**Peer Evaluation in Teamwork**

This group assignment will be graded to safeguard procedural fairness. Students will be asked to provide an evaluation of their team members. Each student will rate the contribution of the team members, including themself. The scores will not be merely functions of time spent by each member, but follow criteria such as “Attends group meetings regularly and arrives on time, Contributes meaningfully to group discussions, Completes group assignments on time, Prepares work in a quality manner, Demonstrates a cooperative and supportive attitude, Contributes significantly to the success of the project”. They should be measures of the “contribution,” their relative contribution to the idea generation, research, analysis, writing, oral presentation, report writing, etc. If the team was highly functional, and each member did what they committed to, then the student could assign the same mark to each team member. If, on the other hand, some team members did not fulfil their commitments and did not contribute as much as the others, then points can be distributed unevenly.

The instructor will aggregate the points submitted by all members of the team. Every student will be given their aggregate peer evaluation without disclosing the individual peer evaluations to the students. In case there is no consensus among the group, for example, if three students divide the marks evenly and the fourth one divides them unevenly. The instructor will use their judgment to assign peer evaluation marks--possibly after meeting with the team members.

In cases with conflicting marks, the instructor can meet with the team members and provide a mark based on an interview. For example, in a group of four, if Students A and B believe they did most of the work, and Students C and D believe otherwise, the team may be called in for an interview to be fair to everyone.

Past experience indicates that in most groups, points will be distributed evenly. There will be a few groups where peer evaluations will play a role in the marks. The primary goal of this exercise is to avoid giving undeserved credit to individuals who did not help their teams. However, it is possible to adjust marks upwards if students have done more than the group expected.

The peer evaluation will have a direct impact on your assignment. For example, if the group mark is 35 out of 45, and your peer evaluation indicates that your contribution was less than what was expected, then your grade will be less than 35 out of 45. There are no simple rules for adjustment.