

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

Criteria 1:

Use this peer evaluation tool to measure your team mates knowledge, understanding and contribution to the Criteria



...	1: Unsatisfactory	2: Satisfactory	3: Good	4: Very Good	5: Outstanding
Yourself	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Example user	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comment on Criteria 1:

This question is optional.

Yourself	<input type="text"/>
Example User	<input type="text"/>

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

Settings

Enabled

Self-assessment [?](#)

Automatically Release Marks [?](#)

Public [?](#)

Adjustment Fraction

Non-completion penalty

Deadline Enable

Save

Sample scores with adjustment factor and non-completion penalty applied

Name	Group	Completion	Score	Intermediate Grade	Non-completion Penalty	Final Grade
[Redacted Name]	1 Vietnamese	100%	1.05	66	-	66
[Redacted Name]	1 Vietnamese	100%	0.96	65	-	65
[Redacted Name]	4 Lebanese	100%	1.01	82	-	82
[Redacted Name]	4 Lebanese	100%	1.01	82	-	82
[Redacted Name]	4 Lebanese	0%	1.01	82	10%	74

Sample comments within each group for each group member

Marker	5 Swedish	Marks given to			
		[Redacted Name]	[Redacted Name]	[Redacted Name]	[Redacted Name]
	We split the business pla... i	Trang was meant to share ... i	Karlee helped with the ba... i	Nada and I worked largely... i	
	Gabriella worked on the m... i	Huyen completed the finan... i	I worked on the design pa... i	Nada worked on the target... i	
	Very good understanding o... i	Very good understanding o... i	Very good understanding o... i	Very good understanding o... i	

Sample adjusted results to be released to Moodle gradebook

4 Lebanese *Group grade: 82*
 Release marks for group

Name	Score	Non-completion penalty	Grade	Release Marks
[Redacted Name]	1.01	0%	82	<input checked="" type="checkbox"/>
[Redacted Name]	1.01	0%	82	<input checked="" type="checkbox"/>
[Redacted Name]	1.01	10%	74	<input checked="" type="checkbox"/>
[Redacted Name]	0.97	0%	81	<input checked="" type="checkbox"/>
[Redacted Name]	1.01	0%	82	<input checked="" type="checkbox"/>

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.
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- 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



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.

ASSESSMENT BRIEF



Subject Title	Creating Event Experiences
Subject Code	EVT302A
Assessment Title	Plan Part I
Graduate Capabilities	<ul style="list-style-type: none"> a) Innovative Problem Solving b) Professional Expertise c) Skilled Collaboration
Learning Outcome/s (found in the Subject Outline)	<ul style="list-style-type: none"> 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 <input checked="" type="checkbox"/>
Format / Layout of Assessment	<u>Report:</u>

 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.