RMIT UNIVERSITY

School of Computing Technologies

COSC2635 Building IT Systems

Assessment 4: Peer Feedback, Team Evaluation and Reflection Reports

Assessment Type: Peer Assessment

Word limit: N/A (see instructions)

Length: N/A (see instructions)

Due date: Sunday of Week 6,9,11,14 11:59PM (AEST)

20% of group's overall grade

Overview

The project for this course is to work as a group to build a functional prototype of an IT system. As Building IT Systems relies on a collaborative team effort, your contributions throughout the term will be assessed. Your contribution will be assessed through Peer Feedback, Team Evaluation and Reflection Journal, comprising Assessment 4. This Assessment consists of the following

Peer Feedback 1 = 2.5% [Due in week 6]
Peer Feedback 2 = 2.5% [Due in week 11]
Team Evaluation and Reflection Report 1 = 7.5% [Due in week 9]
Team Evaluation and Reflection Report 2 = 7.5% [Due in week 14]

The Peer Feedback will be provided through online form submissions and Team Evaluation will be provided through SparkPlus. There is information in the course about using SparkPlus system which you can access if you need help using the application. Read **each section** of this assignment outline below to gain a clear understanding of what is required from your group. Reflection Reports will be graded by Canvas.

Assessment Criteria

This assessment will measure your ability to: Provide constructive feedback and work collaboratively, constructively and supportively in a team to complete a major project.

Course Learning Outcomes

This assessment is relevant to the following Course Learning Outcomes:

CLO 4: Work independently and collaboratively to develop small IT systems

CLO 5: Evaluate and provide feedback on the work of your peers

Assessment details

Your task in this assessment is to complete both the Peer Feedback as a group. You will also complete Team evaluations and Reflection Reports as individual two times. The self-assessment component of the Team Evaluation will help your instructor evaluate how well you did as well as how well your team did as a group.

You are encouraged to collaborate with your team at an agreed time of your group's choosing, throughout the week. At a minimum, you are **required** to synchronously collaborate with your teammates for **at least one hour** each week**.** This time, the manner in which you communicate and the methods of your communication will all play into how well you do in your peer assessment and team evaluations.

You group plan constitutes an **agreement between all team members** for the communication expectations and responsibilities. The ability to share this load will reduce team member's mismatched understandings and expectations.

To improve your team's collaborative experience, you might begin discussing:
- the tools you will use to communicate
- the expected frequency of responses
- how you use the tools in the context of your weekly workflow.
- include a description of an action-plan for **all** team members if a team does not respond to communication sent out by the team or doesn't attend meetings. If you are stuck, immediately consult with your Lecturer[1] for further action.

It may also be helpful to include in Team Trello board:
- Your team's decision making process (how you have agreed to come to a decision)
- Your team's dispute resolution process (how you deal with specific problems)

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[1] abm.russel@rmit.edu.au

Referencing guidelines

Use RMIT Harvard/APA 6th or 7th ed./ AGLC3/

You must acknowledge all the courses of information you have used in your assessments.

Refer to the RMIT Easy Cite referencing tool to see examples and tips on how to reference in the appropriated style. You can also refer to the library referencing page for more tools such as EndNote, referencing tutorials and referencing guides for printing.

Academic integrity and plagairism

Academic integrity is about honest presentation of your academic work. It means acknowledging the work of others while developing your own insights, knowledge and ideas.

You should take extreme care that you have:

- Acknowledged words, data, diagrams, models, frameworks and/or ideas of others you have quoted (i.e. directly copied), summarised, paraphrased, discussed or mentioned in your assessment through the appropriate referencing methods,

- Provided a reference list of the publication details so your reader can locate the source if necessary. This includes material taken from Internet sites.

If you do not acknowledge the sources of your material, you may be accused of plagiarism because you have passed off the work and ideas of another person without appropriate referencing, as if they were your own.

RMIT University treats plagiarism as a very serious offence constituting misconduct.

Plagiarism covers a variety of inappropriate behaviours, including:

- Failure to properly document a source
- Copyright material from the internet or databases
- Collusion between students

For further information on our policies and procedures, please refer to the University website.

Assessment declaration

When you submit work electronically, you agree to the assessment declaration.

Working as a group

Many courses require you to work in a group to complete various assessments. It is the collective responsibility of all group members to actively contribute and complete any project. If any individual is unavailable during this time, the group will need to adjust responsibilities to allow for the work to be completed. It is recommended that students elect a group leader to take responsibility for this.

Working in a group requires consistent interaction and communication. This should be done within Canvas, Google Hangouts, email etc.

Should any individual be unavailable for an extended period of time, it is the responsibility of the group members, or group leader, to advise their tutor to discuss the situation. This should be raised as early as possible if students wish to apply for an extension or special consideration.

Only one copy of a group assessment needs to be submitted, however all group names must be added to the report submission.

For further information about understanding group work, visit RMIT Learning Lab.