



Marking Sheet to Assess Mediator

Name: _____

Team Number: _____

Student Performance Categories

CRITERIA	COMMENTS	1 st Judge	2 nd Judge
1. Preparation <ul style="list-style-type: none"> ➤ Appropriate opening statement/response, procedural matters/rules explained ➤ Common ground anticipated ➤ Understood both parties interests ➤ Understood both parties BATNA/WATNA 		/10	/10
2. Focus on Interests rather than positions <ul style="list-style-type: none"> ➤ Avoiding positional statements ➤ Asking questions/exploring other team's interests ➤ Acknowledging other team's interests ➤ Establishing/summarizing issues to resolve 		/10	/10
3. Separating the people from the problem <ul style="list-style-type: none"> ➤ Use of "I" messages ➤ Use of conciliatory or neutral language including acknowledging other's feelings/views ➤ Recognizing the need for face-saving ➤ Not assuming; check-out/clarify/summarise/reframing/paraphrasing 		/5	/5
4. Inventing options for mutual gain <ul style="list-style-type: none"> ➤ Not fixing on single solution (position) ➤ Generating options to meet both parties' interests ➤ Assisting in exploring conditional offers ➤ Complies with ethical responsibilities 		/10	/10
5. Insisting on objective criteria <ul style="list-style-type: none"> ➤ Strategies used to overcome deadlocks ➤ Casting doubt on positions when reality testing ➤ Casting doubt on unsupported statements 		/5	/5
6. Communication <ul style="list-style-type: none"> ➤ Eye contact ➤ Awareness of non-verbal communication ➤ Appropriate speed of delivery ➤ Appropriate body language ➤ Adequate closing statement 		/10	/10
Total out of 50			
<u>FINAL MARK</u> <u>(Out of 100)</u>			

Remarks:

The total mark is out of 50 per judge. In the interests of fairness and consistency marks should be allocated in the range of:

25-29 = low; 30-34 = average; 35-39 = good; 40-44 = very good; 45-50 = excellent.



Marker's Notes: