

CM12002 – Computer Systems Architectures

Individual Contributions and the Group Contribution Form:

You should be clear that this is a group assignment. All group members should work together and organise their time and resources to complete this coursework. Therefore, finding time to work together to agree on work to be completed is essential.

That means you are expected to work together so that your individual contributions make sense when integrated into your coursework submission. The overall mark for the report will be adjusted to individual members based on their contributions expressed by ratings given by fellow group members.

Group members must meet and agree on one another's relative contribution to their project and record them on a Group Contribution Form (GCF).

The GCF must contain the **names of all group members, and their signatures with agreed level of contribution** to the **coursework** (i.e. from the moment the group is formed to the hand-in date). All activities involved count. Contribution levels are:

- 10 Excellent (high level of contribution, close to 100% attendance to meetings, plus leadership and/or demonstrable coordination and/or record-keeping work)
- 8 Full (very good level of contribution, > 90% attendance record)**
- 6 Partial (good level of contribution, >80% attendance record)
- 4 Sporadic (contributing for about half of the time, >=50% attendance record)
- 2 Negligible input (contributing fewer than half the time, >=30% attendance record)
- 0 No meaningful input (contributing less than third of the time, <30% attendance record)

It should also include a brief statement to explain large discrepancies in contribution, if they differ by more than four points from the expected level of contribution.

How individual marks are calculated from a group mark:

The **median** level of contribution level is calculated for each group and then used as a basis for adjusting each member's mark for the coursework as a whole. **We expect all members to contribute fully.** The basis of adjustment is as follows (based on the distance to the median):

- +4 = + 20% of mark (but capped at +10 marks and cannot exceed 100).
- +3 = + 15% of mark (but capped at +10 marks and cannot exceed 100).
- +2 = +10% of mark (but capped at +10 marks and cannot exceed 100).
- +1 = + 5% of mark (but capped at +10 marks and cannot exceed 100).
- 0 = no adjustment (member at the median contribution)
- 1 = - 5% of mark.
- 2 = -10% of mark.
- 3 = -15% of mark.
- 4 = -20% of mark
- 5 = -25% of mark
- 6 = -40% of mark.

A zero contribution means the member will automatically have mark of 0. If a group member fails to participate in this coursework, they will get zero marks. Non-participation means persistent unexcused absence from meetings or discussions with the group. If groups decide to approach

lecturer/tutors regarding non-participation, please first ensure that the relevant group member has been informed in good time of the dates, times (and locations, where appropriate) of all meetings.

The median is used as the central reference score in the adjustment formula, not the mean, to account for those rare cases where groups have absent or very poor contributing members.

Example:

Group Members	Contribution Level	Signatures
Bo Peep	6	
Buzz	6	
Forky	8	
Woody	4	

Woody did not contribute anything to the group until the last days of the coursework, causing significant disruption to the organization and delegation of project work (e.g. unanswered group emails, stalled work). He did help out conscientiously 2 days before the deadline, especially to the video, but other members had to do extra work to help explain what was needed and then to help with a script. Forky coordinated the work and group meetings, sending reminders and keeping all members informed of what was needed.

The median contribution in this example is 6. If the group submission was marked at 60, Bo and Buzz would get 60; Forky, 66 ($60+10\%$); and Woody would get 54 ($60-10\%=54$).

If no agreement can be reached on the contributions of individual members, the group can submit more than one GCF, but this will reflect badly on the group process and members will be required to produce evidence in a hearing with the unit leader to support their case. In such an eventuality, the Director of Studies may also be involved.