



Today's students. Tomorrow's business professionals.

## Administrative Support Research Project (S) (260)

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** \_\_\_\_\_ (30 maximum)

#### TECHNICAL SCORE

Judge 1 (110 points) \_\_\_\_\_

Judge 2 (110 points) \_\_\_\_\_

Judge 3 (110 points) \_\_\_\_\_

Total Judges' Points \_\_\_\_\_

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

**AVERAGE TECHNICAL SCORE** \_\_\_\_\_ (110 maximum)

**TOTAL SCORE** \_\_\_\_\_ (240 maximum)

**RANK**



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Judge Number \_\_\_\_\_

Contestant Number \_\_\_\_\_

### Presentation Scoring Rubric

| Evaluation of Oral Presentation  | Below Average | Average | Good  | Excellent | Points Awarded |
|--|---------------|---------|-------|-----------|----------------|
| Opening and summary  | 1-5           | 6-10    | 11-15 | 16-20     |                |
| Content of presentation  | 1-5           | 6-10    | 11-15 | 16-20     |                |
| Effectiveness of presentation:<br>Voice projection, transitions, flow,<br>stage presence, etc. | 1-5           | 6-10    | 11-15 | 16-20     |                |
| Quality of problem solution  | 1-5           | 6-10    | 11-15 | 16-20     |                |
| Answers to judges' questions   | 1-5           | 6-10    | 11-15 | 16-20     |                |
| <b>TOTAL PRESENTATION POINTS (100 points maximum)</b>  |               |         |       |           |                |

### 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<br>Presentation lasted no longer than seven (7) minutes – 5 points  | 10             |  |
| Documentation submitted at time of check-in: Keyed and signed <a href="#">Individual Entry Form</a> (1 copy) and Research Paper, including Works Cited (1 copies)<br><i>Must have copies for preliminaries and finals</i> | 10             |  |
| Word processed research paper and Works Cited page followed the <a href="#">Style &amp; Reference Manual</a>  | 10             |  |
| <b>TOTAL SPECIFICATION POINTS (30 points maximum)</b>   |                |  |

**TOTAL MAXIMUM POINTS = 240**



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### JUDGE'S COMMENTS

Judge Number \_\_\_\_\_

Contestant Number \_\_\_\_\_

**COMMENTS: (to be viewed by contestant)**

(Judges: please provide positive feedback and areas of improvement in a constructive manner regarding your analysis of his/her competition.)

**AREAS FOR IMPROVEMENT:**

**REASON FOR DISQUALIFICATION: (if applicable)**