# Team Assessment Profile

The purpose of the assessment profile is to enable the marker to distribute marks for team work appropriately so as to recognize individual contributions and effort. The people who know most about this are the members of the team. The assessment profile is a means for you to agree and record the effort that individuals have put in. Marks awarded for the team work will be distributed to individuals based upon the agreed assessment profile submitted.

Please use the following to indicate your relative effort in the “Contribution” column and list the tasks undertaken in the “Design and implementation” column. The form must be completed electronically as opposed to scanning a pen and paper copy.

Ideally, a record of the tasks undertaken and each member’s contribution should be kept throughout the work to make it easy to evidence at the end. Each student’s final mark will be adjusted according to their contribution.

| **Student name (PRINT)** | **Contribution (Proportion of total work 100%)** | **Student (digital) signature** | **Design and implementation tasks\* (effort in hours)** |
| --- | --- | --- | --- |
| 1 [STUDENT NAME] | [20%] |  | * [Task 1] (50%) 1 hr * [Task 2] (50%) 2 hrs |
| 2 [STUDENT NAME] | [20%] |  | * [Task 1] (50%) 1hr * [Task 2] (50%) 2 hrs |
| 3 [STUDENT NAME] | [20%] |  | * [Task 3] (100%) 1 hr * [Task 4] (100%) 1 hr |
| 4 [STUDENT NAME] | [20%] |  | * [Task 5] (100%) 2 hrs * [Task 6] (100%) 2 hrs |
| 5 [STUDENT NAME] | [20%] |  | * [Task 7] (100%) 2 hrs * [Task 8] (100%) 3 hrs |
| **Total (Group work to total 100%)** | **100%** |  | **\*Where tasks were performed by two or more, state ratio of contribution after each task.** |

Students must ensure that ALL team members have signed this form and all agree with the declaration, before it is submitted with the coursework. In the event of disagreement, the course coordinator will have the final decision having met the team to discuss the matters of concern and reviewed the evidence provided by each team member. Any matters of concern raised after the submission deadline will not be considered.

Note: in an ideal team, each member contributes equally to the deliverable, completing some subtasks on their own and then merged to form larger group tasks, and some tasks together with members of the team. Evidence should be documented demonstrating such group characteristics. All group work should ideally be completed online in the form of virtual teams using online tools such as MS Teams, Skype, Zoom, etc.