



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: 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	
<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 Presentation lasted no longer than seven (7) minutes – 5 points	10	
Documentation submitted at time of presentation: Keyed and signed <a href="#">Individual Entry Form</a> (2 copies) and Research Paper, including Work Cited (2 copies) <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>		



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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)**