

PRESENTATION ASSESSMENT – MARKING RUBRIC – TEAM

Assessment Criteria	Aspect	Description of qualitative assessment	Qualitative assessment	Mark
1. Selection and organisation of the content	Introduction	Introduction (or overview) is provided. This includes a clear, concise introduction to the team members as well as exceptional coverage of the background, aim and structure of the presentation. It also provides clear links to the subsequent sections.	Excellent	/10
		Introduction (or overview) is provided. This includes introduction to the team members as well as the background, aim and structure of the presentation. It also provides links to the subsequent sections.	Very good	
		Introduction (or overview) is provided. This includes introduction to the team members as well as the background, aim and structure of the presentation.	Good	
		Introduction (or overview) is provided, yet it does not include one or more part(s) of introduction to the team members, background, aim or structure of the presentation.	Fair	
		Introduction or overview of the presentation is not provided at all.	Poor	
	Conclusion	Conclusion is provided and presented in a logical order. The conclusion smoothly closes the presentation, effectively sums up key information and leaves a strong impression on the audience.	Excellent	
		Conclusion is provided and presented in a logical order, and it smoothly closes the presentation.	Very good	
		Conclusion is provided and presented in a logical order, however it does not bring the presentation to a close in a smooth manner.	Good	
		Conclusion is provided and presented in a logical order, however it does not bring the presentation to a close in a smooth manner. New information is introduced during the conclusion.	Fair	
		The team did not have conclusion of the presentation at all.	Poor	
	Overall relevance, coherence, and flow	The presentation is relevant and flows flawlessly. The material presented is justified and framed in an exceptionally coherent manner with logical elaboration/explanation throughout the sections.	Excellent	
		The presentation is relevant and flows well. The material presented is justified and framed in a highly coherent manner with logical elaboration/explanation throughout the sections.	Very good	
		The presentation is relevant and information is presented in a coherent manner. However, justification provided is not thorough or there is no elaboration/explanation within the sections.	Good	
		The presentation consists of noticeably different sections are not necessarily coherent with each other.	Fair	
		The presentation consists of noticeably different sections that are not related to each other.	Poor	
2. Co-ordination of multiple speakers	Roles of speakers	All team members lead equal parts of the presentation. Transitions between speakers are smooth, aid the flow of the presentation, and demonstrate the presentation has been excellently structured to integrate multiple speakers.	Excellent	/10
		All team members lead equal parts of the presentation. Transitions between speakers are smooth and aid the flow of the presentation.	Very good	
		All team members lead parts of the presentation and are allocated time to present. Transitions between speakers are smooth and aid the flow of the presentation.	Good	
		All team members lead parts of the presentation and are allocated time to present. Transitions between speakers in the team are not always smooth, and sometimes interferes with the flow of the presentation.	Fair	
		A few team members seem to be dominant in the presentation, while others do not take part.	Poor	

	Timing overall	The presentation has clearly been planned to communicate information with optimum efficiency and impact. Duration is within ± 1 minute of the specified presentation time. Appropriate duration is allocated to each section.	Excellent	
		The presentation goes in a relatively good timing that is within the ± 3 minute time bracket. Slightly longer partial duration may be given to discussion sections to provide the audience with a clearer understanding of the team project.	Very good	
		The presentation goes in a relatively good timing that is within the ± 3 minute time bracket. Slightly longer partial duration may be given to discussion sections, however this does not necessarily mean providing the audience with a clearer understanding of the topic.	Good	
		The presentation goes in a relatively good timing that is within the ± 3 minute time bracket. Partial duration varies across sections, however this does not provide the audience with a clearer understanding of the topic.	Fair	
		The presentation goes too long or too short (more than ± 3 minutes of the expected duration).	Poor	
	Attire	All team members are dressed appropriately for a formal presentation.	Excellent	
		Most team members are dressed appropriately for a formal presentation.	Very good	
		Half of team members are dressed appropriately for a formal presentation.	Good	
		Only one team member is dressed appropriately for a formal presentation.	Fair	
		No team members are dressed appropriately for a formal presentation.	Poor	
3. Visual aids and contents	Visual aids (e.g. graphs, charts, software demos, videos, etc.)	Clear, engaging visual aids are used exceptionally well throughout the presentation. They enhance and perfectly complement the oral presentation.	Excellent	/10
		Clear visual aids are used throughout the presentation, and complement the oral presentation well.	Very good	
		Visual aids are used in the presentation, but only for some of the presented topics.	Good	
		Visual aids are used in the presentation, but they don't fit well with the oral presentation.	Fair	
		No visual aids are used in the presentation.	Poor	
	Contents	The contents of the presentation are of excellent quality and are relevant to the topic of presentation.	Excellent	
		The contents of the presentation are of very good quality and are relevant to the topic of presentation.	Very good	
		The contents of the presentation are of good quality and are relevant to the topic of presentation.	Good	
		The contents of the presentation are of good quality, but they are not always relevant to the topic of presentation.	Fair	
		The contents of the presentation are of poor quality and are not always relevant to the topic of presentation.	Poor	
Comments			Grade	/30