

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: Sonya Jackson	Team member: Monique Mizz	Team member: Dean Carey	Team member:
Attends group meetings regularly and arrives on time.	5	3	5	
Contributes meaningfully to group discussions.	5	3	4	
Completes group assignments on time.	5	3	5	
Prepares work in a quality manner.	5	3	4	
Demonstrates a cooperative and supportive attitude.	5	4	5	
Contributes significantly to the success of the project.	5	3	4	

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As an example, let's look at a group with 4 members: Yourself, Ann, Daya and Chris. You would need to score Ann, Daya and Chris, as show below:

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.	5	4	1
Contributes meaningfully to team discussions.	5	3	1
Completes team assignments on time.	4	3	2
Prepares work in a quality manner.	5	3	3
Demonstrates a cooperative and supportive attitude.	4	2	1
Contributes significantly to the success of the project.	4	3	2
Individual Totals	27	18	10
Average of individual totals	18		

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

So, the final scores each team member is calculated as follows (this will be calculated by the tutor)

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

	Ann	Daya	Chris
Project Score	60	60	60
Average of Individual Marks	27	18	10
Calculation	$60 * (27/18)$	$60 * (18/18)$	$60 * (10/18)$
Final score	90	60	33