

**(260) Administrative Support Research Project**

**CONTESTANT NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**RATING SHEET – COMPLETE ONE PER CONTESTANT**

**PRESENTATION SCORE**

Judge 1 (100 points) \_\_\_\_\_\_\_

Judge 2 (100 points) \_\_\_\_\_\_\_

Judge 3 (100 points) \_\_\_\_\_\_\_

Total Judges’ Points \_\_\_\_\_\_\_

Divided by # of Judges \_\_\_\_\_\_\_

**AVERAGE PRESENTATION SCORE** \_\_\_\_\_\_\_ (100 maximum)

**SPECIFICATION SCORE** \_\_\_\_\_\_\_ (20 maximum)

**TECHNICAL SCORE**

Judge 1 (150 points) \_\_\_\_\_\_\_

Judge 2 (150 points) \_\_\_\_\_\_\_

Judge 3 (150 points) \_\_\_\_\_\_\_

Total Judges’ Points \_\_\_\_\_\_\_

Divided by # of Judges \_\_\_\_\_\_\_

**AVERAGE TECHNICAL SCORE** \_\_\_\_\_\_\_ (150 maximum)

**TOTAL SCORE \_\_\_\_\_\_\_ (270 maximum)**

**RANK**

#### 

#### Judge Number Contestant Number\_\_\_\_\_\_\_\_\_

**Presentation Scoring Rubric**

| **Evaluation of Oral Presentation** | **Below Average** | **Average** | **Good** | **Excellent** | **Points**  **Awarded** |
| --- | --- | --- | --- | --- | --- |
| Opening: Gain attention, states purpose, preview main ideas | 1-2 | 3-5 | 6-8 | 9-10 |  |
| Content of presentation: material included is relevant and supports main ideas, content is logically presented | 1-5 | 6-10 | 11-15 | 16-20 |  |
| Effectiveness of presentation:  Voice projection, transitions, flow, stage presence, eye contact, etc. | 1-5 | 6-10 | 11-15 | 16-20 |  |
| Quality of problem solution: accuracy of information, creativity of solution | 1-5 | 6-10 | 11-15 | 16-20 |  |
| Summary: restatement of purpose and review of main points | 1-2 | 3-5 | 6-8 | 9-10 |  |
| Answers to judges’ questions are accurate and complete | 1-5 | 6-10 | 11-15 | 16-20 |  |
| **TOTAL PRESENTATION POINTS (100 points maximum)** | | | | |  |

***Props and/or additional items shall not be used as a basis for scoring.***

**Specification Points Rubric**

|  |  |  |
| --- | --- | --- |
| **SPECIFICATION POINTS:** All points or none per item are awarded by the proctor per contestant, *not* per judge. | **Points**  **Awarded** | |
| Set-up lasted no longer than three (3) minutes (5 points)  Presentation lasted no longer than seven (7) minutes (5 points) | 10 |  |
| Documentation submitted at time of check-in: Research Paper | 10 |  |
| **TOTAL SPECIFICATION POINTS (20 points maximum)** |  | |

**TOTAL MAXIMUM POINTS = 270**