

## SCORESHEET FOR MEDIATOR

*SCORING SCALE: 0-2 (Poor) 3-4 (Average) 5-6 (Good) 7-8 (Very Good) 9-10 (Exceptional)*

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**TEAM CODE:**

**ROOM No.:**

**NAME OF JUDGE:**

No	CRITERIA	MARKS
1.	<b>OPENING STATEMENT</b> – has the Mediator managed to-  a) Explain the mediation process and its advantages in a unique and interesting way?  b) Explain the importance and meaning of neutrality, impartiality, and confidentiality?  c) Lay out the structure of the session?  d) Explain the extent and limitations of their role?  e) Explain the purpose and scope of caucuses?	
2.	<b>ESTABLISHING A CORDIAL ENVIRONMENT</b> – has the Mediator-  a) Set out/ assisted in the setting out of ground rules?  b) Made the parties comfortable with them, the setting and with each other?  c) Created the appropriate tone for the session, be it formal or informal, and maintained it or altered it, as necessary, throughout the session?	
3.	<b>PROFILING PARTIES' INTERESTS</b> - has the Mediator-  a) Determined what the crucial interests and needs of each party are?  b) Identified the common and conflicting interests?  c) Helped the parties in identifying their own interests?	

	<p>d) Helped parties separate their interests from their positions?</p> <p>e) Identified zones of possible agreements in order to bring the parties closer to settlement?</p>	
4.	<p><b>*INFORMATION GATHERING - has the Mediator-</b></p> <p>a) Framed questions in a manner conducive to receiving the maximum relevant information? (<i>for instance, are the questions open-ended or closed? Are they framed narrowly or broadly?</i>)</p> <p>b) Gained the trust of the parties so as to get confidential information?</p> <p>c) Maintained a neutral and unbiased image while asking questions?</p> <p>d) Assisted the parties in identifying their own interests?</p> <p>e) Managed time efficiently?</p>	
5.	<p><b>*FACILITATING OPTION GENERATION – has the Mediator-</b></p> <p>a) Encouraged parties to be realistic and ethical in their approach to a settlement?</p> <p>b) Ensured that all necessary elements of the problem are dealt with in the options generated?</p> <p>c) Encouraged parties to view the session as positive sum game (win-win options are available)?</p>	
6.	<p><b>USE OF CAUCUSES - has the Mediator-</b></p> <p>a) Ensured that parties understood the confidentiality of a caucus?</p> <p>b) Called a caucus for an appropriate purpose?</p> <p>c) Acquired the relevant information/ accomplished the desired task within the prescribed time?</p> <p>d) Used caucuses in a balanced way with respect to the time and opportunity given to both parties?</p>	

7.	<p><b>COOPERATION BETWEEN MEDIATORS</b> – have the Mediators-</p> <p>a) Collaborated effectively on their opening statement?</p> <p>b) Worked with each other during the information gathering and option generation phases?</p> <p>c) Used a similar and consistent approach towards the parties?</p> <p>d) Supported each other throughout the process and worked as a team? (The scores of the two mediators shouldn't be drastically differing under this heading, unless there are exceptional circumstances)</p>	
8.	<p><b>*EFFECTIVE MEDIATION STRATEGY</b> - has the Mediator-</p> <p>a) Maintained impartiality, neutrality and confidentiality throughout the session? (<i>for instance- have they given equal time and consideration to both sides?</i>)</p> <p>b) Used common and conflicting interests effectively?</p> <p>c) Facilitated an open conversation and intervened at the right moment?</p> <p>d) Summarized and rephrased whenever appropriate?</p> <p>e) Managed time efficiently throughout the session?</p> <p>f) Helped the parties follow their commonly set agenda in a structured manner?</p> <p>g) Dealt with emotions in a manner that is conducive to a peaceful and successful session?</p>	
<b>TOTAL (OUT OF 80):</b>		

SIGNATURE:

*(Note: The total scores in the criterion at serial numbers 4, 8, and 5 (in the same order) will be used for tie-breaking for the Mediators.)*