

## 2026 Mock Mediation Score Sheet

### PART 1

#### A Opening Statement - Did the Mediators

|                                                                                      | Yes | No |
|--------------------------------------------------------------------------------------|-----|----|
| Create a Confidential Atmosphere                                                     |     |    |
| Confirm that the parties have a clear understanding of what mediation is by covering |     |    |
| Confidentiality                                                                      |     |    |
| Voluntary Process                                                                    |     |    |
| The role of the Mediators & Parties                                                  |     |    |
| The Stages of the Process                                                            |     |    |
| The etiquette of communication in mediation                                          |     |    |
| Total for Section A                                                                  | /7  |    |

Comments

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#### B Parties' Statements - Did the Mediators

|                                                                  | Yes | No |
|------------------------------------------------------------------|-----|----|
| Exhibit Listening Skills by use of eye contact and body language |     |    |
| Summarise each statement accurately                              |     |    |
| Acknowledge each party's concerns                                |     |    |
| Acknowledge all party's involvement in the conflict              |     |    |
| Make an appropriate transition to the next stage                 |     |    |
| Total for Section B                                              | /7  |    |

Comments

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## C Identification of Issues - Did the Mediators

|                                                                                 | Yes | No |
|---------------------------------------------------------------------------------|-----|----|
| Identify the issues in consultation with the parties                            |     |    |
| List the issues on a white board/butchers paper                                 |     |    |
| Express the issues in neutral language                                          |     |    |
| Use the issues to construct an agenda with the assistance of the parties        |     |    |
| Identify any commonalities e.g. goals, interests, values                        |     |    |
| Display good teamwork during this stage and in the transition to the next stage |     |    |
| Total for Section C                                                             |     | /7 |

Comments

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## D Exploration and Discussion of Issues - Did the Mediators

|                                                             | Yes | No |
|-------------------------------------------------------------|-----|----|
| Invite parties to select issue/s for discussion from agenda |     |    |
| Help parties explore each issue                             |     |    |
| Encourage parties to communicate directly with each other   |     |    |
| Record any emerging options                                 |     |    |
| Encourage parties not to rush to solutions too early        |     |    |
| Total for Section D                                         |     | /7 |

Comments

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## E Option Generation - Did the Mediators

|                                                                                               | Yes | No |
|-----------------------------------------------------------------------------------------------|-----|----|
| Encourage the parties to generate options, (explained, if needed, the rules of brainstorming) |     |    |
| Record those options                                                                          |     |    |
| Reality test the options                                                                      |     |    |
| In consultation with the parties, and with each other, check options against the issues       |     |    |
| Total for Section E                                                                           |     | /7 |

Comments

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## F Private Meetings

|                                                           | Yes | No |
|-----------------------------------------------------------|-----|----|
| Explain confidentiality and purpose of private meeting    |     |    |
| Appropriate timing of the meeting                         |     |    |
| Efficiently review the issues and options                 |     |    |
| Help each party prepare for next stage/s of the process   |     |    |
| Encourage each party to consider needs of other parties   |     |    |
| Help prioritise goals                                     |     |    |
| Check in with parties to see if Private Meeting is needed |     |    |
| Total for Section F                                       | /6  |    |

Comments

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## G Negotiation - Did the Mediators

|                                                                             | Yes | No |
|-----------------------------------------------------------------------------|-----|----|
| Help the parties focus on interests and goals                               |     |    |
| Assist the parties to reassess earlier options and generate further options |     |    |
| Use appropriate strategies to unlock any deadlock                           |     |    |
| Facilitate the negotiations between the parties                             |     |    |
| Progressively summarise the emerging agreement                              |     |    |
| Total for Section G                                                         | /7  |    |

Comments

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## H Agreement/Part Agreement - Did the Mediators

|                                                                                    | Yes | No |
|------------------------------------------------------------------------------------|-----|----|
| Reality test the agreement                                                         |     |    |
| Check the agreement against the issues                                             |     |    |
| Commit the agreement or parts of the agreement, and/or unresolved issues, to paper |     |    |
| Conclude this mediation session appropriately                                      |     |    |
| Total for Section H                                                                | /6  |    |

Comments

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## I General display of skills by mediators: Did the Mediators

|                                                         | Yes | No |
|---------------------------------------------------------|-----|----|
| Listen carefully and acknowledge what was said          |     |    |
| Use clear, simple language and non-judgemental language |     |    |
| Achieve a good balance of open and closed questions     |     |    |
| Make appropriate eye contact                            |     |    |
| Identify hidden agendas of the parties                  |     |    |
| Make good use of butchers paper/whiteboard              |     |    |
| Total for Section I                                     | /8  |    |

Comments

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## J General display of strategies by mediators: Did the Mediators

|                                                                                  | Yes | No |
|----------------------------------------------------------------------------------|-----|----|
| Ensure the focus remained on the parties                                         |     |    |
| Manage the process                                                               |     |    |
| Model appropriate communication and problem solving in relation to process       |     |    |
| Provide a safe confidential environment for parties to engage in problem solving |     |    |
| Co mediate effectively                                                           |     |    |
| Total for Section J                                                              | /8  |    |

Comments

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**Total** **/70**

## PART 2

### A Characterisation and Authenticity

|                                                                  | Party<br>A1 | Party<br>A2 | Party<br>B1 | Party<br>B2 |
|------------------------------------------------------------------|-------------|-------------|-------------|-------------|
| Adopted character of party                                       |             |             |             |             |
| Maintained behaviour consistent with character                   |             |             |             |             |
| Responses were appropriate for confidential facts                |             |             |             |             |
| Negotiation style for character in this conflict was appropriate |             |             |             |             |
| Responses to mediator interventions were suitably tempered       |             |             |             |             |
| Total for Section A                                              | /7          |             |             |             |

Comments

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### B Parties' Statements

|                                                            | Party<br>A1 | Party<br>A2 | Party<br>B1 | Party<br>B2 |
|------------------------------------------------------------|-------------|-------------|-------------|-------------|
| Clear statement of the incident                            |             |             |             |             |
| Delivery was in character                                  |             |             |             |             |
| Personal needs were identified                             |             |             |             |             |
| Some confidential facts were incorporated (if appropriate) |             |             |             |             |
| Total for Section B                                        | /7          |             |             |             |

Comments

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## C Constructive Approach

|                                     | Party A1 | Party A2 | Party B1 | Party B2 |
|-------------------------------------|----------|----------|----------|----------|
| Willingness to engage in discussion |          |          |          |          |
| Listened to others                  |          |          |          |          |
| Demonstrated empathy                |          |          |          |          |
| Contributed ideas or options        |          |          |          |          |
| Total for Section C                 | /8       |          |          |          |

Comments

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## D Commitment to teamwork and understanding of process

|                                                              | Party A1 | Party A2 | Party B1 | Party B2 |
|--------------------------------------------------------------|----------|----------|----------|----------|
| Committed to their needs without hastily compromising        |          |          |          |          |
| Showed teamwork by brainstorming and reality testing options |          |          |          |          |
| Contributed to negotiations                                  |          |          |          |          |
| Showed ownership of agreement                                |          |          |          |          |
| Total for Section A                                          | /8       |          |          |          |

Comments

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**Total** **/30**

## 2023 Mock Mediation Score Sheet

### PART 1

|       |                                            |     |
|-------|--------------------------------------------|-----|
| A     | Opening Statement                          | /7  |
| B     | Parties' Statements                        | /7  |
| C     | Identification of Issues                   | /7  |
| D     | Exploration and Discussion of Issues       | /7  |
| E     | Option Generation                          | /7  |
| F     | Private Meetings                           | /6  |
| G     | Negotiation                                | /7  |
| H     | Agreement/Part Agreement                   | /6  |
| I     | General display of skills by mediators     | /8  |
| J     | General display of strategies by mediators | /8  |
| Total |                                            | /70 |

### PART 2

|       |                                                     |     |
|-------|-----------------------------------------------------|-----|
| A     | Characterisation and Authenticity                   | /7  |
| B     | Parties' Statements                                 | /7  |
| C     | Constructive Approach                               | /8  |
| D     | Commitment to teamwork and understanding of process | /8  |
| Total |                                                     | /30 |

**GRAND TOTAL** **/100**