**FAIR CONTRIBUTION SHEET (FCS)**

Team Number: Team Name:

Date: Number of students in team:

Mark pool (multiply number in team by 20):

Activity name of Deliverable number:

ALL STUDENTS IN THE TEAM MUST SIGN AGREEMENT

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Briefly list the student’s contribution** | **Score** | **Signature** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**How does an FCS work?**

* The mark pool will be: 20\*N, where N is the number of group members.
* Each team member will receive a score according to their contribution. This will ensure that the marks receive is fair.
* The FCS marks should be discussed in the team, and every member has to sign the FCS sheet.

**Example:** For a group with 6 members, with Team Member A and B being the top contributors, C and D contributing as per his assigned work, and E and F contributing the least, an example FCS would be as follows:

**Mark pool: 20\*6 = 120**

|  |  |  |
| --- | --- | --- |
| **Name** | **Score** | **Signature** |
| Team Member A | 24 | Signed |
| Team Member B | 24 | Signed |
| Team Member C | 20 | Signed |
| Team Member D | 20 | Signed |
| Team Member E | 16 | Signed |
| Team Member F | 16 | Signed |
| TOTAL | 120/120 |  |

In this case, if the report mark received is 80/100, the recorded marks for each member will be scaled according to their contribution, as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Member** | **Group Mark** | **FCS Mark** | **Marks Received** |
| Team Member A | 80 | 24/20 = 1.2 | **96** |
| Team Member B | 80 | 24/20 = 1.2 | **96** |
| Team Member C | 80 | 20/20 = 1 | **80** |
| Team Member D | 80 | 20/20 = 1 | **80** |
| Team Member E | 80 | 16/20 = 0.8 | **64** |
| Team Member F | 80 | 16/20 = 0.8 | **64** |

* If all members have contributed equally, you can issue a 20-20-20-20-20-20 distribution.