' with a dropdown menu showing '8 / 10' and a downward arrow, and 'Comment' with a text area containing the text: 'Well structured but did not explain where the formula used in line 13 came from.' There is a small icon in the bottom right corner of the comment box.

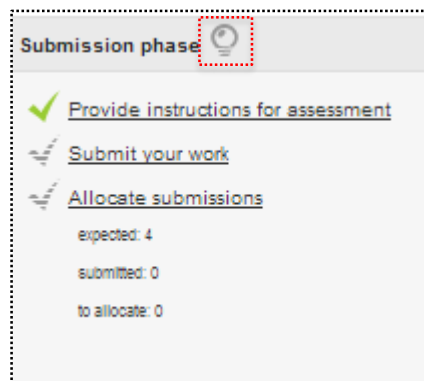
8. Click the **'Save and close'** button

Note: you can add multiple example submissions to the workshop activity, just follow the instructions above for each example you want to add.

THE SUBMISSION PHASE

When you have completed the setup phase you can move to the submission phase, at this point students will be able to submit their work to the workshop. After all submission have been made you will be able to allocate those submissions to other students to be peer assessed.

1. Click the light bulb icon above the submission phase column to change the phase.



Note: as a staff member you do not need to complete the **'Submit your work'** task. This will be covered in the student version of this guide.

The Allocate Submissions Task

Once all submissions have been made you can allocate those submissions to students to be marked. Allocation can be done manually or randomly. You are able to choose how many times each submission should be marked and whether people who didn't submit anything can assess other's work.

1. Click the **'Allocate submissions'** task
2. Choose how you would like to allocate the submissions (click on the appropriate tab)
 - a. **'Manual Allocation'** – you will allocate the papers to students manually
 - b. **'Random Allocation'** – the papers will be distributed to the students at random
 - c. **'Scheduled Allocation'** – the papers will be randomly allocated at the end of the submission phase (defined when you first setup the activity)

Manual Allocation

1. Expand the **'Add reviewer'** dropdown box
2. Choose which student will review the participants work
3. Repeat 1-2 for each reviewer
4. Expand the **'Add reviewee'** dropdown box
5. Choose which student this participant will review
6. Repeat 4-5 for each reviewee
7. Repeat steps 1-6 for each participant
8. Return to the workshop control page when you have finished allocation

The screenshot shows a table with three columns: 'Participant is reviewed by', 'Participant', and 'Participant is reviewer of'. Red dashed boxes highlight specific elements in each column with explanatory text boxes above them.

- Left Column:** A red dashed box highlights the 'Add reviewer' dropdown menu, which is expanded to show 'Curtis Kennington' and 'Manish Basyal'. A text box above it states: "All of the people who will review the participant are listed in the left hand column".
- Center Column:** A red dashed box highlights the 'Participant' section, which shows 'Connor Atherton' (with 'Connor's Work' and 'No grade yet') and 'Manish Basyal' (with 'Manish's Work' and 'No grade yet'). A text box above it states: "All of the course participants are listed in the centre of the allocation table."
- Right Column:** A red dashed box highlights the 'Add reviewee' dropdown menu, which is expanded to show 'Hilary Thomas' and 'Jordan Kirby'. A text box above it states: "All of the people who the participant will review are listed in the right hand column."

Random Allocation

1. Choose a **'Number of reviews'**
 - a. **'Per submission'** – the number of times each submission needs to be reviewed by other participants
 - b. **'Per reviewer'** – the number of reviews each participant should review
2. Choose whether to **'Remove current allocations'** i.e. if you have made any manual allocations do they need to be preserved
3. Choose whether **'Participants can assess without having submitted anything'**
4. Click the **'Save changes'** button

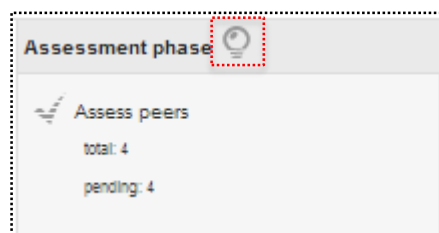
Scheduled Allocation

1. Tick the **'Enable scheduled allocation'** tick box
2. Expand the **'Allocation settings'** options
3. Choose a **'Number of reviews'**
 - a. **'Per submission'** – the number of times each submission needs to be reviewed by other participants
 - b. **'Per reviewer'** – the number of reviews each participant should review
4. Choose whether to **'Remove current allocations'** i.e. if you have made any manual allocations do they need to be preserved
5. Choose whether **'Participants can assess without having submitted anything'**
6. Click the **'Save changes'** button

THE ASSESSMENT PHASE

When you've completed the submission phase you can move on to the assessment phase, at this point the students work has been allocated and the workshop is at the stage where the users can peer assess each other's work. If you, as the teacher, have been allocated any work to assess at this point you should do so now.

1. Click the light bulb icon above the **'Assessment phase'** column to change the phase.



| First name / Surname | Submission | Grades received | Grades given |
|---|-------------------------------|--|---|
|  Connor Atherton | Connor's Work | <ul style="list-style-type: none">Manish BasyalCurtis KenningtonJordan KirbyStephen OwensPhilip Tubman | <ul style="list-style-type: none">Manish BasyalCurtis KenningtonStephen OwensHilary Thomas |

You can see all the grades that have been given to the participant from the other users who have been allocated their work to assess.

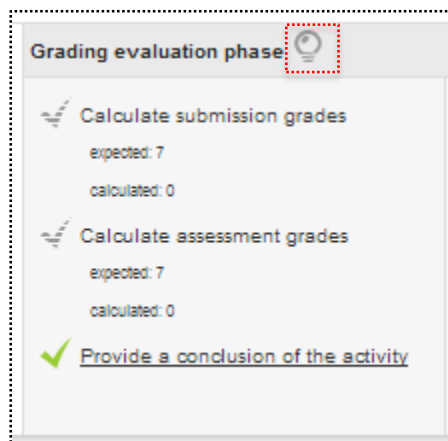
You can see all of the grades that the participant has given the other users that he has peer assessed.

THE GRADING EVALUATION PHASE

When everyone has completed the assessment phase you can move on to the grading evaluation phase, at this point the users have all peer assessed each other's work and the teacher is required to evaluate the assessment and calculate the final grades.

Note: once you have entered the grading evaluation phase users can no longer modify their submissions or assessments.

1. Click the light bulb icon above the **'Grading evaluation phase'** column to change the phase.



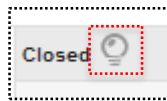
2. Click the **'Continue'** button
3. Choose a **'Grading evaluation method'**
4. Choose a **'Comparison of Assessments'** level i.e. how strict should the workshop be when calculating final grades, how similar do the peer assessment scores need to be in order for a user to gain the higher mark
5. Click the **'Re-calculate grades'** button

Note: you can recalculate the grades multiple times using different settings if you require.

THE CLOSED PHASE

When you've finished calculating the final grades you are ready to move the workshop activity into the closed state. When a workshop is closed the grades become final and are added to the Moodle gradebook. Students can still see their submissions and assessments when the workshop is closed.

1. Click the light bulb icon above the **'Closed'** column to change the phase.



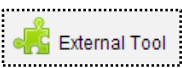
USING WEBPA

With WebPA students doing group work activities can grade each other's contributions based on a set of pre-defined criteria. After doing this each student will be provided with an adjusted grade based on the feedback their peers gave to them.

- **Forms** allow you to define the criteria that students will use to judge their peers contributions to the group work. The criteria in the form can be scored in two different ways: using a Likert scale or using a 'Split 100' system i.e. you have 100 points that need to be assigned to all group members based on their contributions.
- **Groups** are used to organise students based on the groups they were allocated to when conducting the group work. Groups can be created from scratch or you can make use of existing group allocations in the system i.e. those copied from Moodle.
- **Assessments** are used to schedule peer assessment sessions so that they only run when required i.e. so students can't assess their peers until the group work has finished.

ADDING THE WEBPA EXTERNAL TOOL

As the WebPA tool is not a standard Moodle resource or activity it needs to be added to your Moodle course using the '**External Tool**' activity.

1. Access your Moodle Course
2. Click the '**Add an Activity or Resource**' button
3. Select the  option and click the '**Add**' button
4. Give the WebPA tool an '**Activity Name**'
5. Choose the '**WebPA**' option from the '**External tool type**' dropdown list
6. (If required) choose a '**Launch Container**'
 - a. '**Default**' – the WebPA tool will decide which launch container to use
 - b. '**Embed**' – the WebPA tool will be displayed in Moodle in a similar manner to other Moodle activities
 - c. '**Embed, without blocks**' – the WebPA tool will be displayed in Moodle but the Moodle blocks will not be included (giving the tool more room)
 - d. '**New window**' – the WebPA tool will open in a new window (or tab)

Activity Name*

Presentation Peer Assessment

External tool type ?

WebPA + ⚙ ×

Launch URL ?

Launch Container ?

Default ▾

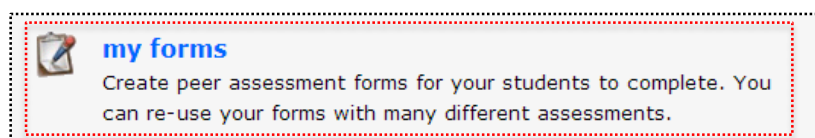
+ Show more...

7. Click the **'Save and display'** button

CREATING PEER ASSESSMENT FORMS

There are multiple ways that a Peer Assessment Form can be created in WebPA. You can create a new form from scratch, you can import an existing form from another source or you can clone a form and then make changes to it.

1. Click the **'my forms'** link



Creating a New Form



1. Click the **'Create Form'** button
2. Give a **'Name for this new form'**
3. Choose **'What type [of] scoring will your criteria use?'**
4. Click the **'Finish'** button

Name for this new form

What type scoring will your criteria use?
 WebPA offers two different ways that your students can score each other.

- Likert Scale** (default)
 The standard WebPA scoring. Students rate each other against a small likert scale, typically 1-5 or 1-10, by simply clicking the appropriate radio button.
- Split 100**
 Students must split 100 marks between their teammates for each criterion, with each score being entered manually into the appropriate box. The score for each criterion must total 100, so students using this method will be made more aware of the effects of their peer assessment scores, as giving more marks to one team mate means another must get less.

You now have an empty form that can be used for assessments. To make this form useful you need to add the grading criteria to it.

5. Click the **'Add a new criterion'** button
6. Enter the **'Criterion Text'**
7. (If required) enter a **'Description'** e.g. you could use the description box to give more detail that will help users understand the criterion.
8. (If required) choose what values the **'Score can range from'** i.e. choose the values for your Likert scale
9. Click the **'Next'** button

Here you can edit the text and description of the criterion.

Criterion Text

Description
(optional)

Here you can select the range of scores you will allow for this assessment criterion.

Scores range from **to**

Please Note - allowing 0 scores means students can receive no marks if they failed to contribute at all.


10. (If required) add any **'Score descriptions'** i.e. add some descriptive text to your Likert scale
11. Click the **'Finish'** button
12. Repeat Steps 5 – 11 for each criterion

Cloning an Existing Form



1. Click the **Clone Form** button
2. Choose which form you want to clone from the list of available forms
3. Click the **'Next'** button
4. Enter a **'Name for new form'**
5. Click the **'Finish'** button
6. Click the **'my forms'** link
7. Click the **'Edit'** (pencil icon) button next to your new form
8. Make any changes to the form and criterion

Existing forms

These are the forms you have already created. To edit a form, click on  in the list below.

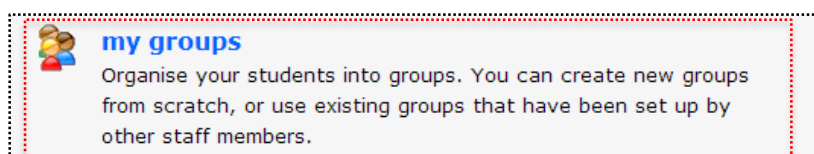
your forms

| | |
|--|---|
|  Cloned Form |    |
|  Presentation Assessment Form |    |

ALLOCATING STUDENTS TO GROUPS


Note: if you have allocated students to groups in Moodle this will sync to WebPA and your groups should already be available to use

1. Click the 'my groups' link



Creating a Group from Scratch



1. Click the  button
2. Give a '**Name for this new collection**' i.e. what do you want to call the collection of groups. A collection is similar to a Moodle grouping.
3. Choose a '**Number of groups to create**'
4. Decide what a group should be called and input it into the '**Group names begin with**' i.e. group x, team x, presentation x (where x is an automatically generated number)
5. Choose a '**Numbering Style**'

Auto-create groups

Select how many groups you want to create.

Number of groups to create 4 ▼

If you are auto-creating groups, decide how the groups will be named, e.g. *Group X* or *Team X*.

Group names begin with Presentation Group

Select the style of numbering to use for your new groups.

Numbering Style Numeric (Group 1, Group 2, ..) ▼

< Back Cancel Next >

6. Click the '**Next**' button

7. Confirm the settings are correct and then click the **'Finish'** button

Allocating Students to your Groups

1. Access your **'my groups'** area
2. Select the group you just created by clicking on its name



3. Click the **'assign all students to groups'** button
4. For each student, expand the dropdown list and select which group they are a part of
5. Click the **'save changes'** button

Cloning an Existing Group

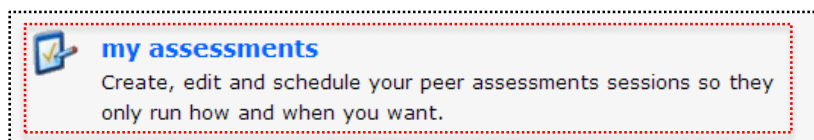
1. Access your **'my groups'** area




2. Click the **'Clone Groups'** button
3. Select the collection of groups you want to clone from the list of available collections
4. Click the **'Next'** button
5. Enter a **'Name for this new collection'** i.e. give your new collection of groups a unique name
6. Click the **'Finish'** button
7. Make any changes to the students allocations

SETTING UP ASSESSMENT SESSIONS

1. Click the **'my assessments'** link



2. Click the  **'Create Assessment'** button
3. Enter a **'Name for this new assessment'**
4. Choose an **'Opening date'** i.e. the date at which students can start to assess their peers.
5. Choose a **'Closing date'** i.e. the date at which students must have assessed their peers by
6. (If required) enter an **'Introduction'** i.e. introduce this peer assessment task to the students, explain what should be done and what the purpose of the activity is.
7. Click the **'Next'** button

To create a new assessment you must first give it a name. To avoid confusion, the name should be unique, but you can create assessments using the same name if you wish.

Name for this new assessment


Now choose a schedule for when, and for how long, this assessment will run.

Opening date 19 ▼ March ▼ 2014 ▼ at 09:00 ▼

Closing date 1 ▼ April ▼ 2014 ▼ at 17:00 ▼

Now enter the text to use as the introduction to your assessment (optional).
This text will act as a pre-amble to your assessment, and is an opportunity to instruct students on how you want them to complete the assessment, and score each criteria.

Introduction

Advanced Options 

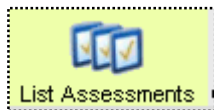
8. Choose which of your assessment forms should be used for this assessment
9. Click the **'Next'** button
10. Choose which collection of groups should complete this assessment

11. Click the **'Next'** button
12. Choose what type of assessment you are creating i.e. should students review themselves as well as their peers
13. Click the **'Next'** button
14. Confirm the assessment settings are correct and then click the **'Finish'** button

ASSESSMENT STAGES

There are a number of stages of assessment, once you create an assessment it needs to become open so that students can complete it. After this it becomes closed and the teacher needs to calculate the grades for the students. The final stage is called **'Marked'** at this point the only thing left to do is to transfer the grades back into Moodle if that's required.

1. Click the **'my assessments'** link



2. Click the **List Assessments** button

Pending Assessments are scheduled to open at some point in the future but have not done so yet. The assessment is ready for completion by students when it is opened.

Open Assessments are ready for students to complete. Assessments will stay in this state up until the close date that you configured when creating the assessment.

Use this button to edit the settings for this assessment. **Note:** please be careful when editing open assessments as students may have already completed it.

Use this button to see which students have and haven't completed the assessment.

Use this button to delete an individual's responses to the assessment.

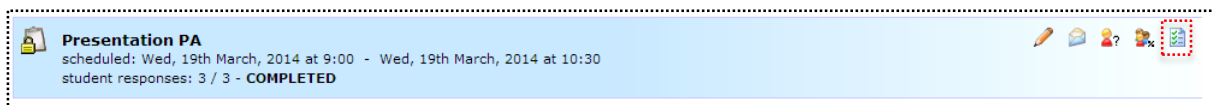
Use this button to send emails to the students. This includes emailing all students, select groups, students who have responded to the assessment and those who haven't.

Use this button to enter group marks. i.e. the grade that each group achieved for their work. This is the adjusted grade. It will be changed later based on responses to the WebPA assessment.

Closed Assessments an assessment that was previously scheduled has now come to a close and all students should have completed it. At this point no grades have been calculated.

Once an assessment has closed you need to create a mark sheet in order to calculate the final grades.

1. Ensure you have accessed your closed assignments
2. Click the **'New mark sheet'** button



3. Choose a **'PA Weighting'** i.e. what percentage of the group's total marks should be peer assessed
4. Choose whether to apply a **'Penalty for non-completion'** i.e. if a student didn't complete the peer assessment how much should they be penalised
5. Click the **'Create mark sheet'** button
6. The assessment will now enter the **'Marked'** phase

Marked Assessments an assessment has closed and the marks have been generated. At this point you are ready to transfers the grades back to Moodle (if required).

1. To view the reports and grades that have been assigned click the **'View reports'** button and select a report

TRANSFERRING GRADES BACK TO MOODLE

Once an assessment has been completed you are able to transfer the final grades back into Moodle.

1. Click the **'transfer grades'** link
2. Locate the assessment from the list of available (marked) assessments
3. Click the **'Replace source'** button
4. Confirm that you want to transfer the grades. Click the **'OK'** button

The grades have now been added to the Moodle GradeBook

USEFUL LINKS

Lancaster Answers

Lancaster Answers contains a large number of step-by-step guides, which explain many features of Moodle and more

<http://lancasteranswers.lancs.ac.uk>

ISS Service Desk

For further help and support, please contact the ISS Service Desk on:

Phone: 01524-510987

Email: iss-service-desk@lancaster.ac.uk

In person: Learning Zone in Alexandra Square