|  |  |
| --- | --- |
| **The group you are *assessing:*** | **Save your file. Use this format: group being assessed your group.doc So an example would be TIV Voltes5.doc – where TIV is the group being assessed and Voltes5 is your group.** |
|  |
| **Your group name:** |
|  |
| A | B | C | D |
| Are ideas presented connected with the aim of the project? | Are the ideas presented clearly supported with evidence and logical argument? | Is it easy to follow & to understand? (Are the slides clear and easy to follow e.g. use of new pictures, words, graphs) | Overall impression (is it a group presentation etc.?) |
| 40% | 30% | 20% | 10% |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Comments (space will expand as you type)      |
| Grade (%)  |

**Rules and process**

Rules.

* The spirit of feedback should be positive and constructive.
* Personal attacks are not acceptable.
* This is not an opportunity to deal with past grievances.
* Avoid personalizing your comments e.g., “Bob comments in section one are rubbish”.
* Keep comments as objective as possible.

Process

The following are some notes to help you with this process.

* Focus on constructive comments that include the positive and negative e.g.: *The section on company background is simple, clear and easy to follow.*

*The format on p.6 changes. See the font size there as compared to p.5.*

* Keep comments as objective as possible by highlighting sections/position

*We found your research question 2 (section 3.1.2) hard to understand.*

* In terms of the sections above (ABCD):
	+ A: Does the group cover key aspects of the material? *E.g., if it is a proposal are the nine sections included?*
	+ B: Is relevant detail included in each of the sections? *E.g., Is the part of the proposal on time frames cover the period of the course? Are the questions/objectives clear, precise?*
	+ C: Is the layout easy to follow and attractive? *E.g., are sections numbered? Page numbers? Bullets used?*
	+ D: Is this a group effort*? E.g., Does the report flow as a ‘whole’ or does it look like several parts with little connection? Do the ideas compliment each other all the way through?*