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| --- | --- | --- | --- | --- | --- | --- |
| **Section | Marks** | **0** | **1** | **2** | **3** | **4** | **5** |
| **A. Regular attendance at meetings** | Missed all meetings. | Missed several meetings. Normally late. Normally left early. | Missed several meetings. Turned up on time and stayed to the end. | Missed one meeting. Arrived late or left early occasionally. | Missed one meeting. Stayed to the end. Turned up on time. | Attended all meeting. Stayed to the agreed end. Flexible about meeting times. |
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| **B. Contribution of ideas for the task.** | Didn’t come prepared. Didn’t contribute ideas. Tended to reject others’ ideas. | Limited preparation. Little contribution of ideas. Negative attitude towards others’ ideas. | Limited preparation. Positive contribution of ideas but limited adoption by group. | Prepared for meetings. Plenty of ideas but limited adoption by group. | Well prepared. Positive contribution of ideas. | Very well prepared. Excellent contribution of ideas which were all adopted by group. |
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| **C. Researching, analysing and preparing material for the task.** | Did no research. Didn’t manage workload. Allowed others to do all the work. | Limited research. Work ready for meetings but lacks quality. Lacking interest to prepare for presentation. | Some research. Quality of material sometimes lacking. Tended to improve as the weeks went by. Limited analysis of material. | Good research. Equal share of work. | V. good research. Equal share of work and also looked outside original focus to supplement the work. | Brought lots of materials. Carried out greatest part of research. Helped analyse and evaluate material to a high standard. |
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| **D. Contribution to the cooperative group process** | Waited to be told what to do. No initiative. Created conflict. Not prepared to review group processes. | Limited personal initiative. Happy to work alone. Not team player. | Useful team member. Motivated but tended to be a little quiet. Driven mainly by other group members. | Team player. Motivated but slightly inflexible. Driven by group and self. | Key team member. Willing to adapt behaviour to meet needs of group. Good link with other members. | Proactive. Left personal differences outside the group. Took on different roles where needed. Kept group on track. Willing and flexible. |
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| **E. Practical contribution to end product.** | Not willing to take on new tasks or responsibilities. Poor quality contribution. Not reliable. | Took on new tasks but only with great reluctance. Reliability questioned. | Tended to work within limited remit. Works to acceptable standard. Some reluctance to take on new tasks. | Produced good quality work. Good work ethic and reliable. | Made significant contribution. Excellent work ethic. Contribution not always to highest level. | Willing to try new things. Made a high level contribution, took own initiative. Works to high standard and very reliable. |
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**Marking criteria**

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| Name of Group Member | Marks for sections: | | | | | Total |
| A | B | C | D | E |
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| Name of group member | Justification of mark |
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**General Comments and Feedback on the coursework exercise:**

**Reflection on your part in the coursework exercise:**