



NATIONAL LEADERSHIP CONFERENCE

GRADER TIPS



CAREFULLY REVIEW THE WSAP GUIDELINES BEFORE YOU ARRIVE.

1. Plan to arrive early. Allow enough time to check in, get settled, review contest materials, and ask questions before grading begins. **REMINDER:** Grading happens at the end of the contest time.
2. Where appropriate, do not begin grading a contest unless you have the current Style & Reference Manual.
3. Before grading any job, compare the answer key to the Style & Reference Manual to ensure alignment.
4. Remember that the Style & Reference Manual takes precedence and is the final authority when determining what is correct.
5. Please make note of partial credit guidelines in the Style & Reference Manual and apply them consistently.
6. Grade consistently. Apply the same standards and interpretations to every entry to ensure fairness for all contestants.
7. Read the entire entry before assigning a final score. This helps you understand the overall quality of the work and avoid missing required elements.
8. Follow the rubric exactly as written. Do not add, remove, or adjust scoring criteria beyond what is provided.
9. Do not assume intent. Grade only what is present in the entry, not what you think the contestant meant to do.
10. Avoid comparing entries to one another. Each submission should be evaluated independently against the rubric and standards.
11. Remain objective and professional at all times. Personal preferences or experiences should not influence scoring.
12. Protect confidentiality. Do not discuss scores, entries, or contestants outside the grading environment.
13. If you are unsure about a scoring decision, consult the grading room committee member rather than guessing.
14. Take short breaks as needed to maintain accuracy and focus during extended grading sessions.
15. Double-check math and score totals before submitting final results.