

## **Writing Contest Evaluation Checklist for Creative Writing and Ready Writing Judges**

### General Guidelines for Evaluating and Ranking Creative Writing and Ready Writing Essays

- Review the prompts about which the students were to write their essays.
- Review the Evaluation Sheets to determine the percentage standards for evaluation, including creativity and interest, organization, and correctness of style.
- Each essay should be evaluated in detail and commented upon by three different judges. Each judge should write his comments on the contestant's Evaluation Sheet. There is only one Evaluation Sheet for each contestant, so the Evaluation Sheets should be passed between the judges.
- Please provide both positive comments and suggestions for improvement for each student.
- Each judge should review every essay, but you may use a skimming and elimination process to determine which essays should be analyzed in greater detail for possible awards.
- After each judge has reviewed every essay and after each Evaluation Sheet has been completed by three different judges, each individual judge should rank the essays from highest to lowest.
- The ballot included in your packet is optional; you may use it to help you rank the essays from highest to lowest.
- After each judge has ranked the essays, the judges should confer with each other to rank the first through tenth place essays. No ties are allowed in this contest, so the judges must continue to confer until agreement is reached on the ranking of the top ten essays.
- After consensus has been reached, assist the Contest Director to write the contestants' names and schools on the Evaluation Sheets using the Contest Roster to obtain the necessary information.
- Assist the Contest Director to staple together the contestants' essays, prompt papers, and notes.
- Complete a Contest Evaluation Sheet.
- Return your notes, ballots and other materials to the Contest Director.

Thank you for volunteering your time  
and helping us make this a successful PSIA competition.