Online Registration System (ORS)
Technology Guide
2020 Scholastic Art & Writing Awards

Writing Region-at-Large Adjudication Partners & Jurors

Thank you for signing up to be a 2020 Scholastic Art & Writing Awards juror! We are excited to have you on board and appreciate the time you are dedicating to recognize talented young writers across the country. The Scholastic Awards ensure that your Site Coordinator is ready to prepare and support you through the judging process. You may contact your Site Coordinator to troubleshoot any issues that may come up during adjudication.

You are registered in our Online Registration System (ORS). Please use the email address and default password given to the Site Coordinator to login. **Do not create a new account**. **Do not change the username or password to your given account.** The writing adjudication deadline is **January 10, 2020**. All works must be scored and entered online by this date with **no exceptions**.

1. To begin judging, visit the Scholastic Art & Writing Awards website at
   http://www.artandwriting.org/Registration.

2. Enter the email address and the default password given to you by the Site Coordinator **[Figure 1]**.

FIGURE 1

3. A profile page will appear where you will be prompted to enter your contact information **[Figure 2]**. Complete all sections with the yellow star next to them using the information provided by your Site Coordinator. **Do not change your password. Do not change the email address. Do not input your personal information**. Click UPDATE at the bottom of the page when ready. Please update this page by **December 30, 2019**.

2019 Adjudications, Test RAL Juror - Profile

| FIRST NAME: | Test RAL Juror | * | LAST NAME: | 2019 Adjudications | * |

Email & Password

Emails are case sensitive.
Passwords must be at least eight characters long and must contain at least one lowercase letter, one uppercase letter, one number, and on special character.

| EMAIL: | testRALjuror@123.com | CONFIRM EMAIL: | testRALjuror@123.com |
| PASSWORD: | | CONFIRM PASSWORD: | |

Contact Information

COUNTRY:	United States	*	STATE:	-- Select --	*
ADDRESS:		*	APT/FLOOR:		
CITY:		*	ZIP:		*
PHONE:		*	FAX:		

UPDATE

FIGURE 2

4. The next page will be your Dashboard which serves as a homepage that summarizes the panel and judging progress **[Figure 3]**. Each account only accesses one panel. If you are responsible for judging multiple panels, you should have multiple juror accounts. The panels will be named by category and grade range of students.

Scholastic Art & Writing Awards (Northeast 4, Poetry Judge)

PANEL NAME	# JUDGED	# RECUSED	# REMAINING	STATUS	
Poetry, Grades: 9 - 12 #122	0	0	8	BEGIN	PRINT ALL

Total works to be judged: 8

FIGURE 3

5. The Dashboard has four key elements: the category and grade range of the panels, the number of works scored, the number of works from which you have recused yourself, and the number of

works remaining to be scored **[Figure 3]**. The Writing Rubric outlines guidelines for scoring works and can be found below the Dashboard **[Figure 3]**. Download the PDF document and review carefully before judging.

6. The yellow buttons under STATUS will either say BEGIN if the panel has not been opened, or RESUME if you are returning. If you prefer to read physical manuscripts rather than digital manuscripts, click PRINT ALL. Keep in mind you will have to enter scores for each work online after reading the printed manuscripts. **Judging is not complete until scores are recorded online**.

7. To launch judging, click BEGIN under STATUS **[Figure 3]**. You will be directed to the Digital Adjudication system welcome page that reviews the three judging criteria. Please take advantage of this opportunity to review this pertinent information. You **must click the checkbox at the bottom of the page** and then click CONTINUE to begin judging **[Figure 4]**.

FIGURE 4

Before you begin judging...

Please read the following instructions

Score each work on a scale of 1 – 10, one being the lowest score and ten the highest score, based on the following three criteria:

1. Originality
An innovative approach to process, concept and subject matter. Originality often manifests itself in works that go beyond the classroom assignment.

2. Technical Skill
Ability to work fluently in a particular genre. Technical skill is utilized to advance an original idea or perspective. Do not penalize for minor typos.

3. Emergence of a Personal Voice
Evidence of the writer's unique style, sensibility and perspective.

Additional Notes

- Provide a wide range of scores. Scoring all works similarly does not help us discern who should earn Awards.
- Scores can be adjusted at the end of the judging process if necessary.
- If you feel a work may be plagiarized or have elements stolen from a copyrighted work, please continue to score the work, but provide an explanation in the comment box.
- Once you have finished judging a panel, please be sure to click the "COMPLETE" button.

☐ I have read and fully understand the judging criteria.

CONTINUE

8. You are ready to begin! Note that the text box has **two scroll bars**. Be sure you're scrolling down to read the entire work. The top of the text box has a **Print this work** option that will open a printer friendly version of the work **[Figure 5]**.

FIGURE 5

9. Score the works in the panel by using the ORS functions shown in **[Figure 6]**.

FIGURE 6

10. Use **[Figure 6]** as a reference for the following instructions.

- **Score Box**: Give each work a score of 1–10 based on the writing rubric and three judging criteria: originality, emergence of a personal voice, and technical skill. You may refer to the PDF files on your dashboard for description. Please keep in mind that each work should be judged based on its individual merit. **Do not score works in comparison to each other.**

- **Continue**: Click CONTINUE to record the score and move onto the next work. If you close your browser or navigate away from the page without clicking CONTINUE, your score will **not** be recorded.

- Please disregard the American Voices Award checkbox. The Region-at-Large program does not offer this award.

- **Save & Close:** Click SAVE & CLOSE to record the score and return to your Dashboard.

- **Skip:** The SKIP button will take you to the next work in the queue **without** recording a score.

- **Work Inventory List:** This lists all works in the panel. As you score each work, the **0** will be replaced by your score. Each work title is hyperlinked so that you can judge the work in any order you choose. Remember to click CONTINUE to save your score.

- **American Voices:** You may nominate at most 1 work per panel for the American Voices Award. Check this box for the work you wish to nominate. A nominated work should have a score of 9 or higher.

- **Recuse:** Click **Recuse** if you are unable to score a work fairly due to personal biases. The work will be assigned to another juror.

- **Review for plagiarism**: Click this checkbox if you suspect a work of plagiarism or copyright violations, but **still provide a score for this work**. Please include a brief explanation about the possible violation in the text box that will appear.

  Please note that this does <u>not</u> mean that the work will automatically be removed from contention for an award. By flagging the work, you are simply indicating that it may look familiar, and the Alliance team should investigate further. All flagged work will be investigated by Alliance staff to determine if further action and student follow-up is required. We encourage you to flag any works that you suspect could violate our Copyright & Plagiarism Policy for further investigation.

- **Comments:** Due to the volume of submissions we receive, we don't provide individual feedback to students. You may provide feedback about the judging system and the overall experience to the Scholastic Awards staff. These comments will not be seen by students.

- **Submissions Marked as Revoked:** Should you encounter a submission that is marked as revoked, you should bypass it instead of submitting a score. The submission has been marked as

revoked because it is ineligible to contend in the 2019 Scholastic Awards.

- **Work Sources:** Jurors may now access work sources for submissions to the Critical Essay and Journalism categories.

11. After all works have been scored, you will arrive at the **Voting Summary** page **[Figure 7]**. This page includes a chart illustrating your scoring distribution, works inventory list, and the number of works recused or flagged for plagiarism.

Voting Summary

Your Scoring Distribution

Your current Inventory

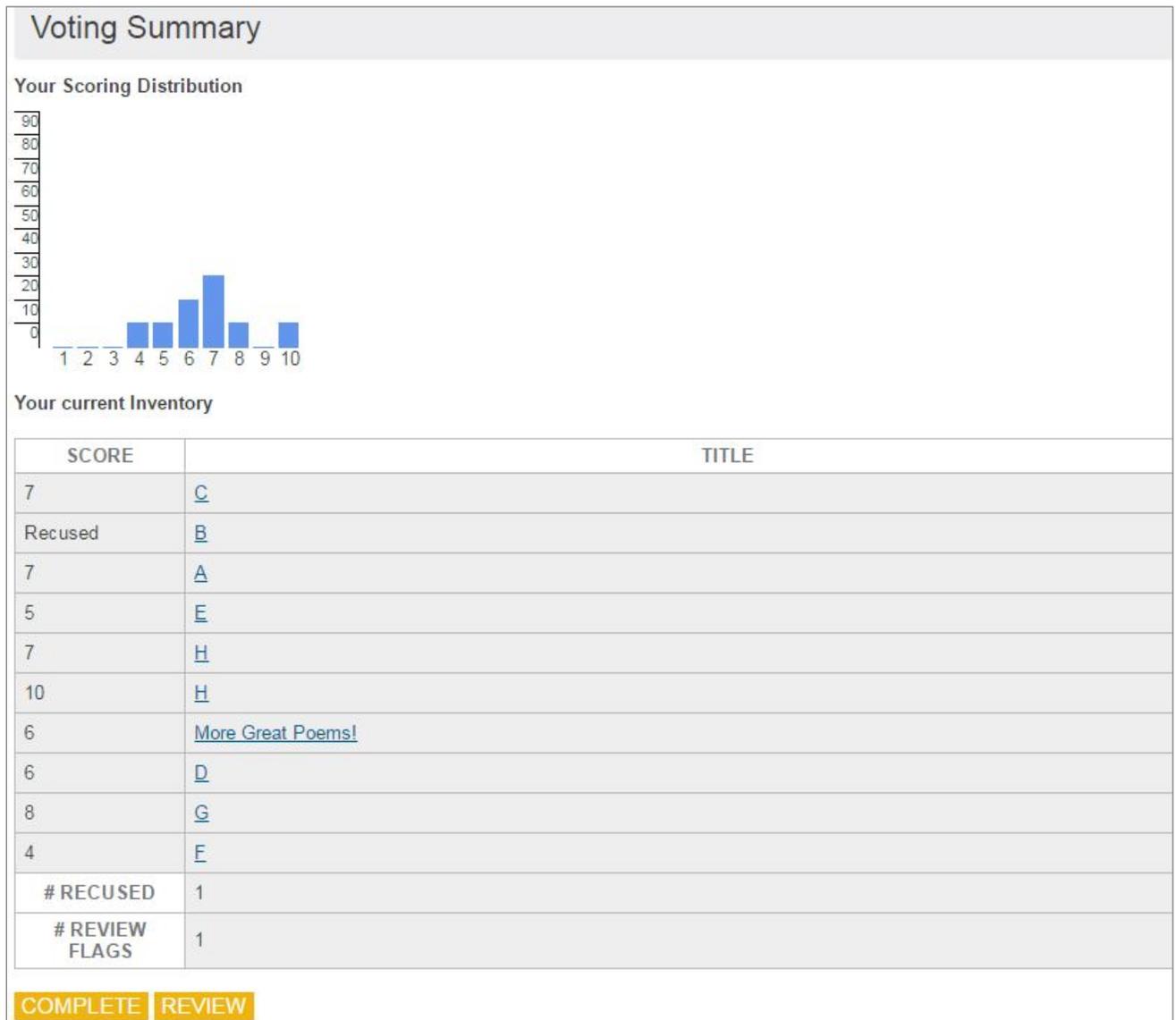| SCORE	TITLE
7	C
Recused	B
7	A
5	E
7	H
10	H
6	More Great Poems!
6	D
8	G
4	F
# RECUSED	1
# REVIEW FLAGS	1

COMPLETE REVIEW

FIGURE 7

12. If you reconsider any scores after seeing your score summary, you have the opportunity to return to the work and make changes by clicking REVIEW at the bottom of the page **[Figure 7]**. You will be directed to the first work in the inventory. Another option is to click the hyperlinked title of the work you want to make changes to.

    After you change the score and click CONTINUE, you will be taken to the next work on the list. To return to the Voting Summary page, click on the title of the last work on the inventory list and click CONTINUE without making any score changes.

13. If you are finished judging all works in a panel and satisfied with your scores, click COMPLETE **[Figure 7]** and OK on the pop-up box. You must click COMPLETE in order to have the scores recorded in our system and close the panel.* **Please don't forget this final step!**

    *Do not click COMPLETE if you have recused work(s). Please alert your Site Coordinator to the fact that you have recused work(s) in your account. They will arrange for the recused work(s) to be read and scored **before** clicking COMPLETE.

    Important: Once a panel is closed, you will not be able to return to it. Please be certain that works have been scored to your satisfaction.

14. After finishing a panel, you will be directed back to the Dashboard and see that the panel status is **Complete [Figure 8]**. If you have been assigned multiple panels, you may login to your next account to begin judging there.

Scholastic Art & Writing Awards (Northeast 4, Poetry Judge)					
PANEL NAME	# JUDGED	# RECUSED	# REMAINING	STATUS	
Poetry, Grades: 9 - 12 #122	8	0	0	Complete	PRINT ALL
Total works to be judged: 0					

FIGURE 8

15. Judging is finished when ALL panel statuses are **Complete**.