

Sample Tutorial Assessment Form

The following Tutorial Assessment Form has been approved for use within the School of History. Individual tutors may use alternative forms, but the criteria for assessment will be clearly explained to students at the beginning of the semester.

Tutorial Assessment is based upon three elements: preparation, participation, and interaction with others

Class	Requirements	Mark	Tutorial									Total	
			1	2	3	4	5	6	7	8	9		
1*	Was outstandingly well prepared, made focused and constructive contributions to discussion, and listened to and responded to the contributions of fellow members of the group.	9											
1	Was thoroughly well prepared, made a constructive contribution to discussion, worked well with other members of the group and valued their contributions.	7.5											
2.1	Was fully prepared, took an active part in discussion, and responded positively to the views of others.	6.5											
2.2	Own contribution could have been better prepared, some effort to participate and listen to others was needed, but relied on others to do most of the work.	5.5											
3	Preparation was inadequate, participation was limited, left others to do most of the work.	4.5											
Fail	Was poorly prepared, made little effort to participate, and was uninterested in what others had to say.	3.5											
Fail	Made no preparation and/or was generally negative in their attitude.	0											
0	Was absent and DID NOT provide a legitimate explanation.	0											
Discount	Was absent and DID provide a legitimate explanation.												

Comment