

Group collaboration rubric



NAME _____ CLASS _____ DATE _____

LEARNING GOAL

Judge how well you worked in a group, using what you did and said.

SUCCESS CRITERIA

- ☐ I can match what I did to a level.
- ☐ I can give a fair view of a peer's teamwork.

1 Read each row from left to right. Find the box that best matches what you did. In the Me and Peer columns write one letter: B, D, S or E.

CRITERION	B BEGINNING	D DEVELOPING	S SECURE	E EXCELLENT	ME	PEER
Active listening	I often look away or talk while others speak. I need reminders to listen.	I listen to some people. I sometimes interrupt, and I may forget what was said.	I look at the speaker, wait until they finish, and build on their idea.	I ask questions that help others explain, and sum up different views fairly.	☐	☐
Sharing responsibilities	I wait to be given a job, or I leave jobs for others to do.	I do the job I am given, but I do not check what the rest of the group needs.	I agree a job, finish it on time, and help share the tasks out fairly.	I notice when a job is stuck and offer help, so everyone's part fits together.	☐	☐
Respectful discussion	I talk over others or dismiss ideas. I need help to disagree kindly.	I usually speak politely, but I sometimes only listen to my friends' ideas.	I take turns, give reasons, and disagree with an idea without putting a person down.	I invite quieter voices in, and I change my view when someone gives a good reason.	☐	☐
Task completion	I need an adult to remind me what to do. My part is often unfinished.	I start well but lose focus. I finish my part in a rush or leave bits out.	I keep to the plan, check the time, and finish my part of the task.	I check our work against the task, help improve it, and help us finish in time.	☐	☐

Key: **B** Beginning **D** Developing **S** Secure **E** Excellent

Describe what you did and said, not what sort of person someone is.



Our group reflection

NAME _____ CLASS _____ DATE _____

OUR GROUP TASK _____

1 Evidence for each criterion

Active listening

One moment that shows this:

Sharing responsibilities

One moment that shows this:

Respectful discussion

One moment that shows this:

Task completion

One moment that shows this:

2 Looking back

What went well

Even better if

3 Our group target for next time

Next time we will...
