Peer Evaluation Instructions

All students are required to complete a peer evaluation for each member of the team (including a separate self-assessment section) for all Graded Team Submissions (team assignments and team project). The form will be provided by the instructor in the last teaching week and you should complete and submit after team project presentation/Q&A, within 5 days. Evaluation is confidential and will not be revealed to other team members.

Instructors may use a student's ratings (on a scale ranging from 0 to 7) to award marks to other team members by computing the average rating that a team member receives from other members (i.e., excluding self-rating). A member's mark for the Graded Team Submission will be computed as follows:

1. If a member's average rating is ≥ 4, the member may receive **100%** of the overall mark awarded to the team project.

2. If a member's average rating is < 4 but ≥ 3, the member may receive **80%** of the overall mark awarded to the team project.

3. If a member's average rating is < 3 but ≥ 2, the member may receive **50%** of the overall mark awarded to the team project.

4. If a member's average rating is < 2 but > 1, the member may receive **30%** of the overall mark awarded to the team project.

5. If a member's average rating is between 0 to 1 (inclusive), the member may receive **0%** of the overall mark awarded to the team.

The exact marks depend on the details as provided in the peers' comments.

Any student who has concerns with the possible ratings given by other team members should consult his/her instructor at the earliest opportunity. Provide evidence e.g. MCs, LOAs, letters, etc. The information should be provided latest by end of last teaching week.

Peer Evaluation Form for Graded Team Submissions

My Full Name:			
Class:	A / B	Team:	

Use the **Peer Evaluation Rubric** to evaluate your team members on each of the 5 stated attributes (on a scale of 0 to 7). State your ratings for each of your other team members in the table below. One table for each graded team submission. Do not rate yourself in this section. You will do your self-rating and reflection in another section.

Section A1: Peer Evaluation for Team Assignment on scale of 0 to 7

Copy and paste the full name of your team members from NTULearn class site > Team, into the table below.

	Name of team member (excluding yourself)	RR	CM	CR	CT	RS	Mean Rating
1							
2							
3							
4							
5							

If any of your ratings above is **< 4**, you must provide detailed comments to justify the ratings. Add/delete rows as necessary in the table below.

Name of team member	Detailed comments to justify a rating of **< 4**

If there are exceptional teammate(s) who contributed significantly and substantially above all other teammates, please write his/her name(s) and provide sufficient details in the comments. Depending on your description, he/she may get additional bonus marks. Add/delete rows as necessary in the table below.

Name of team member	Detailed comments about exceptional contributions

Optional: Please attach supporting documents such as emails and screen shots (if any), to support your ratings and comments in Appendix A.

Section A2: Peer Evaluation for Team Project on scale of 0 to 7

Copy and paste the full name of your team members from NTULearn class site > Team, into the table below.

	Name of team member (excluding yourself)	RR	CM	CR	CT	RS	Mean Rating
1							
2							
3							
4							
5							

If any of your ratings above is **< 4**, you must provide detailed comments to justify the ratings. Add/delete rows as necessary in the table below.

Name of team member	Detailed comments to justify a rating of **< 4**

If there are exceptional teammate(s) who contributed significantly and substantially above all other teammates, please write his/her name(s) and provide sufficient details in the comments. Depending on your description, he/she may get additional bonus marks. Add/delete rows as necessary in the table below.

Name of team member	Detailed comments about exceptional contributions

Optional: Please attach supporting documents such as emails and screen shots (if any), to support your ratings and comments in Appendix A.

Section B1: Self Evaluation on scale 0 to 7

Graded Team Submission	RR	CM	CR	CT	RS	Mean Rating
My contribution in Team Assignment						
My contribution in Team Project						

Section B2: Self Reflection

What did I do well in my work for graded team submissions?

What did I do badly in my work for graded team submissions? How can it be improved?

Do you think other teammates view you as a contributing team member? Why?

Optional: Please attach supporting documents such as emails and screen shots (if any), to support your ratings and comments in Appendix B.

Appendix A: Evidence to Support <u>Peer</u> Evaluation Ratings and Comments (Optional)

Appendix B: Evidence to Support <u>Self</u> Evaluation Ratings and Comments (Optional)