

MOWW® | PHOENICIAN ESSAY PROCESSING & JUDGING

YLC Directors, Phoenician Essay Contest OPR, and Phoenician Essay Judging Committee Members

Essay Identification (ID) Number assigned by Contest OPR: _____

For each eligible essay packet received at entry point, YLC Director fills out a copy of this page.

For more than one essay packet, assign a unique local number for each YLC (e.g. 1-1).

Essay Title: _____

Student's Name: _____

YLC attended: _____

One of YLC's top three students? Yes/No _____

QUALIFICATION CRITERIA for ESSAY PACKET	YLC-D	OPR
MANDATORY TECHNICAL ASPECTS OF SUBMISSION Must meet ALL the requirements of each Check Box below. IF ANY ITEM IS MARKED "NO," THE ESSAY IS DISQUALIFIED	Yes or NO	Yes or NO
<input type="checkbox"/> The student's essay packet was received by student's YLC Director by 1 November. <input type="checkbox"/> The essay packet fully adhered to the following qualification criteria. <input type="checkbox"/> The student submitting the essay packet is the sole author of the packet contents. Each packet also contains the following: <ul style="list-style-type: none"> <input type="checkbox"/> Essay Cover sheet containing: Essay title, student's full name, home address, home or parent's telephone number, name of student's school, and name and date of the YLC attended, and title of the essay. (Cover sheet is to be detachable from the essay). <input type="checkbox"/> The Essay: Must be 400-600 words in length. Title is to be included, but not for word count. <ul style="list-style-type: none"> ▪ Must be double-spaced, 12-point plain ARIAL font ▪ There is no identifying personal information displayed on the essay itself. ▪ IF word count is more or less than the specified range, essay is disqualified. <ul style="list-style-type: none"> • Articles like "the", "a", and "an" count as a word. • Abbreviations like "U.S.", and commonplace acronyms like "CIA" and "FBI" count as only one word, while "United States" would count as two words <input type="checkbox"/> Essay bibliography <input type="checkbox"/> Biographical sketch, 100-150 words in length and must include the student's full name (first, middle, and last) and suffix (as applicable). Sketch is excluded from essay word count. Should be double-spaced, 12-point plain ARIAL font, like the essay. <input type="checkbox"/> Color photo (head shot), 3X5 color, digital, not edited, > 350 DPI, (posed, not candid) <input type="checkbox"/> Document/photo release form signed by student if 18 years of age or older or by custodial parent/legal guardian if less than 18 years of age. (MOWW Fm 12b). <input type="checkbox"/> All documents above are in digital form <input type="checkbox"/> MUST be in Microsoft Word or Open Office format for reuse in publications. Recommend also submitting a PDF copy to ensure author intended format retained. 		

Certification of Student Packet Qualification and Anonymity: The above-named student's essay packet was reviewed and met requirements for qualification.

Certifying Official for YLC: _____
Name
Position
Signature

I reviewed the student's essay packet and concur with the "Certifying Official for the YLC" that the packet qualifies.

Contest OPR

I subsequently processed the packet's essay for anonymity, assigned a unique identification number at top of this form and I copied the ID number and essay title to the next page.

Contest OPR: _____
Name
Position
Signature

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PHOENICIAN ESSAY JUDGING SHEETS (Pages 2 & 3)

The Contest OPR provides the lead/chair for the judging committee an e-copy of each qualified essay's Page 2 and a copy of Page 3 for documenting the results from each judge.

The lead judge makes copies of each set of Page 2s and provides a set and a copy of each of the essays to each of the judges. (Judging can be done by convening in-person or electronically).

Judges provide their full set of Page 2s to the lead/chair of the judging committee and should destroy the essay copies.

Essay's Assigned Identification Number after qualifying for the contest: _____

Essay Title: _____

ESSAY JUDGING (100 Points)			
ITEM	Judging Criteria	Range	Score
1	Confirmation that the Essay is double-spaced and has assigned number. Yes or No?		
2	Confirmation that The Essay is between 400 – 600 words in length. Yes or No?		
4	Introduces topic with an introductory paragraph which catches the reader's attention and includes the position / thesis of the paper.	0 to 10	
5	Each paragraph in the paper states only one main idea related to the thesis of the paper.	0 to 10	
6	Clearly states the author's position	0 to 10	
7	Adequately evaluates / defends position	0 to 20	
8	Facts included in the paper are accurate.	0 to 10	
9	Inclusion of references where applicable	0 to 10	
10	Author analysis relative to position is logical and convincing.	0 to 10	
11	Ideas flow well as result of good sentence structure, punctuation, word usage and spelling / typing.	0 to 10	
12	Overall impression of essay by reader	0 to 10	
TOTAL SCORE			
15	Bonus Points for Exceptional Work as Identified by Judge. (To be used in case of tie)	0 to 5	
FINAL SCORE Max=105			

Name of Essay Judge _____ Date: ____ / ____ / ____

After judging/scoring is completed for all essays, submit your full set of judging sheets to the Contest Lead or Judging Committee Lead at your level.

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JUDGING COMPILATION SHEET

Judging Committee Lead uses this sheet to record and tally the results of the judges.

After judging compilation completed for all essays, the lead submits the completed sheet to the Contest OPR and MOWW PEC Chair (as backup)

Columns can be added or deleted to reflect the actual number of essays to be judged.

Essay ID #	Name/Number of Judges						Lead	TOTAL	3 Highest	ID #
	1	2	3	4	5	6				
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										

Compiler's initials _____

Date: ____ / ____ / ____

Judging Committee Lead or Contest Lead

See MOWW Form 12, "Phoenician Essay Contest and Awarding Checklist" for more information about the process.