

Peer assessment

In team projects, some members may contribute substantially more, and some members may slack off. Please let us know what you think about the contribution of each member.

Together with this instruction sheet, you will find an Excel form with the list of members of your team. For example, in Team 99 with five members, the Excel form looks like the following:

My name (x)	Person	Rating	Comments	Team
	Alice			99
	Bob			99
	Claire			99
	David			99
	Elaine			99

INSTRUCTION

Step 1: Add “x” to the first column in front of your name.

Step 2: Rate your contribution to the team project with a number from 1 to 5 according to the following reference:

- 1: Made only a small contribution or contributed in a poor standard
- 2:
- 3: Made an average contribution
- 4:
- 5: Contributed to the most challenging aspects in a high standard

Step 3: Rate the contribution of all other team members.

Step 4: If you have any comments about any person's contribution, write in the comments column

Step 5: Submit your rating and comment in Excel format.

EXAMPLE

The following example is a peer assessment filled by Bob.

My name (x)	Person	Rating	Comments	Team
	Alice	3		99
x	Bob	4		99
	Claire	5	Claire did extra work.	99
	David	2	David was absent for most of the meetings. I'm unsure what he contributed.	99
	Elaine	3		99

From this example, we can notice the following points:

- There is “x” in front of Bob’s name—indicating that he provided this rating.
- Bob rated himself 4. This means that he thinks that he contributed above average.
- Bob rated Claire 5 and added a comment that she did extra work for the project.
- Bob rated David 2 and indicate his skepticism about David’s contribution to the project.