UKSG awards marking criteria

# Marking scheme

0 - does not meet criterion

1 - partially meets criterion

2 - fully meets criterion

3 - exceeds criterion

# Marking criteria

These criteria to be made available on website, as link from application form.

Include criteria only, not the column on things we might expect to see in a good answer

|  |  |  |
| --- | --- | --- |
|  | **Criteria/question** | **Things we might expect to see in a good answer (not exhaustive!)** |
| 1 | Is the applicant eligible? (Yes/No) | n/a |
| 2 | **MERRIMAN ONLY**Evidence that applicant can demonstrate innovation and initiative | Good answers could vary depending on focus – blue skies vs local issue. Could include:* practical, well-thought out solution which could be implemented with support
* sector wide issue highlighting gaps in e.g. provision or communication
 |
| 3 | Evidence that the applicant will improve knowledge / has referred to the conference programme | * Refer to particular sessions they might attend and explain relevance to role
* Relate to own training/career development needs
* Meeting relevant contacts in their field
* **FOR MERRIMAN ONLY**: how all of this relates to the challenge they outlined in their role/the sector
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| 4 | Evidence that attendance at the conference has communication skills and will actively participate/network | * How they plan to participate in networking opportunities, e.g. attend first timers’ events, use social media, contribute/ask questions
* How attendance might lead to networks and contributions beyond the conference, e.g. writing for Insights.
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| 5 | Evidence that the applicant would effectively disseminate ideas/knowledge gained from the conference  | * Which colleagues/networks they will share with and how they will do this (presentation, written report, recommendations, etc)
* Actions they will undertake, e.g. read up on X, implement new process, speak to colleagues about investigating Y
 |

# Proposed process

1. Applicants apply via [online form](https://www.uksg.org/form/2021-uksg-annual-conference-merr).
2. Either way, applications go to someone who will not be involved in marking [person tbc]. Forms anonymised/given applicant number [need to check whether online system can do this automatically?] and sent to markers, with marking spreadsheet [see template].
3. All markers to mark individually and return to [person tbc – member of O&E?] who will collate marks [see template].
4. [Person tbc – member of O&E?] to check all markers agree on winning applications and arrange moderation if needed.
5. [Person tbc – member of O&E?] to make award offers, pending confirmation from referees who will be contacted at this point to clarify veracity of application and confirm applicant will be released from role to attend.