# Appendix K – Effort Evaluation Form

BSc Computing

**Alisdair Muircroft:**

(Please enter marks for yourself and each other member of your group for each category)

|  | Mitch Alexander | Suneil Rakhra | Alisdair Muircroft | Andrew Lindsay | Sean Cameron | Kate Gostanska | Vladislav Prokudin | Stanislav Valov | Tom Watson |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Attendance, punctuality & participation at group meetings (5) | 5 | 5 | 5 | 5 | 4 | 5 | 5 | 5 | 5 |
| Production of ideas and suggestions (5) | 5 | 5 | 4 | 5 | 4 | 5 | 5 | 5 | 5 |
| Performance of designated tasks (5) | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| Maintaining and improving group relations (5) | 5 | 5 | 4 | 5 | 4 | 5 | 5 | 5 | 5 |
| Share of group workload & overall contribution to the project (5) | 5 | 5 | 5 | 5 | 4 | 5 | 5 | 5 | 5 |
| Total (25) |  |  |  |  |  |  |  |  |  |

**Comments:**

**Guidelines:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No contribution – 1 | Little contribution – 2 | Average contribution – 3 | Considerable contribution – 4 | Outstanding contribution - 5 |

# Appendix L – Effort Evaluation Guidelines

**Introduction**

The Effort Evaluation mark is used to determine the relative contributions of each member of the group and is your chance to reflect on the way in which you and the other members of your group have carried out the work of the project. This should take a more than superficial look at your own (and other team members) involvement in the project.

**Attendance, punctuality & participation at group meetings**

Factors to consider here are attendance and punctuality at meetings, any apologies provided or exceptional circumstances involved. You should also talk about how each team member participated in meetings.

Guidelines for Final Effort Evaluation

|  |  |
| --- | --- |
| **Guideline** | **Mark** |
| Attendance at less than 20% of meetings with little explanation and no worthwhile participation | 1 |
| Attendance at less than 50% of meetings with little explanation and little participation | 2 |
| Between 50% and 70% attendance at meetings with some apologies for non-attendance and average participation in meetings | 3 |
| Above 70% attendance with suitable apologies for non-attendance and high participation in meetings | 4 |
| 100% attendance, always punctual and full participation in meetings | 5 |

**Production of ideas and suggestions**

Factors to consider here are how each individual member of the group contributed in terms of suggesting ideas for the subject of the project, individual components, types of users, ways of carrying out the activities such as audience analysis, requirements gathering, design, evaluation, etc.

Guidelines for Final Effort Evaluation

|  |  |
| --- | --- |
| **Guideline** | **Mark** |
| Little or no contribution | 1 |
| Less than average contribution | 2 |
| Average contribution | 3 |
| Above average contribution | 4 |
| Contributed the majority of ideas | 5 |

**Performance of designated tasks**

Each individual member of the group will have been delegated a set of tasks during meetings. Here you comment on how well the individual members achieved those tasks and whether they or not they managed to meet deadlines. You should keep in mind that some tasks may have turned out to be more difficult than predicted or that exceptional circumstances, such as illness, may have delayed the completion of a task.

Guidelines for Final Effort Evaluation

|  |  |
| --- | --- |
| **Guideline** | **Mark** |
| Little or no tasks completed | 1 |
| Some tasks not completed or tasks overrunning significantly which caused a problem for other tasks | 2 |
| All tasks completed although some may have overran and some may have required help from other members of the group | 3 |
| All tasks completed to an acceptable standard within a suitable time period | 4 |
| All tasks completed to a high standard within deadlines | 5 |

**Maintaining and improving group relations**

A group is often made up of a number of individuals whose personalities may be quite different. An exceptional group will take advantage of the strengths of each individual member to further the goals of the group. Most groups will involve members having to compromise or take actions which will minimize conflict within the group. Here, you are being asked to talk about the role each individual member played in ensuring the smooth running of the group. You might comment on any mediation that had to take place or any personality clashes which couldn’t be resolved and which affected the group’s performance. It is important that each member should have had the opportunity to contribute and it is a weakness of groups and individuals if this hasn’t taken place.

Guidelines for Final Effort Evaluation

|  |  |
| --- | --- |
| **Guideline** | **Mark** |
| Little or no contribution to group relations and perhaps a major source of conflict | 1 |
| Less than average contribution possibly being responsible for some conflict | 2 |
| Average contribution in maintaining and improving group relations | 3 |
| Above average contribution in helping to involve each member of the group and mediating compromises | 4 |
| Major contribution in involving each member of the group and mediating compromises | 5 |

**Share of group workload & overall contribution to the project**

Here you should try to explain the contributions that each member made to the project in terms of tasks completed, leadership, and communication.

Guidelines for Final Effort Evaluation

|  |  |
| --- | --- |
| **Guideline** | **Mark** |
| Little or no contribution | 1 |
| Less than average contribution | 2 |
| Average contribution | 3 |
| Above average contribution | 4 |
| Well above average contribution | 5 |