

## **Instructions to the Serra Club Judges**

This form along with a copy of the "Rules and Regulations" should be given to each judge.

### **Essay Assignments**

Essays will be sent to Serra Club Judges who will assess each essay according to the criteria contained in this outline. The essays will be numbered with a code number but will not contain the title page with identifying information.

### **How to assign points**

#### **Content and organization**

Assign points on overall content and how the material is organized and presented. Assess clarity, creativity, content, and organization. Consider the spiritual focus of the essay.

Maximum point award 50 points.

#### **Use of language**

Assign points on overall use of the English Language. Evaluate sentence structure, use of vocabulary, grammar, and examples.

Maximum point award 25 points

#### **Readability and neatness**

Assign points for readability and neatness. Does the writer make it easy for the reader to read the essay?

Maximum point award 15 points

### **Rule adherence**

Assign points for adherence to the contest rules. Did the writer follow instructions? Did he/she reveal himself or school in body of the essay? Did he/she follow the number of word guidelines? Did he/she type or write legibly in ink and double space on one side of the paper?

Maximum point award 10 points

### **Scoring**

Total each writer's score and enter it next to the writer's identification number on the score sheet.

### **Sending in the Score Sheets**

Judges are to send completed score sheets and essays to:

Dr. Robert W. Conroy  
Chairman Essay Contest  
3516 SW Westport Court  
Topeka, KS 66614-4567

### **Final Scoring**

After all score sheets are in, a meeting will be scheduled for all judges. Judges will separate the top essays and decide rank order. The top 10 boys and top 10 girls will be determined according to the scoring system which has already been outlined.