**Peer Review**

On this form you must assess the contribution of each member of your team (including yourself).

**This should be completed individually and your are not required to consult with your team members.** You should complete the evaluation form with fairness and honesty. It is usual for some members to contribute more than others and you should reflect this in your scores. Consider the contribution of each group member over the life cycle of the project and don’t be vindictive or swayed by personality clashes and disagreements. Remember that some may have worked hard on an aspect not used, and that that this is still a contribution and should not be penalised by the group for its eventual exclusion. Remember it is the ***relative*** contribution of each member ***within*** the team that is being assessed: the scores will not be compared across groups.

You should score each team member using this scale: **5** = *Excellent contribution; much more than anyone else in the team;* ***4*** *= Above-average contribution; probably more than his/her fair share;* ***3*** *= Average contribution; what was expected;* ***2*** *= Occasional contribution, although could have done a lot more;* ***1*** *= Contributed little*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PEER REVIEW FORM 1****Your Name & ID** | ***Name & ID*** | ***Name & ID***  | ***Name & ID***  | ***Name & ID***  | ***Name & ID***  | ***Name & ID***  |
|  |  |  |  |  |  |
| **Commitment to group meetings** (rate of attendance, punctuality level of involvement; flexible about meeting times) | 5  | 5  | 5  | 5  | 5  | 5  |
| 4  | 4  | 4  | 4  | 4  | 4  |
| 3  | 3  | 3  | 3  | 3  | 3  |
| 2  | 2  | 2  | 2  | 2  | 2  |
| 1  | 1  | 1  | 1  | 1  | 1  |
| **Contribution of ideas** (thought about topic in advance; suggested workable ideas; tested ideas on group; contributed academic frameworks or creative suggestions / recommendations)  | 5  | 5  | 5  | 5  | 5  | 5  |
| 4  | 4  | 4  | 4  | 4  | 4  |
| 3  | 3  | 3  | 3  | 3  | 3  |
| 2  | 2  | 2  | 2  | 2  | 2  |
| 1  | 1  | 1  | 1  | 1  | 1  |
| **Contribution to research,** **preparation and analysis** (helped find information and materials; helped analyse and evaluate)  | 5  | 5  | 5  | 5  | 5  | 5  |
| 4  | 4  | 4  | 4  | 4  | 4  |
| 3  | 3  | 3  | 3  | 3  | 3  |
| 2  | 2  | 2  | 2  | 2  | 2  |
|  | 1  | 1  | 1  | 1  | 1  | 1  |
| **Contribution to end product** (final report and/or presentation; high standard of work)  | 5  | 5  | 5  | 5  | 5  | 5  |
| 4  | 4  | 4  | 4  | 4  | 4  |
| 3  | 3  | 3  | 3  | 3  | 3  |
| 2  | 2  | 2  | 2  | 2  | 2  |
| 1  | 1  | 1  | 1  | 1  | 1  |
| **Contribution to group process** (sensitive to other views; left personal differences outside group; willing to review progress and tackle conflict; kept group on track; facilitated discussion; willing and flexible; supportive; reliable)  | *5*  | *5*  | *5*  | 5  | 5  | 5  |
| *4*  | *4*  | *4*  | 4  | 4  | 4  |
| *3*  | *3*  | *3*  | 3  | 3  | 3  |
| *2*  | *2*  | *2*  | 2  | 2  | 2  |
| *1*  | *1*  | *1*  | 1  | 1  | 1  |
| **TOTAL**  |  |  |  |  |  |  |

**This completed form must be submitted to the MSc Office either electronically or in a sealed envelope**