





JUDGING THE ESSAY

PRIOR TO THE CONTEST

Review the rubric and what will be expected of students.

DURING THE CONTEST

Read the prompt

DURING THE CONTEST

- 1. Collect exams
- **2. Grade** the objective portion of the exams. Select the top eight highest-scoring papers to have essays graded.
- **3. Divide** the papers among the judges.
- 4. Read each paper and assign a score individually. Each judge should write the score and key thoughts on a separate piece of paper without comparing scores or thoughts on the paper with the other judges (a scoring sheet is available on the UIL website). Judges may write individual comments on the actual student's paper.
- **5. Compare scores and discuss** after all judges have read all papers and assigned scores to each.
- **6. Assign each paper a consensus score**, a score that all judges agree is appropriate for that individual paper.
- 7. **Transfer** individual scores and consensus scores to the paper. Ensure that students have adequate feedback on either the actual paper or a copy of the rubric or both.
- **8. Break any ties** (based on total scores) by ranking tied papers, not by changing scores.