



# Guidelines on Assessing Class Participation and Contribution

Student participation and contribution in class is a form of active learning that develops skills in critical thinking, oral and written communication, listening, emerging technologies such as GenAI, teamwork, time management and an appreciation of cultural differences,. Assessing class participation and contribution facilitates student attainment of such skills.

Effective learning requires interaction between the student, the lecturer/tutor, and other students. The greatest learning value will result from good student preparation, more focused questions and discussions. In addition, reflecting on what has been learned is an important process for students to enable them to confidently apply newly acquired learned skills.

*When class participation and contribution is used as a method of assessment, the unit description must clearly identify the unit learning outcomes assessed, and the marking guide/rubric for participation must indicate how the marks awarded will reflect the level of student attainment. Example rubrics are given in Appendix 1.*

Assessing class participation and contribution as a component of the overall assessment has several benefits. These include:

- Assessing student attainment of unit and course learning outcomes related to skills such as critical analysis, communication, teamwork, and cultural and global awareness;
- Providing opportunities for students to articulate their ideas, build shared understandings, engage with content, and to contribute to a dynamic learning environment;
- Providing tutors with a means of acknowledging students' contributions;
- Providing incentive for students to actively participate in class discussions, and by doing so, improve their oral communication skills;
- Encouraging students to prepare for classes and engage with course readings and materials.

Class participation and contribution and their assessment can take various forms including:

- Quizzes on readings and learning material;
- Exercises or quizzes at the end of laboratory sessions to assess laboratory participation and understanding;
- Reflective journals or self-assessment of contributions to learning activities;
- Discussion on readings and assessing contributions to discussion;
- Journal or blog entries identifying and analysing the key arguments from the readings or learning materials;
- Attending and engaging with fellow students and the teacher in discussing topics during

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lectures and tutorials;

- Group discussions, debates, or problem-solving exercises in small groups during tutorials, laboratories or lectures;
- Peer-assessment of group members' contributions;
- Constructive commentary on blog posts submitted by class members;
- Peer review (with guidelines for how to do it) of class participation;
- Monitoring of who contributed; who asked relevant questions; who responded to peers' contributions and quality of the contributions during classes;
- Assessing contributions to online discussion boards, chats and other online learning forums;
- Assessment of students' competence when requested to prepare presentations and lead discussions;
- Oral presentations;
- Listening and reflecting back on lectures or presentations.

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## Appendix 1. Example Rubrics for Assessment of Class Participation and Contribution

Two examples are given here, one for in-class participation and the other for on-line discussion board participation. The rubrics may need to be adapted for the units offered, depending on the learning outcomes assessed and the mode of student participation and/or contribution.

### In-Class Participation and Contribution Example

	High Distinction (80% - 100%)	Distinction (70% - 79%)	Credit (60% - 69%)	Pass (50% - 59%)	Fail (<50%)
Quality of student contribution	Student contribution is always completely relevant to the topic, is highly constructive and thoughtful, uses correct terminology and provides new insights into the topic.	Student contribution is highly relevant to the topic, is mostly constructive and thoughtful with only minor lapses, and uses correct terminology.	Student input is relevant to the topic, shows some evidence of constructive and thoughtful contributions and uses correct terminology.	Student input is relevant to the topic and adds value to the discussions, but lacks thoughtfulness and has inadequacy in the use of terminology.	Student input is not relevant to the topic or does not add value to the discussions.
Frequency of participation	Student participates in 80% or more of the in-class sessions.	Student participates between 70% and less than 80% of the sessions.	Student participates between 60% and less than 70% of the sessions.	Student participates in between 50% and less than 60% of the sessions.	Student participates in less than 50% of the sessions.
Understanding and evaluating contributions of fellow	Student listens with no distractions when fellow students speak and demonstrates excellent	Student listens with few distractions when fellow students speak and demonstrates	Student listens with some interruptions or distractions when fellow students speak	Student participates in between 50% and less than 60% of the sessions. Student	Student participates in less than 50% of the sessions. Student does not listen to fellow

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	High Distinction (80% - 100%)	Distinction (70% - 79%)	Credit (60% - 69%)	Pass (50% - 59%)	Fail (<50%)
students	level of understanding of others' contributions by asking highly relevant questions and making highly thoughtful observations <sup>1</sup> .	good level of understanding of their contributions by asking questions that are related but may not be highly relevant, and/or making thoughtful observations.	and demonstrates acceptable level of understanding of their contributions by asking questions or making related observations.	shows evidence of listening when fellow students speak and shows some, but not thorough, understanding of their contributions through responses.	students when they speak, or student listens but does not demonstrate understanding of their contributions.

#### On-line Discussion Board Participation and Contribution

	High Distinction (80% - 100%)	Distinction (70% - 79%)	Credit (60% - 69%)	Pass (50% - 59%)	Fail (<50%)
Quality of student contribution	Student contribution is always completely relevant to the topic, is highly constructive and thoughtful, uses correct terminology and provides new insights	Student contribution is highly relevant to the topic, is mostly constructive and thoughtful with only minor lapses, and uses correct	Student input is relevant to the topic, shows some evidence of constructive and thoughtful contributions and	Student input is relevant to the topic and adds value to the discussions but lacks thoughtfulness and has inadequacy in the use of	Student input is not relevant to the topic or does not add value to the discussions.

<sup>1</sup> <sup>1</sup> In order to manage time (and to avoid a few students dominating classroom discussions), the lecturer may plan ahead and pre-allocate to each student sessions where they would be expected to ask questions on fellow students' contributions

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	High Distinction (80% - 100%)	Distinction (70% - 79%)	Credit (60% - 69%)	Pass (50% - 59%)	Fail (<50%)
	into the topic.	terminology.	uses correct terminology.	terminology.	
Frequency of participation	Student posts on the discussion board their contributions every week or at a minimum, 80% of the study weeks.	Student posts on the discussion board their contributions between 70% and less than 80% of the study weeks.	Student posts on the discussion board their contributions between 60% and less than 70% of the study weeks.	Student posts on the discussion board their contributions between 50% and less than 70% of the study weeks.	Student posts their contributions on the discussion board less than half of the weeks of the trimester.
Understanding and evaluating contributions of fellow students	Student demonstrates high level of understanding of other students' contributions to the discussion board by posting highly relevant follow-up questions and/or making highly thoughtful and constructive observations regularly.	Student demonstrates good level of understanding of fellow students' contributions to the discussion board by regularly making relevant follow-up posts that are thoughtful and constructive.	Student demonstrates some understanding of fellow students' contributions through asking questions and/or making follow-up posts which are relevant but with inadequacies in being thoughtful and constructive.	Student post responses to fellow students' posts which are related to the topic but lack demonstration of good levels of understanding and thoughtfulness.	Student does not demonstrate reading of fellow students' contributions or makes follow up posts that are not relevant or lacks understanding.

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