**Teamwork Evaluation Form**

**Each group member has to complete this form for their whole group**. Each group member then needs to print the form. These should then be attached to the evaluation document and handed into the school office.

We reserve the right to consult with you and potentially change the weightings (and in extreme cases marks) when this is felt necessary. We will not do this before the assignment is handed in. The teamwork marks will be contributed 50% to the communication skills section according to the individual contribution to the team.

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| **CRITERIA** | **MARKS** | | | | | | |
| **Working with**  **team**  **members (10%)** | **16-20** | **13-15** | **10-12** | | **8-9** | **0-7** | **Marks & Comments** |
| Always listens carefully to  team members.  Demonstrates patience and  respect. Identifies and  encourages team member  strengths.  Collaborates with team  members in a group decision  making process and shares  input effectively. | Consistently listens to team  members and responds with  appropriate input. Supports  the efforts of the team and  is respectful. | | Usually listens to, shares  with, is patient with, and  supports the efforts of the  team members. Makes some  decisions without team  input. | Occasionally listens to team  members. Shares input but  struggles to collaborate  (either takes control, does  not participate, or makes  decisions without team  input). | Never listens to team members. Never shares input and struggles to collaborate  (either takes control, does  not participate, or makes  decisions without team  input). | 20%  My teammate are very helpful and always reply message fast, finished the task on time . |
| **Time**  **Management (10%)** | Facilitates team’s use of  time throughout the project  to ensure deadlines are met.  Volunteers to assist other  team members with tasks. | Uses time well throughout  the project to ensure things  deadlines are met. Assists  other team members with  tasks if the need arises. | | Sometimes tends to procrastinate, but  always gets things done by  the deadlines. Team does  not have to adjust deadlines  or work responsibilities. | Occasionally struggles to get things done  by the deadlines. Team has  to adjust deadlines or work  responsibilities as a result. | Always struggles to get things done by the deadlines. | 20%  We Managed to finished the assignment before due date |
| **Contributions (10%)** | Works with team to  establish common purpose  and goals. Facilitates the  development of an action  plan. Carries out assigned  work and supports others in  completing their tasks. | Understands common  purpose and goals. Works  with team by contributing  ideas to develop a plan of  action and by carrying out  assigned work. | | Contributes mostly useful  ideas. Follows plan of action  and completes tasks. | Sometimes provides useful  ideas when participating in  the group discussion.  AND/OR  Does what is required. | Never provides useful  ideas when participating in  the group discussion.  AND/OR  Never complete what is required. | 20%  My teammate and I just solve problem together, supporting each other |
| **Attitude (10%)** | Always has a positive  attitude about the project,  task(s), and working with a  team. | Has a positive attitude about  the project, task(s), and  working with a team. | | Usually has a neutral  attitude about the project,  task(s), and working with a  team. Attitude does not  impact work. | Has a neutral attitude about  the project, task(s), and  working with a team.  Attitude sometimes impacts  work. | Has a negative attitude about  the project, task(s), and  working with a team.  Attitude sometimes impacts  work. | 20%  He is the nicest person ive ever know |
| **Leadership&**  **Participation (10%)** | Facilitates team assignment  of responsibilities, ensuring  that work is shared. Shows  initiative and good  organizational skills. | Takes responsibility when  asked or elected, shows  good organizational and  leadership skills within the  team. | | Takes some responsibility  for project. Shows  leadership on certain  aspects of the project. | Does what is required but  hesitates to or does not take  leadership. OR Takes over  the project entirely. | Reluncant to take responsibility for project and does not take leadership. | 20%  My teammate are very responsibilities and good in organizing task. |