



## UCC FOUNDATION SCHOLARSHIP

### REVIEWER INSTRUCTIONS

#### OVERVIEW

##### **HOW ARE SCHOLARSHIPS REVIEWED?**

With the exception of scholarships requiring extra documentation, reviews are done at the application level. Each application will be scored by three different reviewers to help make the process as equitable as possible.

##### **HOW ARE STUDENTS MATCHED TO SCHOLARSHIPS?**

Within the scholarship software, students are either automatically matched to a scholarship or recommended to answer additional questions for a scholarship that required additional information. Our software automatically matches applicants to the scholarships for which they're qualified based on their responses in the general application.

**You will be scoring the three basic sections of each student's application:**

- Extra-Curricular Activities / Community Service / Work Experience
- Essay Questions (4)
- Recommendations (2)

All scoring will be done online through the AwardSpring software. The software will tally your score along with the scores of all others reviewing that student. The three reviewer scores will be averaged, giving the student one overall score. This gives the committee that will be awarding the scholarship the ability to base their decision on overall score, GPA, financial need, and/or any other specific criteria determined within each scholarship.

Click on the following link to view a short video on how to review:

<https://vimeo.com/396014620>

#### SCORING GUIDELINES

##### **EXTRACURRICULAR ACTIVITIES AND EMPLOYMENT HISTORY (15 PT. MAX)**

Consider the following:

- Number of activities/community service

- Full or part-time work

**ESSAY QUESTIONS (#1 & #4 – 10 PT. MAX, #2 & #3 – 5 PT. MAX)**

Consider the following:

- Applicant has answered all parts to the question
- Spelling, grammar, and punctuation
- Answers are informative and well organized
- Quality of Response to Question

**RECOMMENDATIONS ( 5 PT MAX EACH)**

Consider the following:

- The role/impact the recommender played in applicant's life.
- Recommendation provides level of character of applicant.
- If a recommendation was not submitted, score given should be 0.
- Recommendations from family members are not accepted, score given should be 0.

**DO YOU FEEL THIS STUDENT IS DESERVING OF A SCHOLARSHIP?**

- Please reply to this question by entering Yes or No and your reasoning in the "Add Notes" section at the bottom of the score card.

***Thank you for volunteering to be a scholarship reviewer for our annual awards process.***

***WE COULD NOT DO THIS WITHOUT YOU!***