# Peer Evaluation/Assessment Guidelines

The peer assessment/evaluation process is an opportunity for you to indicate how other members in your team have performed in the project based on the **quantity and quality of their input**. You will need to provide a score for each team member based on the criteria described in the table below. The score for each evaluation criterion ranges from 1 – 5. **Extreme scores (1 and 5) will need to be justified with comments as they are reserved for extraordinary events (lack of participation or going above and beyond, respectively).**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **Rating Scale**   1. - Did not contribute in this way 2. - Willing but not very successful 3. - Average 4. - Above Average 5. - Outstanding | | |  |
| **Evaluation Criteria** | **Team member:**  **Ags** |  | **Team member:**  **Kate** | **Team member:**  **Andrijana** | **Team member:**  **Shez** |
| Attends group meetings regularly and arrives on time. | 5 |  | 5 | 5 | 5 |
| Contributes meaningfully to group discussions. | 4 |  | 4 | 3 | 3 |
| Completes group assignments on time. | 4 |  | 3 | 2 | 2 |
| Prepares work in a quality manner. | 4 |  | 3 | 3 | 2 |
| Demonstrates a cooperative and supportive attitude. | 4 |  | 4 | 3 | 3 |
| Contributes significantly to the success of the project. | 4 |  | 3 | 3 | 2 |

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As an example, let’s look at a group with 3 members - Ann, Daya and Chris.

**Tutor View**

The tutor will collate the total from each criterion for each student:

|  |  |  |  |
| --- | --- | --- | --- |
| **Evaluation Criteria** | **Team Member 1: Ann** | **Team Member 2: Daya** | **Team Member 3:**  **Chris** |
| Attends team meetings regularly and arrives on time. | 9 | 10 | 3 |
| Contributes meaningfully to team discussions. | 8 | 10 | 3 |
| Completes team assignments on time. | 9 | 6 | 5 |
| Prepares work in a quality manner. | 5 | 3 | 3 |
| Demonstrates a cooperative and supportive attitude. | 3 | 10 | 8 |
| Contributes significantly to the success of the project. | 3 | 5 | 5 |
| **Individual Totals** | **37** | **44** | **27** |
| **Average of individual totals** |  | **36** |  |

**Peer assessment factor = (individual total) / (average total)**

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So, the final scores each team member is calculated as:

Final scores will be reviewed by the tutor prior to release.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Ann** | **Daya** | **Chris** |
| Project Score | 60 | 60 | 60 |
| Average of Individual Marks | 37 | 44 | 27 |
| Calculation | 60\* (37/36) | 60\* (44/36) | 60\*(27/36) |
| **Final score** | **62** | **73** | **45** |