**Self-evaluation**

**Instructions**

The team must agree on a day and time to carry out this activity, which must be carried out in person or via Teams. The expected duration is approximately 1 hour. Only students who worked should participate in this activity. If the student was absent, they will not be able to participate in this Self-Assessment .

The steps to be followed are:

1.     Firstly, all team members must be alerted/made aware of the fact that this self-assessment process is highly constructive in helping them identify their strengths and where they can improve. Honest feedback from colleagues is an asset to the person receiving it, and should be understood constructively.

2. Each team member must, individually and without any communication with other colleagues, fill out the “Feedback for each Team Member” form. This form must be filled out honestly, with comments about yourself and other team members. At the end of the form you will find a table where you must distribute 100 points to the other colleagues, according to the relative contribution of each one to the group's work. For example, in a team of 5 students, if you consider that everyone worked equally, you should distribute 25 points to each of the other 4 members.

Suggested time for this activity: 15-20 minutes.

3.     When sharing in a group, the order in which each team member will read their points and improve should be random. For example, if the first person chosen is “Colleague 1 - Pedro”, then Pedro will read his “Strengths” and the “Aspects he would like to improve” that he identified about himself. Next, the other team members will read the “Strengths” and “Suggestions for Improvement” that they identified about Pedro. Then follows “Colleague 2 – Maria”. She will read the “Strengths” and “Aspects I would like to improve” that she identified about herself. Then, the other teammates will read the comments they made about Maria. And so on until feedback is given to all team members. Suggested time for this activity: 10-15 minutes.

4.     Based on the distribution of points, the table below should be prepared. This table is for a team of 5 students and can be adapted if the number of students in the team is different. IMPORTANT: Replace “Colleague 1, Colleague 2, etc ” with their real names. Estimated time for this activity: 10 minutes.

Self- Assessment Table

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Student 1 | Student 2 | Student 3 | Student 4 | Student 5 | Total |
| Student 1 | \_ | Points given by Student 1 to Student 2 | Points given by Student 1 to Student 3 | Points given by Student 1 to Student 4 | Points given by Student 1 to Student 5 | 100 |
| Student 2 | Points given by Student 2 to Student 1 | \_ | Points given by Student 2 to Student 3 | Points given by Student 2 to Student 4 | Points given by Student 2 to Student 5 | 100 |
| Student 3 | Points given by Student 3 to Student 1 | Points given by Student 3 to Student 2 | \_ | Points given by Student 3 to Student 4 | Points given by Student 3 to Student 5 | 100 |
| Student 4 | Points given by Student 4 to Student 1 | Points given by Student 4 to Student 2 | Points given by Student 4 to Student 3 | \_ | Points given by Student 4 to Student 5 | 100 |
| Student 5 | Points given by Student 5 to Student 1 | Points given by Student 5 to Student 2 | Points given by Student 5 to Student 3 | Points given by Student 5 to Student 4 | \_ | 100 |
| Assessment | Total Points received by Student 1 | Total Points received by Student 2 | Total Points received by Student 3 | Total Points received by Student 4 | Total Points received by Student 5 | 500 |

5.     All elements must have visibility over the final scores assigned to each student (on the last line). If the score is 100, this means that the student will have the grade received by the team as the final grade for the subject. If all students score 100, this means they will all have the same final grade.

However, if the score is different, for example, equal to 120, this will mean that the student will receive a higher grade than the final grade received by the team. If the score is less than 100, for example, equal to 90 points, this will mean that the student will receive a grade lower than the grade received by the team as the final grade for the subject.

Estimated time for this activity: 2-5 minutes.

6.     There must be a final confirmation of the distribution to ensure that it is in line with what everyone thinks. Any change in the distribution of points must be consensual, that is, all team members must agree. Estimated time for this activity: 2-10 minutes.

7.     The resulting file must be sent by email to the respective teacher in PDF format . Deadline: 25 th May 2024.

8.     The teacher of each shift will calculate, based on the Self-Assessment Table , each student's final grade.

**Form: “Feedback for each Team member”**

**Shift:**

**Group:**

**Name:**

**Student Number:**

●      About me:

My Strongest Points:

Aspects I would like to improve:

●      Colleague 1

Name:

My colleague's strengths:

Suggestions of aspects I would like my colleague to improve:

 ●      Colleague 2

Name:

My colleague's strengths:

Suggestions of aspects I would like my colleague to improve:

●      Colleague 3

Name:

My colleague's strengths:

Suggestions of aspects I would like my colleague to improve:

●      Colleague 4

Name:

My colleague's strengths:

Suggestions of aspects I would like my colleague to improve:

**Table with summary**

“Distribution of 500 (100 X number of students) Points”

This table must be added to the main page of the Report.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Colleague 1 | Colleague 2 | Colleague 3 | Colleague 4\* | Colleague 5\* | Colleague 6\* |
|  |  |  |  |  |  |

In this case, the sum of the 5 values above must be 500 (100 X 5).

\*If applicable