Appendix A. Marking Rubric Template

MARKING RUBRIC

Assessment no...... Marking Rubric

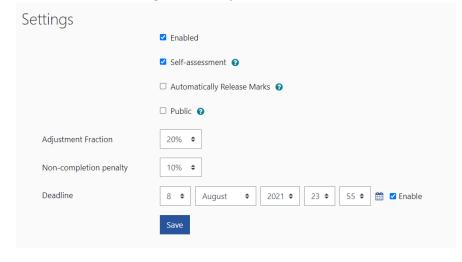
Criteria	HD (85-100)	D (75-84)	CR (65-74)	PASS (50-64)	FAIL (0-49)
C1. (%)					
C2 . (%)					
C3. (%)					
C4. (%)					

Appendix B. Team Evaluation Survey Tool

Team Evaluation Survey



Team evaluation settings – Score adjustment maximum 20% with 10% non-completion penalty



Sample scores with adjustment factor and non-completion penalty applied

Name	Group	Completion	Score	Intermediate Grade	Non-completion Penalty	Final Grade
	1 Vietnamese	100%	1.05	66	-	66
O THE MALTINE	1 Vietnamese	100%	0.96	65	-	65
O Theres	4 Lebanese	100%	1.01	82	-	82
0	4 Lebanese	100%	1.01	82	-	82
0	4 Lebanese	0%	1.01	82	10%	74

Sample comments within each group for each group member

		Marks given to				
	5 Swedish	California 7 mgc ran	Trunca -	-	Take Interest	
		We split the business pla i	Trang was meant to share i	Karlee helped with the ba i	Nada and I worked largely i	
5	,					
Marker	g	Gabriella worked on the m i	Huyen completed the finan i	I worked on the design pa i	Nada worked on the target i	
	Finimizia	Very good understanding o i				

Sample adjusted results to be released to Moodle gradebook



Brief on Calculation of Group Assessment

This brief provides information for lecturers and students on how to use i) the **Marking Rubric** (**Appendix 1**) and ii) the **Team Evaluation tool** (**Appendix 2**) to calculate the individual mark of a group assignment.

The overall mark an individual member of a group assignment will receive consists of the following two parts:

Part 1. Rubric -based Group Mark

The rubric-based group mark for group assignment is awarded to the group as a whole. This part of group assignment is marked against the **Marking Rubric.**

Part 2: Peer Evaluation Ratings

Peer evaluation is an important component of learning in that it helps build understanding of the assessment process and also ensures that all individual contributions are taken into account in group assignment.

Team Evaluation tool is used to evaluate the contribution of each group member against the Assessment Criteria to moderate the individual mark. Students will complete the Team Evaluation survey as follows:

How the Team Evaluation works?

You will need to assess yourself as well as each of your group members on how each has performed the assigned roles and responsibilities within this group assignment. Your review of your peers' contribution should be based on the Assessment Criteria listed e.g. Criteria1, Criteria 2 etc.

- Rate each member contribution including yourself using the scale from 1 to 5 (*i.e.* 1= poor and 5 = outstanding) as per Description of ratings
- Explain and justify your ratings in the comments box these are optional with the authors name not seen by peers
- The score is automatically calculated by taking the combined results from each peer as well as the self-assessment result and averaging. This creates an adjustment factor above and below the average to a maximum of 20% of the original educator score.
- Submit the survey via Moodle.
 - a. Students have 5 days to complete the survey and 72 hours for assessments in week 11
 - b. Failure to submit by the due date will result in a 10% penalty

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Example of Group Assessment

This example is an excerpt of **Assessment 2 - Group Assignment** from **EVT302A Creating Event Experiences** subject. Along with the instructions for submission in Moodle.



Subject Title	Creating Event Experiences		
Subject Code	EVT302A		
Assessment Title	Plan Part I		
Graduate Capabilities	a) Innovative Problem Solving b) Professional Expertise c) Skilled Collaboration		
Learning Outcome/s (found in the Subject Outline)	a) Construct a budget for the event taking into consideration all revenue streams and sources b) Recommend the various types of employee mix with a plan to minimising labour costs and developing effective rosters c) Create an event for an external client		
Assessment type (group or individual)	Group		
Weighting %	30%		
Word count	3000 words +/-10%		
Due day	Submission by Sunday Week 7 11:55pm		
Submission type	Submit to Moodle, with Peer Evaluation		
Format / Layout of Assessment	Report:		



🔐 Step 1. Submit here: ASSESSMENT 2: PLAN PART I (Submit as PDF) by 11:55pm Sunday Week 7. Step 2. Each student to do Peer Evaluation here after the group submission has been uploaded 🖋

STEP 1: Assessment submission - one student from each group to upload assessment via the link above (by assessment due date). Check that it is fully submitted (ie, not as a draft submission)

STEP 2: Group Peer Evaluation - EACH student to complete Questionnaire via the link above. Questionnaire will open to each student AFTER group leader has uploaded the assessment.

Group Peer Evaluation Instructions

- a) This assessment is partly weighted with mandatory Peer Evaluations. ALL students must complete the Peer Evaluation Survey, via the link above, within 5 days of due date. Failure to complete the Peer Evaluation by this due date will result in a 10% mark penalty.
- b) Each question in the Questionnaire reflects a criteria in the grading rubric, for you to grade the performance of each of your peers, in relation to each of these areas.
- c) Students may be able to see the general list of comments after grading. You won't see the author of the comment. It is important to give constructive feedback, be honest & fair in your comments and grading ... show true reflective critique.