TL Note – Audit Assessment Tasks

For each audit, all team members are required to submit TAG reports for both their own project, and the project they are shadowing. Team members are also required to complete a Contribution report in which they provide ratings and feedback on their own team members. Once published, teams receive an Audit report and are required to rate the feedback they have received.

Rating - There are 7 active buttons for rating. A rating in the middle of the range represents "At Expectation". Ratings should be selected with integrity based on considered assessment against the criteria. Ratings need to be reasonable and justified through the associated feedback. That is – there needs to be alignment between the feedback and the rating. Teams should take this activity very seriously. Suspicion of collusion or unreasonably high assessments will be referred for Academic misconduct investigation. Ratings should reflect the actual quality/state of each aspect of the project, not reflect whether you like the team or wish they had done well.

Feedback - The feedback is to be constructive and actionable. Providing feedback is in itself a skill, and one that is likely to be required in workplaces. It is important to take this as an opportunity to get practice. By constructive we mean that it should be respectfully worded to encourage the team to improve. By actionable we mean that the team should be able to actually do something with the feedback. Simple statements that the team is doing OK, or just statements about what the team is doing (e.g. the team has produced a decision log) do not reflect serious consideration and effort. We are looking for more in depth thought about positive aspects of the criteria and how the team can build on that to improve their performance and outcomes.
Also keep in mind that you are expected to budget 1 hour per week to shadow another team and hence should be in an excellent position to provide constructive and actionable feedback to them.

Team Contributions

There are 5 active buttons for rating team contribution from significantly below average, through to significantly above average. This is used to determine a contribution factor, from which individual marks are derived. This MUST be done within your team (not the whole class). Hence you need to determine where the AVERAGE lies FOR YOUR TEAM, and then rate the members on, above or below according to their contribution. Conversations within the team may be required. It makes no mathematical sense, and serves no purpose to rate all team members above the Team's average. What you write is important, and should be consistent with project records. Ratings should be selected with integrity based on considered assessment against the criteria. Along with subjectivity, use objective Software Engineering metrics as a partial basis for ratings. Ratings need to be reasonable and should be justified through the associated meaningful feedback. That is – there needs to be alignment between the feedback and the rating. Teams should take this activity very seriously. Suspicion of collusion, or unfair treatment of individuals will be referred for Academic misconduct investigation. Ratings should reflect the actual contribution of each team member, not reflect whether you like them or not.

Rating Feedback Quality

There are 5 active buttons for feedback quality. Feedback is to be rated based on how constructive and actionable it is to the team. It must <u>not</u> be based on whether it is nice, or complimentary. It should also <u>not</u> be taken as an opportunity to boost the tag report marks of yourself or your colleagues. Feedback quality ratings that are clearly unreasonable will be referred for Academic Misconduct investigation. Feedback ratings impact tag report grades, but overall ratings can also be used by the team to filter and select feedback upon which to act and/or reflect.