

Peer Evaluation Rubrics

1) Teamwork Evaluation Criteria

Criteria (Weights)	Score from 1 to 9 ^{1,2} (1: Never; 3: Rarely; 5: Occasionally; 7: Frequently; 9: Always)				
	Member A	Member B	Member C	Member D	Member E
(For 6-members team)					
Member name					
a. Fulfilling one's responsibilities duly (15%)					
Behaved responsibly—such as attend meetings punctually and regularly; participate in discussion; complete assigned tasks/roles punctually.	Score from 1 to 9				
	Qualitative comments/reasons				
b. Fulfilling one's responsibilities effectively (25%)					
Behaved and contributed effectively—such as quality of work produced; creativity of ideas; extensiveness of research and thinking.	Score from 1 to 9				
	Qualitative comments/reasons				
c. Managing interpersonal relationships (30%)					
Listened attentively to and sought inputs from others; helped team resolve conflicts and achieved common understanding to function effectively; promoted respect for others and differences; fostered camaraderie.	Score from 1 to 9				
	Qualitative comments/reasons				
d. Providing support to others to achieve goals (30%)					
Behaved fairly and ethically—such as sharing responsibilities and giving credits. Exhibited group citizenship behavior—such as helping others to learn and complete their work through guidance and encouragement; standing up for others when needed.	Score from 1 to 9				
	Qualitative comments/reasons				

¹ Score of 1 should be given only when a team member does not really deserve to be awarded any mark for the team assignment (i.e., zero mark) because the member either has not or has barely participated and/or contributed to the team assignment in any meaningful manner.

² See detailed score descriptions for each criterion in Appendix 3b.

2) Teamwork Evaluation Criteria – Score Descriptions

Please use the descriptors in to guide your evaluations. For example, if the peer exceeds the descriptor for “1” but does not yet meet the threshold described in “3”, then select “2”

a. Fulfilling one's responsibilities duly (15%)								
	1	2	3	4	5	6	7	9
	Never		Rarely		Occasionally		Frequently	Always
Behaved responsibly—such as attend meetings punctually and regularly; participate in discussion; complete assigned tasks/roles punctually.	Did not participate actively in team meetings at all (even though he/she might still be present.) Did not contribute any useful ideas that were relevant for getting the project completed. Did not submit any or usable work on time and never did so without prompting.		Rarely participated actively in team meetings. Rarely contributed useful ideas that were relevant for getting the project completed. Rarely submitted work on time and did so rarely without prompting.		Occasionally participated actively in team meetings. Occasionally contributed useful ideas that were relevant for getting the project completed. Occasionally submitted work on time and did so occasionally without prompting.		Frequently participated actively in team meetings. Often contributed useful ideas that were relevant for getting the project completed. Frequently submitted assigned work on time without prompting.	Always participated actively in team meetings. Always contributed useful ideas that were relevant for getting the project completed. Always submitted assigned work on time without prompting.
b. Fulfilling one's responsibilities effectively (25%)								
	1	2	3	4	5	6	7	9
	Never		Rarely		Occasionally		Frequently	Always
Behaved and contributed effectively—such as quality of work produced; creativity of ideas; extensiveness of research and thinking.	Quality could not be evaluated because nothing relevant or usable was submitted.		Quality of work could be improved vastly; required major revisions before submission. Work reflected superficial effort in completing the project.		Quality of work could be improved; required some revisions before submission. Work reflected some effort in completing the project.		Quality of work was of reasonably acceptable standards; required minor revisions before submission. Work reflected reasonable effort in completing the project.	Quality of work was of highly acceptable standards; required no revision before submission. Work reflected extensive effort in completing the project.

c. Managing interpersonal relationships (30%)									
	1	2	3	4	5	6	7	8	9
	Never		Rarely		Occasionally		Frequently		Always
Listened attentively to and sought inputs from others; helped team resolve conflicts and achieved common understanding to function effectively; promoted respect for others and differences; fostered camaraderie.	Never listened to others. Never attempted to help team resolve conflicts. Never attempted to achieve common understanding to function effectively as a team. Never promoted respect for others, with no attempt to foster camaraderie.		Rarely listened to others. Rarely attempted to help team resolve conflicts. Rarely attempted to achieve common understanding to function effectively as a team. Rarely promoted respect for others, with rare attempts to foster camaraderie.		Occasionally listened to others, with occasional attempts to help team resolve conflicts. Occasionally attempted to achieve common understanding to function effectively as a team. Occasionally promoted respect for others, with occasional attempts to foster camaraderie.		Frequently listened to others, with frequent attempts to help team resolve conflicts. Frequently attempted to achieve common understanding to function effectively as a team. Frequently promoted respect for others, with notable attempts to foster camaraderie.		Always listened to others, always attempted to help team resolve conflicts. Always attempted to achieve common understanding to function effectively as a team. Always promoted respect for others and demonstrated consistent attempts to foster camaraderie.
D. Providing support to others to achieve goals (30%)									
	1	2	3	4	5	6	7	8	9
	Never		Rarely		Occasionally		Frequently		Always
Behaved fairly and ethically—such as sharing responsibilities, and giving credits. Exhibited group citizenship behavior—such as helping others to learn and complete their work through guidance and encouragement; standing up for others when needed.	Never took on a fair share of responsibilities; never gave appropriate credits to others. Never attempted to help others learn; never provided guidance and encouragement. Never stood up for others when needed.		Rarely took on a fair share of responsibilities; rarely gave appropriate credits to others. Rarely attempted to help others learn; rarely provided guidance and encouragement. Rarely stood up for others when needed.		Occasionally took on a fair share of responsibilities; occasionally gave appropriate credits to others. Occasionally attempted to help others learn; occasionally provided guidance and encouragement. Occasionally stood up for others when needed.		Frequently took on a fair share of responsibilities; frequently gave appropriate credits to others. Frequently attempted to help others learn; frequently provided guidance and encouragement. Frequently stood up for others when needed.		Always took on a fair share of responsibilities; always gave appropriate credits to others. Always attempted to help others learn; always provided guidance and encouragement. Always stood up for others when needed.