

Evaluating the Applications: Scoring System

Evaluate each application thoroughly. Look at each section and use your judgment to rate the applicant. Use the scoring tables and the following examples to assist in your judgment. Review the following pages carefully, as they provide more in-depth explanations and questions you should consider when judging each applicant.

Judgments aren't arbitrary. Rather, they are a way to take into consideration the many different strengths and characteristics that the most "valuable" applicants bring to the table. To use this approach, however, you need a panel of judges. We hope to have a committee of **at least three members**. Each member of the panel will score the application. After each member has scored the application, we average the scores of the entire panel to get the final score for the applicant.

All applications must conform to the rules and regulations set forth by the United States Army Warrant Officers Association Scholarship Foundation (USAWOASF) Board of Directors. Committee members (CM) may consider only applications that comply with the rules and are submitted by qualified applicants. CM must evaluate applications using the merit standards set by the USAWOASF, as detailed below. Uniform standards must be utilized because applicants from different localities apply. There can be no deviation from these rules without expressed permission from the USAWOASF BOD.

While we require that all applications conform to the rules, we caution committee members not to be too hasty in disqualifying an application. The committee should attempt to correct incomplete or missing information before judging. Just be sure that your policy is consistent.

The Scoring Worksheet should simplify the rating process.

If you have questions about the scoring system, do not hesitate to contact the USAWOA Scholarship Foundation Office at 703-742-7727 or USAWOASF@Verizon.Net

For those sections with 0-5 ratings, please use the following as a guide when evaluating the applications.

5--Outstanding--All of the applicant's application materials exemplify superior or exceptional characteristics that contribute to the specific criterion.

4-Excellent--The applicant's application materials illustrate extremely strong, but not exceptional, characteristics contributing to the standard. The reviewer may have a reservation, but there are redeeming features to compensate for or outweigh the reservation.

3-Strong-The applicant's application materials demonstrate strong characteristics; however, the reviewer may have reservations.

2-Average-While the applicant's application materials are satisfactory, the reviewer may have major reservations. Certain evaluation characteristics related to the criterion are not present.

1-Below Average-The applicant's application lacks certain requested materials. The materials present are not satisfactory.

0-Weak-The applicant's application is considerably incomplete with inadequate materials present.

For the 0-5 rating sections, you may assign a score that includes up to two decimal points. This is not necessary, but permissible.

1. Evaluate The Essay.

Essay Points 5 X 5 = 25 Maximum Points

Rate the applicant based on the mechanics, style and content of the essay. Essays should be clearly written and well organized, and should sustain a well-focused discussion. The essay should enable you to get to know the applicant better. The writer should explore ideas with insightful reasoning, persuasive examples, a mature outlook and/or a deep concern for society.

Example:

Applicant A wrote an excellent, inquisitive essay, based on your judgment. You assign him a rating of 4.8. Take 4.8×5 to get 24, his Essay score. This is out of a possible 25 points.

2. Special Circumstances that will negatively impact applicants attending college.

Special Circumstances Points = 20 Maximum Points

Factors such as number of children in family (5), number of children in college (5), other scholarships or lack thereof already obtained (5), is a single parent (5).

Example:

Applicant A has two siblings, one of which is in college, has obtained no scholarships and the father is deceased. You assign this individual $3 + 4 + 5 + 5$ for a total of 17 points out of a possible 20 points.

3. Extracurricular Activities, both School Related and Community Service.

Extracurricular Activities, School Related & Community Service **Maximum Points = 10**

Extracurricular Activities Points School Related and office held 5 points

- a. No Extracurricular activities = 0
- b. Participated in one or more extracurricular activities = 1
- c. Leadership role in one extracurricular activities e.g. team captain, President, etc. = 3
- d. Leadership role in more than one extracurricular activities = 5

Volunteer/Community Services and office held 5 points

- a. No community service = 0
- b. Participant in one or more community services = 1
- c. Leadership role in a community service e.g. officer, chairperson = 3
- d. Leadership role in more than one community service = 5

Example:

Applicant A served as class president during the senior year and was involved in several community service projects gaining 3 points for school related and 5 points for community service for a total of 8 points out of a possible 10.

4. Letters of Recommendation.

Letters of Recommendations Points (3 Letters x 5 points each). **Maximum Points = 15 points**

Three letters of recommendation – one from each of the following categories must be included:

Teacher, Counselor or Principal, Community member (employer, physician, member of religious community) or family friend

Each letter is evaluated separately and is eligible for five points. The rater should consider the following when determining point allocations:

- the extent to which the writer provided specific examples of the student's attributes;
- the depth and breadth of the qualities being described;
- evidence of unusual or remarkably distinctive qualities or attributes;
- clarity of relationship;
- the extent to which the writer knows the applicant well enough to make the claims being made;
- whether the letter was written specifically to address the criteria of the USAWOA Scholarship or is a generic letter or recommendation.

Teacher	0 1 2 3 4 5
Counselor or Principal	0 1 2 3 4 5
Community Member	0 1 2 3 4 5
Family Friend	0 1 2 3 4 5

Example:

Applicant A had letters from a teacher (5), a counselor (3) and the family physician (4) for a total of 12 points out of a maximum of 15 points.

Scholarship Rating-50.0 Points

Part A: National Test Scores-25.0 Points

National Test Scores - Refer to the applicant's transcript or the copy of test scores provided.

Compare applicant's best composite ACT score and best combined SAT score with the chart below. Assign applicant the higher of the two point totals.

NOTE: The committee will only consider the applicant's highest SAT Math score and Critical Reading score; the essay section score is not taken into consideration.

Table 1: Test Scores

SAT	ACT	Points	SAT	ACT	Points
1600	36	25.0	1130-1160	25	20.0
1540-1590	35	24.8	1090-1120	24	17.8
1490-1530	34	24.5	1050-1080	23	15.6
1440-1480	33	24.3	1020-1040	22	13.4
1400-1430	32	23.9	980-1010	21	11.1
1360-1390	31	23.6	940-970	20	8.9
1330-1350	30	23.4	900-930	19	6.8
1290-1320	29	22.8	860-890	18	4.5
1250-1280	28	22.3	820-850	17	2.3
1210-1240	27	21.8	770-810	16	1.1
1170-1200	26	21.1	Below 770	Below 16	0

Part B: Academic Achievement Points 5 X 5 = 25 Maximum Points

Academic Achievement - Refer to the applicant's transcript.

Grade Point Average (GPA) use actual GPA

- Less than 2.0 = 0
- 2.0 to 2.5 = 1
- 2.6 to 3.0 = 2
- 3.1 to 3.4 = 3
- 3.5 to 3.9 = 4
- 4.0 and above = 5

Look at the applicant's transcript and counselor's report, and rate this section based on the GPA, class ranking, and class schedule: i.e., quality of courses; rigor and intensity of courses; strong, average or weak senior course load; presence of honors and/or AP courses, if available; and the number of those courses being taken by the applicant.

Examples:

1. Applicant A took the ACT but did not take the SAT. Consult Table 1 and assign him points based on his score. If his composite score is 34, give him 24.5 points. His transcript lists his GPA, class ranking and class schedule. Based on his GPA, ranking, schedule and courses, you assign him a rating of 4. $GPA\ score\ 4 \times 5 = 20$. Add $24.5+20$ to get a total scholarship score, 44.5. This is out of a possible 50.0 points.
2. Applicant B's best composite score is 26. That's worth 21.1 points. She took the SAT twice. Add her best Critical Reading score, 520, to her best Math score, 580, to come up with her best combined SAT score, 1100. Consult Table 1. An SAT of 1100 is worth 17.8 points. Give Sandy the higher score, 21.1.

Applicant B's transcript lists the GPA, class ranking and class schedule. Based on that GPA, ranking, schedule and courses, you assign a rating of 4.2. $GPA\ of\ 4.2 \times 5 = 21$. Add $21.1+21$ to get a total scholarship Score, 42.1. This is out of a possible 50 points.

Total Score

Each member of the panel will score the application. After each member has scored the application, you must average the scores of the entire panel to get the final score for the applicant.

- **Total score** refers to the Essay, Special Circumstances, Extracurricular Activities, Letters of Recommendations and Scholarship (National Test Scores + GPS) added together to end in a score of up to 120 points. Each judge will review the application and come up with their total score.
- **Final score** refers to the average of the total scores from each judge. This is the final score of the application.

Total Score Example: Applicant A achieved the following scores from rater X:

Essay	24
Special Circumstances	17
Extracurricular Activities	8
Letters of Recommendations	12
Scholarship (National Test Scores + GPS) (20+24.5)	<u>44.5</u>
	105.5

Total Score from Rater X 105.5

Final Score Example:

Rater X 105.5

Rater Y 100.5

Rater Z 100.0

Total $306 \div 3 = 102$ Applicant A final score

This is done for each applicant and then an Order of Merit Listing is generated.