

## **Recognition of Contribution to Group-based Coursework**

### **1.0 Context**

When working as a group, there may be instances where one (or two) members contribute significant leadership and/or input into the development of the group-based project. The group may wish to recognise the pivotal role played by such an individual(s).

Regrettably, there may be group members whose contribution has not been significant and, rarely, a group member has not contributed anything to the assignment. The group may also wish to reflect this in their submission.

**Note:** Some sections of the report will be contributed to by single individuals, some by multiple group members. All members of the group must participate, and have been given the opportunity to participate. No group has the right to exclude the work of one or more members from the submitted work of the group.

### **1.1 Group Contribution Form**

When submitting the assignment, each submission must include a Group Contribution Form (GCF).

A GCF is a single page entitled Group Contribution Form for Our-Team-Name and includes each group member's name, email address and an agreed assessment of their level of contribution to the group project. The GCF will inform the allocation of marks to each individual group member.

It is important to understand that contributions can be made in any form that helps the team work together, such as keeping meeting records, team organisation, change control and integration, as well as the actual production of the engineering products (analysis, spec, designs, programming, testing and results). Contribution levels are expressed as integer values from 0 to 10, with a general expectation that group members will average (median) at a value of 8 (full) over the duration of the assignment. Contribution levels are defined in the next section.

### **1.2 Contribution levels**

Contribution levels are defined as follows:

- 10 Excellent (contributing every single week, 100% meeting record, plus leadership and/or demonstrable coordination and/or record-keeping and integration work)
- 8 Full (contributing every single week and taking responsibility for a work package)
- 6 Partial (contributing most weeks)
- 4 Sporadic (contributing for about half of the weeks)
- 2 Negligible input (contributing less than half of the weeks)
- 0 No contribution.

A GCF should also include a brief statement to explain the contribution level allocated to each group member. A zero contribution will always indicate that the group member

has contributed nothing and hence will automatically fail the coursework, with a mark of 0% recorded.

### **1.3 How individual marks are calculated from a group mark**

The submitted work is marked and a per-centage grade is allocated to the submission independent to the group contribution form.

The mark is then adjusted in accordance with the data entered in the Group Contribution Form.

The basis of adjustment is as follows:

- 10 = + 10% of report mark (but capped at +10 marks and cannot exceed 100).
- 8 = no adjustment
- 6 = -5% of report mark
- 4 = -10% of report mark.
- 2 = -20% of report mark
- 0 = 0%.

We expect and require all group members to contribute to the work of their team. It is anticipated that most group members will be allocated a contribution score of 8. A maximum of two people can be allocated a contribution score of 10.

### **1.4 What happens if we cannot agree on the content of a group contribution form?**

If no agreement can be reached on the contributions of individual members, the submission can include more than one GCF, but this will reflect badly on the group process and members may be required to produce evidence in a follow-up conversation with the unit leaders (and/or Director of Studies/Director of Teaching) to support their case.

It is anticipated that it would be a rare set of circumstances that resulted in the group needing to submit more than one GCF.

The best strategy for every group member is to ensure the group as a whole functions well: that they are inclusive, treat members with respect and consistency, and report honestly on the status of work to be completed and any concerns they may have.

### 1.5 Example of a Completed Group Contribution Form

The example provided here illustrates how you might complete a contribution form, including justification of deviations from your group's median level.

#### Group Contribution Form for Team Health-R-Us

Group Member	email	Contribution	Comment
George Clooney	george@bath.ac.uk	8	Good group member who fully participated.
Nicole Kidman	nicole@bath.ac.uk	10	Took on a significant role in the development and management of this work that went beyond the input from the rest of the group.
Brad Pitt	brad@bath.ac.uk	0	Several attempts were made to contact this group member, but we had no response. Consequently, there has been no contribution to the submission made by this member.
Kirsten Dunst	Kist@bath.ac.uk	8	Good group member who fully participated.
Jackie Chan	Jackie@bath.ac.uk	4	Jackie had a very serious illness in week five, resulting in hospitalization for a month and he could not contribute very much to the group's work after that time.
Gal Gadot	gal@bath.ac.uk	8	Good group member who fully participated.
Idris Elba	idris@bath.ac.uk	8	Good group member who fully participated.
Halle Berry	halle@bath.ac.uk	8	Good group member who fully participated.

### 1.6 How your final mark is calculated.

Suppose the mark for the group report is 60%. Assuming the table above represents the median contribution mark for the unit, the individual marks would be:

Group Member	Contribution	Mark
George Clooney	8	$60 + 0\% = 60\%$
Nicole Kidman	10	$60 + 10\% = 66\%$
Brad Pitt	0	0%
Kirsten Dunst	8	$60 + 0\% = 60\%$
Jackie Chan	4	$60 - 10\% = 54\%$
Gal Gadot	8	$60 + 0\% = 60\%$
Idris Elba	8	$60 + 0\% = 60\%$
Halle Berry	8	$60 + 0\% = 60\%$

## 1.7 Blank Group Contribution Form

[illegible]