

### **Preparing Applications for Scoring:**

1. Completed applications must be treated as sensitive materials. Chair will maintain possession of applications except when secured in a safe at the clubhouse or used for scoring in a secure setting in which the chair is present.
2. A separate scoring folder will be made for each application. All identifying information will be scrubbed except for the last four of the social security number, which will be on each page.
3. Items in the scoring folder are: two letters of recommendation, Awards and Honors, Volunteer and Community Activities and Essay.
4. Front of the folder will have a small form stapled to it that will include the last four digits of applicant's social, student's GPA. Previously, the chair has filled out the form prior to scoring.
5. GPAs are straightforward for high school applications. It will be listed on the HS Transcripts. GPAs for continuing education may need to be calculated watching carefully for credit hours or quality points. The official applicant folder will be kept separately from the scoring folder. Official applicant folder will include the applicant's information page, privacy act statement and official transcripts.
6. High School seniors who attended more than one high school get additional points which is noted on the front of the scoring folder. The high school transcript will show the different schools. See scoring guidelines for point totals.

### **Scoring:**

1. Recruit a minimum of 15-20 scorers for the scoring committee from the Wiesbaden Community.
2. Coordinate for use of the clubhouse to score. Provide snacks and lunch.
3. Scorers will be divided into HS and CE. Chair will provide each set of scorers with an evaluation tally sheet, writing rubric, sample essay, and scoring guidelines.
4. Each application will be scored by five scorers. Talking or discussion of the applications is not allowed.
5. Chair will provide instructions to all scorers prior to beginning. Scorers will follow the guidelines provided.
6. After the scorer has finished an application, they will initial the form on the front of the folder, add up the scores on the tally sheet, place the tally sheet in the basket and return the application file to the middle of the table. If the scorer is the fifth scorer on an application, that application will be turned into the scholarship admin team.
7. As scored files are turned in, check tally sheets for correct score.

**Evaluation:**

1. Input raw scores into excel spreadsheet. Drop low and high score and determine the average score. Have a second party determine that the numbers are correct.
2. Make a report of scores, one for HS and one for CE, that ranks them in order for the disbursal meeting. Only include the last four of the social to ensure impartiality.
3. Scoring folder contents can now be merged with official folder contents.