



Today's students. Tomorrow's business professionals.

Administrative Support Research Individual (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 (140 points) _____

Judge 2 (140 points) _____

Judge 3 (140 points) _____

Total Judges' Points _____

Divided by # of Judges _____

AVERAGE TECHNICAL SCORE _____ (140 maximum)

TOTAL SCORE _____ (270 maximum)

RANK



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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 Voice projection, transitions, flow, 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 | |
| TOTAL PRESENTATION POINTS (100 points maximum) | | | | | |

Specification Points Rubric

| SPECIFICATION POINTS: All points or none are awarded by the proctor per contestant, not per judge. | | Points Awarded |
|---|----|-----------------------|
| Presentation lasted no longer than five (5) minutes. | 10 | |
| Two (2) copies of documents submitted at time of presentation. | 10 | |
| Individual Entry form(s) submitted at time of presentation. | 10 | |
| TOTAL SPECIFICATION POINTS (30 points maximum) | | |



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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.)

REASON FOR DISQUALIFICATION: (if applicable)