

Peer Evaluation Scoresheet – Notes

Application:

A simple scoresheet to be used for evaluating the efforts and contributions of each group member by the group members. Asks for both numeric scoring and supporting commentary as explanation for scores.

Skill set addressed:

- a) Belongs to both affective (professionalism) and social (work quality, teamwork, and management) domains.
- b) Evaluating peers and requiring supporting commentary for scores and claims requires students to develop assessment and evaluation skills.

Suggestions for usage:

- c) Use at the end of a project, typically to provide behind-the-scenes information to instructor for allocating teamwork grades. Encourage specifics and examples to support scores and comments.
- d) If administered in class, students should be given time to complete the form. Can also be handed out for later return, but ensuring thorough response and timely return can be difficult, especially at the end of a semester.
- e) Students need to be assured that their evaluation scoring and comments will be kept confidential.
- f) Can be provided to the students early in the project to educate them about the expectations for team participation. Students can also be encouraged to use the form, with or without extensive comments, in a non-offensive way to make any mid-course adjustments.
- g) This form uses a scale that adds across to 100 for the entire team for each of the criteria. However, this may suggest that the total team effort equaled 100% in each area, which is often not the case. A variation would be to use “1 to 10” scoring for each student in each criterion and to eliminate the “Total” column as presented.

Commentary:

The explanations listed for each of the three areas in the assessment tool may require additional explanation. The instructor can augment the explanation by way of examples or more enlightening contextual definitions.

Notes by User:

Source: Modified for more general use from a course-specific document used in an upper-level course in the Dept. of Industrial and Manufacturing Engineering at Western Michigan University.