Scholar's App

Role Guide for Reviewers

Patriot's Pen and Voice of Democracy

Scholars App Reviewer Instructions with Step-By-Step Walkthrough

Congratulations and thank you for participating in the very important process of funding education through scholarships and grants!
As a Reviewer you will be judging the applications and assigning scores.

This Role Guide for Reviewers will cover:

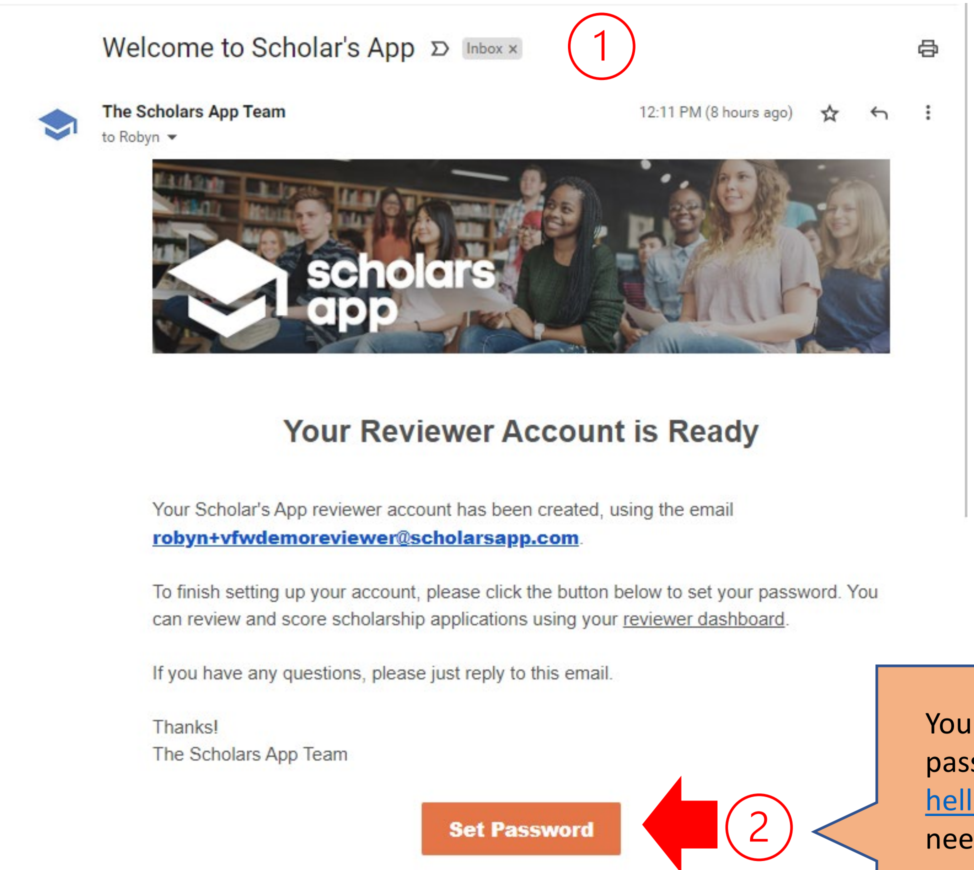
- Creating your password
- Sign into Scholar's App
- Reviewer Dashboard navigation
- Review and scoring process

Need help? Email us at hellovfw@scholarsapp.com

CONFIRMING YOUR ACCOUNT AND CREATING YOUR PASSWORD

Step 1. Look for your Welcome email from the Scholars App Team.
(check your spam and quarantine boxes also)

Step 2. Click Set Password button



Welcome to Scholar's App

The Scholars App Team
to Robyn

Your Reviewer Account is Ready

Your Scholar's App reviewer account has been created, using the email robyn+vfwdemoreviewer@scholarsapp.com.

To finish setting up your account, please click the button below to set your password. You can review and score scholarship applications using your reviewer dashboard.

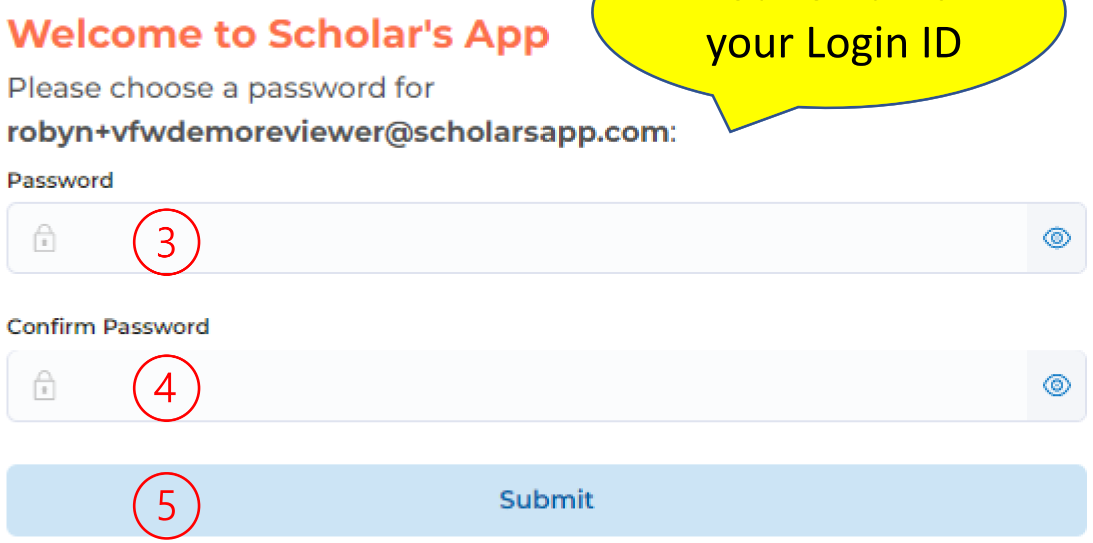
If you have any questions, please just reply to this email.

Thanks!
The Scholars App Team

You have 4 days to set your password. Email hello@scholarsapp.com if you need a reset password link

Step 3. Enter your new password
Step 4. Confirm your password
Step 5. Click Submit

Your email is your Login ID



Welcome to Scholar's App

Please choose a password for **robyn+vfwdemoreviewer@scholarsapp.com**:

Password

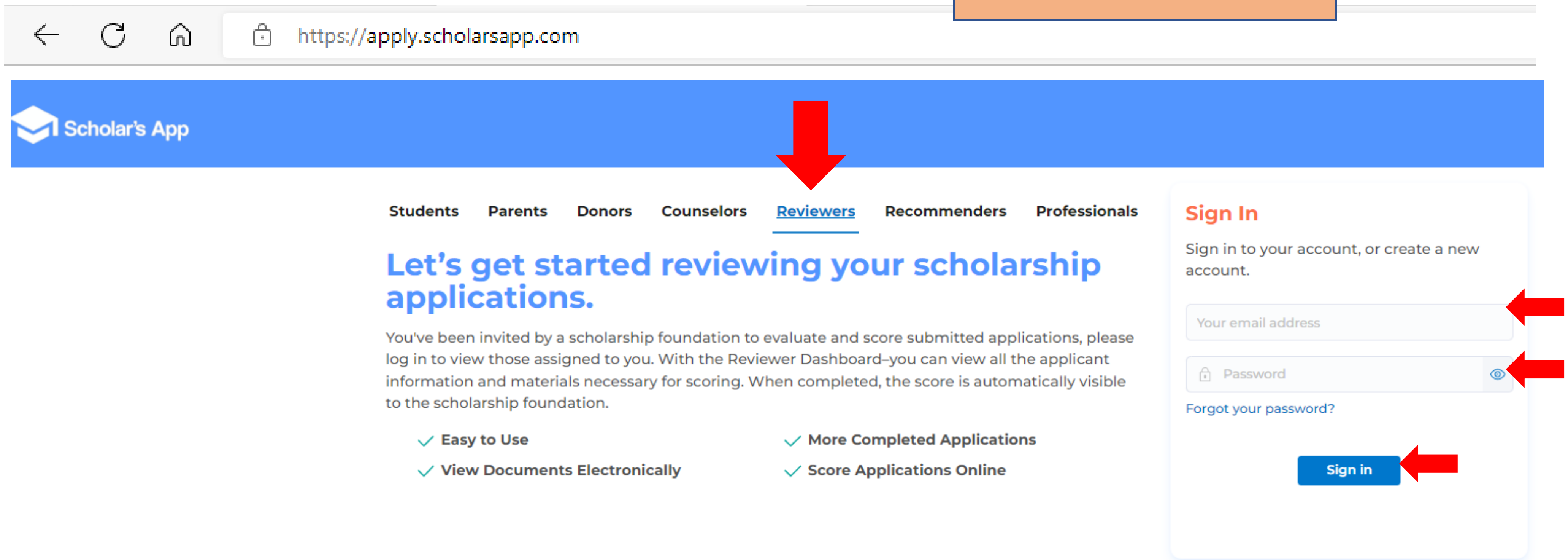
Confirm Password

Sign into your Reviewer Account on Scholar’s App

To sign in go to https://apply.scholarsapp.com/ then click on Reviewers (located at the top center of screen)

- Enter your email address and password
- Click the Sign In button

If you are both a Chairman and a Reviewer, be sure to use the +R version of your email to Sign In


https://apply.scholarsapp.com
Scholar's App
Students
Parents
Donors
Counselors
Reviewers
Recommenders
Professionals
Sign In
Your email address
Password
Forgot your password?
Sign in

Let’s get started reviewing your scholarship applications.

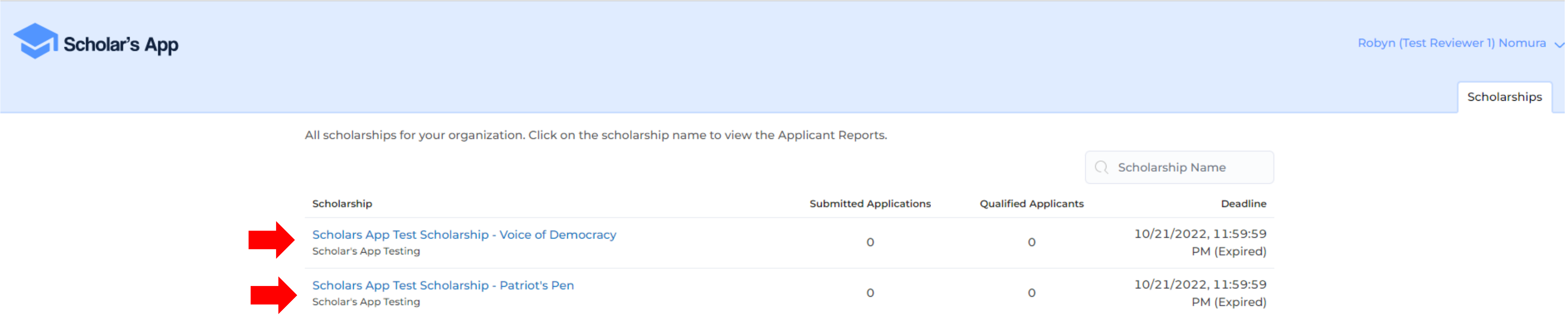
You've been invited by a scholarship foundation to evaluate and score submitted applications, please log in to view those assigned to you. With the Reviewer Dashboard–you can view all the applicant information and materials necessary for scoring. When completed, the score is automatically visible to the scholarship foundation.

- ✓ Easy to Use
- ✓ View Documents Electronically
- ✓ More Completed Applications
- ✓ Score Applications Online

Sign in to your account, or create a new account.

REVIEWER LANDING PAGE

- Select the Scholarship that you have been assigned by clicking on the Scholarship name


Scholar's App
Robyn (Test Reviewer 1) Nomura
Scholarships
Scholarship Name

All scholarships for your organization. Click on the scholarship name to view the Applicant Reports.

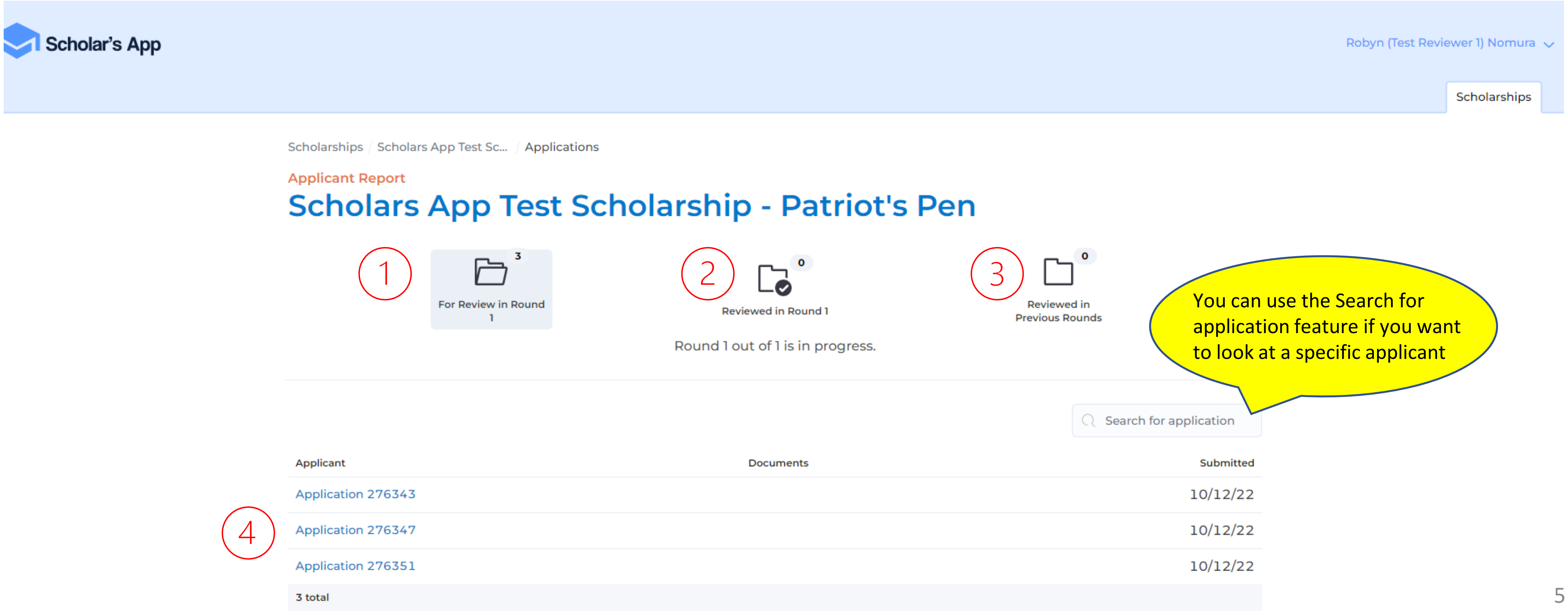
Scholarship	Submitted Applications	Qualified Applicants	Deadline
Scholars App Test Scholarship - Voice of Democracy Scholar's App Testing	0	0	10/21/2022, 11:59:59 PM (Expired)
Scholars App Test Scholarship - Patriot's Pen Scholar's App Testing	0	0	10/21/2022, 11:59:59 PM (Expired)

This section will always be 0

REVIEWER DASHBOARD

- Applicants that have been assigned to you will be listed on your Reviewer Dashboard

1. For Review in Round 1 Folder – Shows the number of applications assigned to you
2. Reviewed in Round 1 Folder – Shows the number of applications you have reviewed
3. Reviewed in Previous Rounds – Shows the number of Reviews you have completed in multiple cycle rounds
4. Links to the Application forms – Click on an Applicant Name / Number to begin your Review

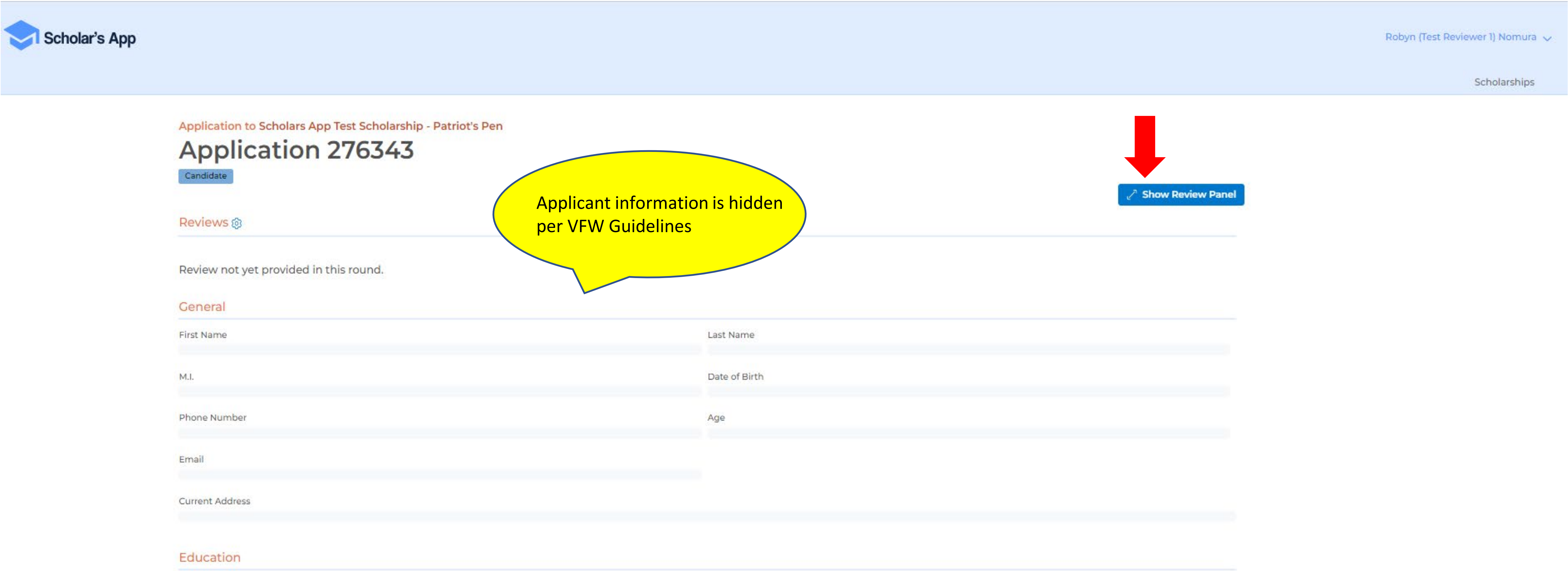

Scholar's App
Robyn (Test Reviewer 1) Nomura
Scholarships
Scholarships / Scholars App Test Sc... / Applications
Applicant Report
Scholars App Test Scholarship - Patriot's Pen
1
3
For Review in Round 1
2
0
Reviewed in Round 1
3
0
Reviewed in Previous Rounds
Round 1 out of 1 is in progress.
Search for application
4

Applicant	Documents	Submitted
Application 276343		10/12/22
Application 276347		10/12/22
Application 276351		10/12/22
3 total		

You can use the Search for application feature if you want to look at a specific applicant

Review Panel (score sheet)

1. Click Show Review Panel Button



Scholar's App
Robyn (Test Reviewer 1) Nomura
Scholarships

Application to Scholars App Test Scholarship - Patriot's Pen

Application 276343

Candidate
Show Review Panel

Applicant information is hidden per VFW Guidelines

Reviews

Review not yet provided in this round.

General

First Name

Last Name

M.I.

Date of Birth

Phone Number

Age

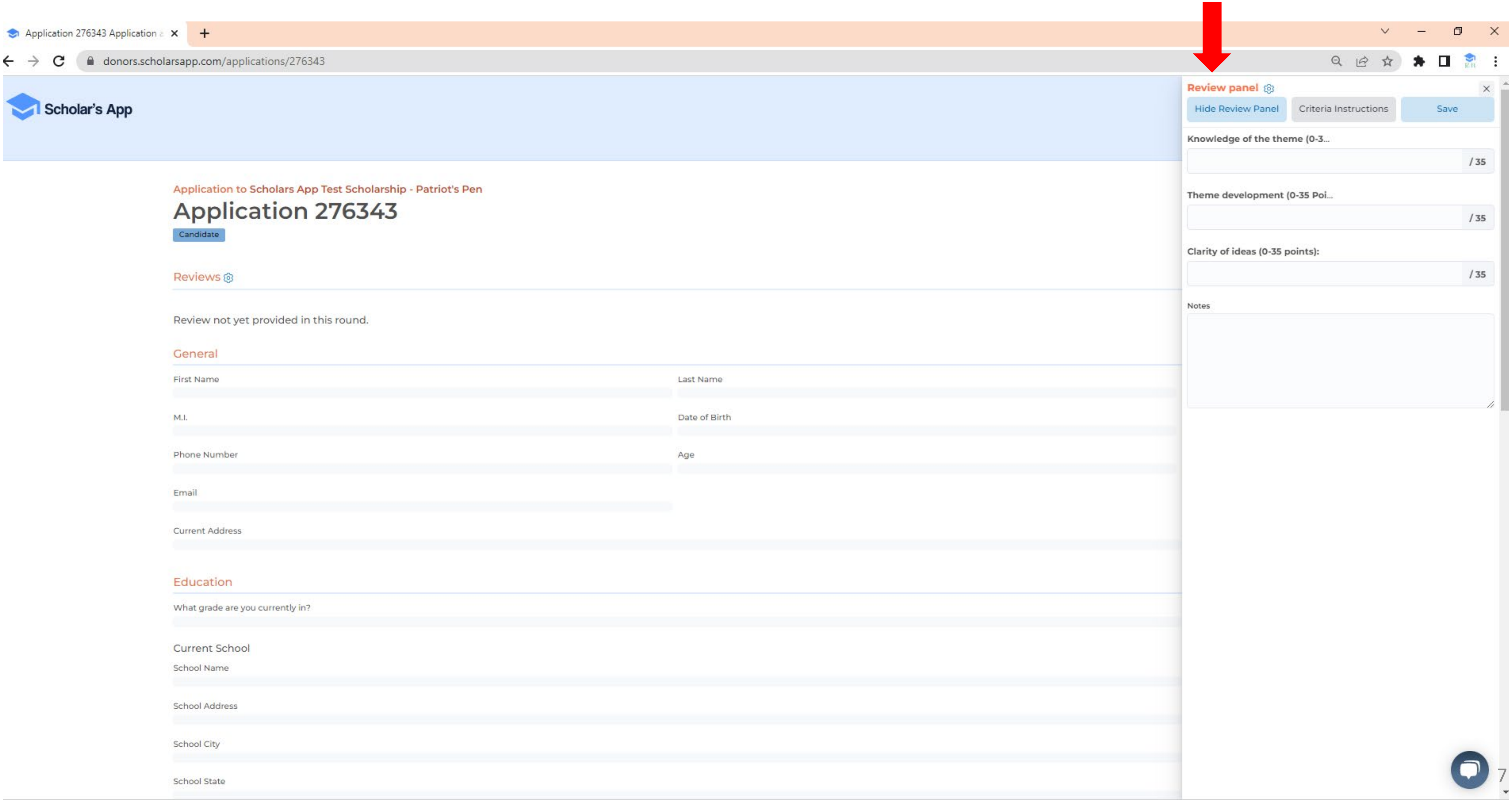
Email

Current Address

Education

Review Panel

The Review Panel will appear on the right side of your screen


Application 276343 Application a
donors.scholarsapp.com/applications/276343
Scholar's App
Hide Review Panel
Criteria Instructions
Save

Review panel

Knowledge of the theme (0-3...

/ 35

Theme development (0-35 Poi...

/ 35

Clarity of ideas (0-35 points):

/ 35

Notes

Application to Scholars App Test Scholarship - Patriot's Pen

Application 276343

Candidate

Reviews

Review not yet provided in this round.

General

First Name

Last Name

M.I.

Date of Birth

Phone Number

Age

Email

Current Address

Education

What grade are you currently in?

Current School

School Name

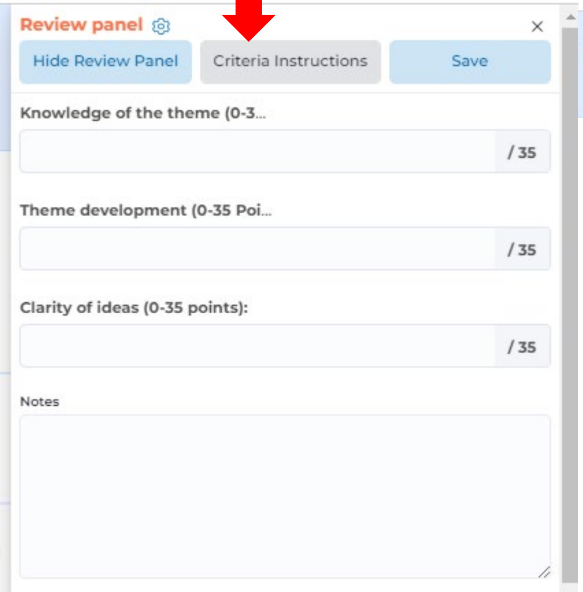
School Address

School City

School State

1. Click Criteria Instructions
2. The Criteria Instructions file will appear on the bottom left of your computer screen
3. Click on the file to open it

①



Review panel

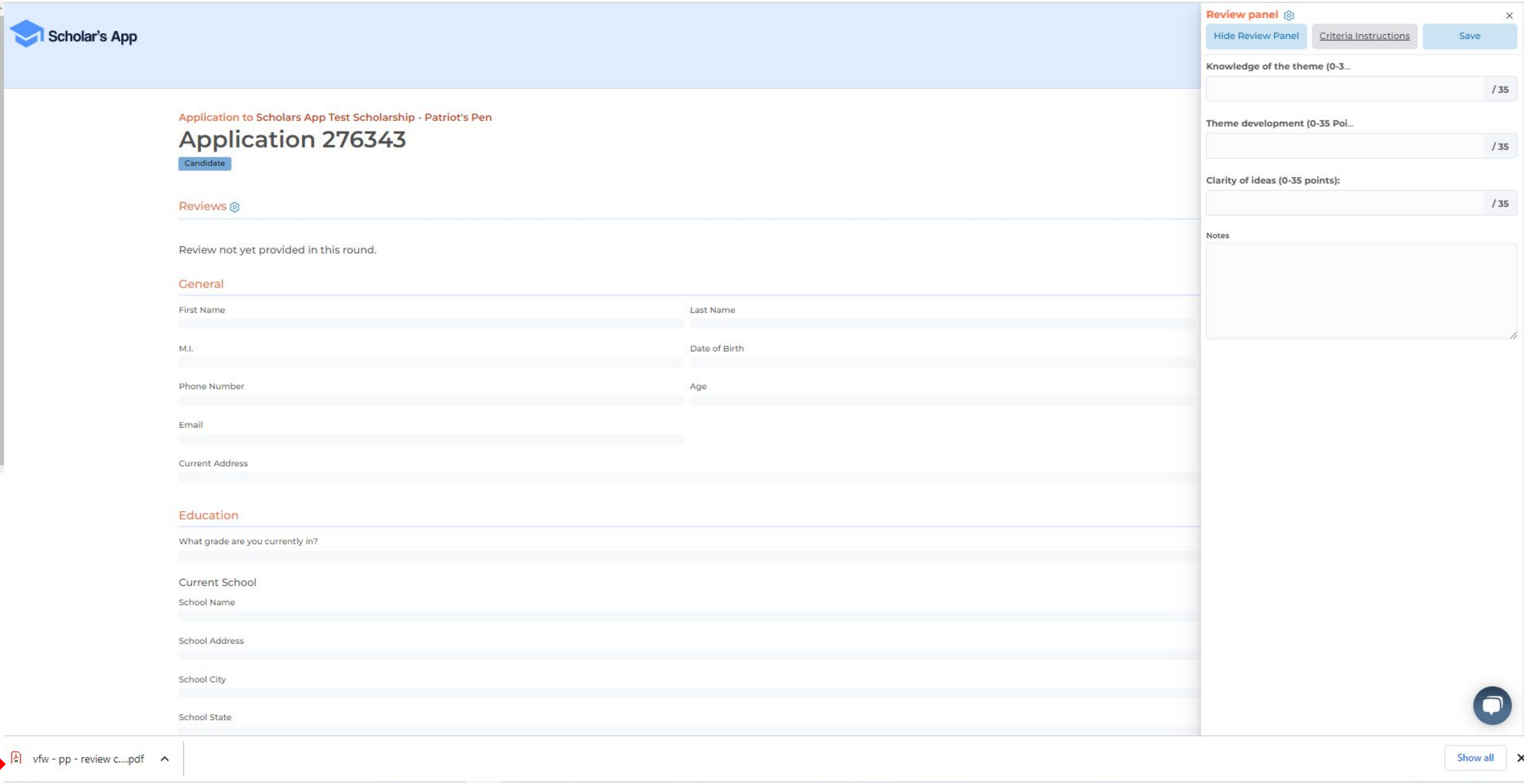
Hide Review Panel | Criteria Instructions | Save

Knowledge of the theme (0-3… / 35

Theme development (0-35 Poi… / 35

Clarity of ideas (0-35 points): / 35

Notes



Scholar's App

Application to Scholars App Test Scholarship - Patriot's Pen

Application 276343

Candidate

Reviews

Review not yet provided in this round.

General

First Name

Last Name

M.I.

Date of Birth

Phone Number

Age

Email

Current Address

Education

What grade are you currently in?

Current School

School Name

School Address

School City

School State

Review panel

Hide Review Panel | Criteria Instructions | Save

Knowledge of the theme (0-3… / 35

Theme development (0-35 Poi… / 35

Clarity of ideas (0-35 points): / 35

Notes

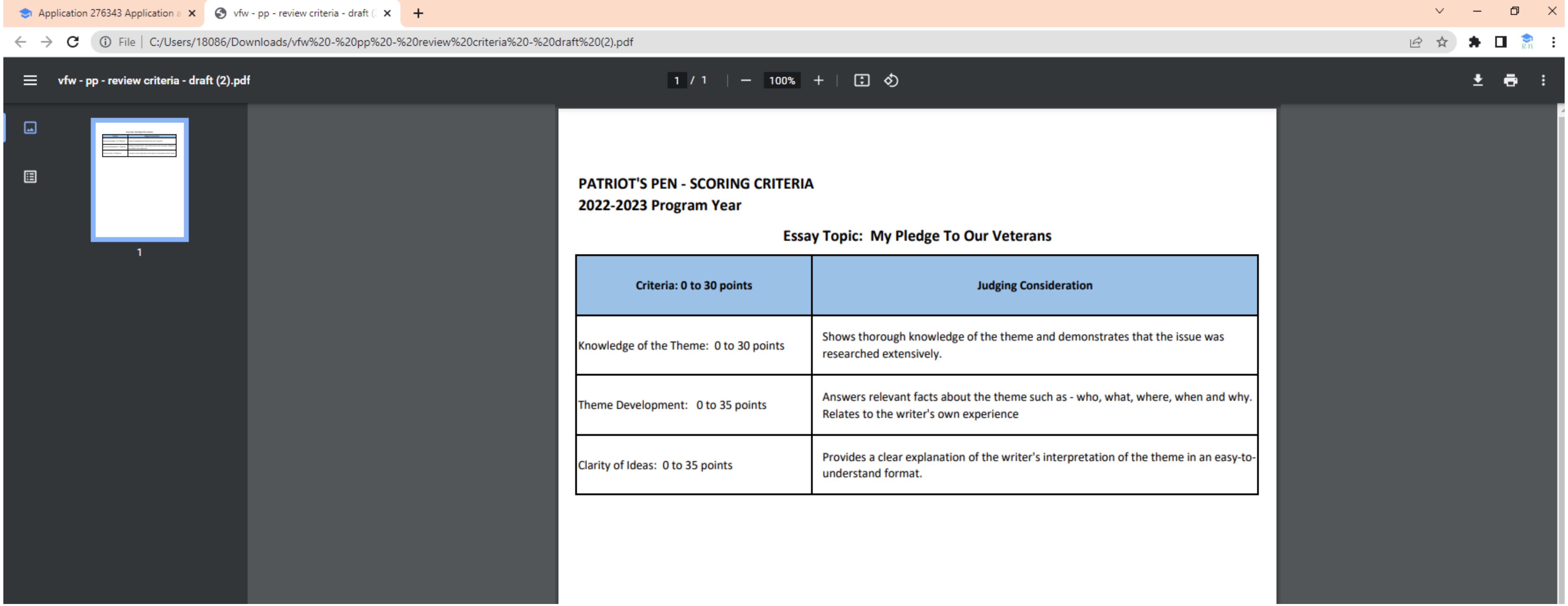
vfw - pp - review c….pdf

Show all

②

Criteria Instructions will open on a separate tab on your computer screen. The Criteria Instructions document provides guidance for the judges. You can leave this tab open for reference or print it out.

These are the Scoring Criteria for Patriot's Pen

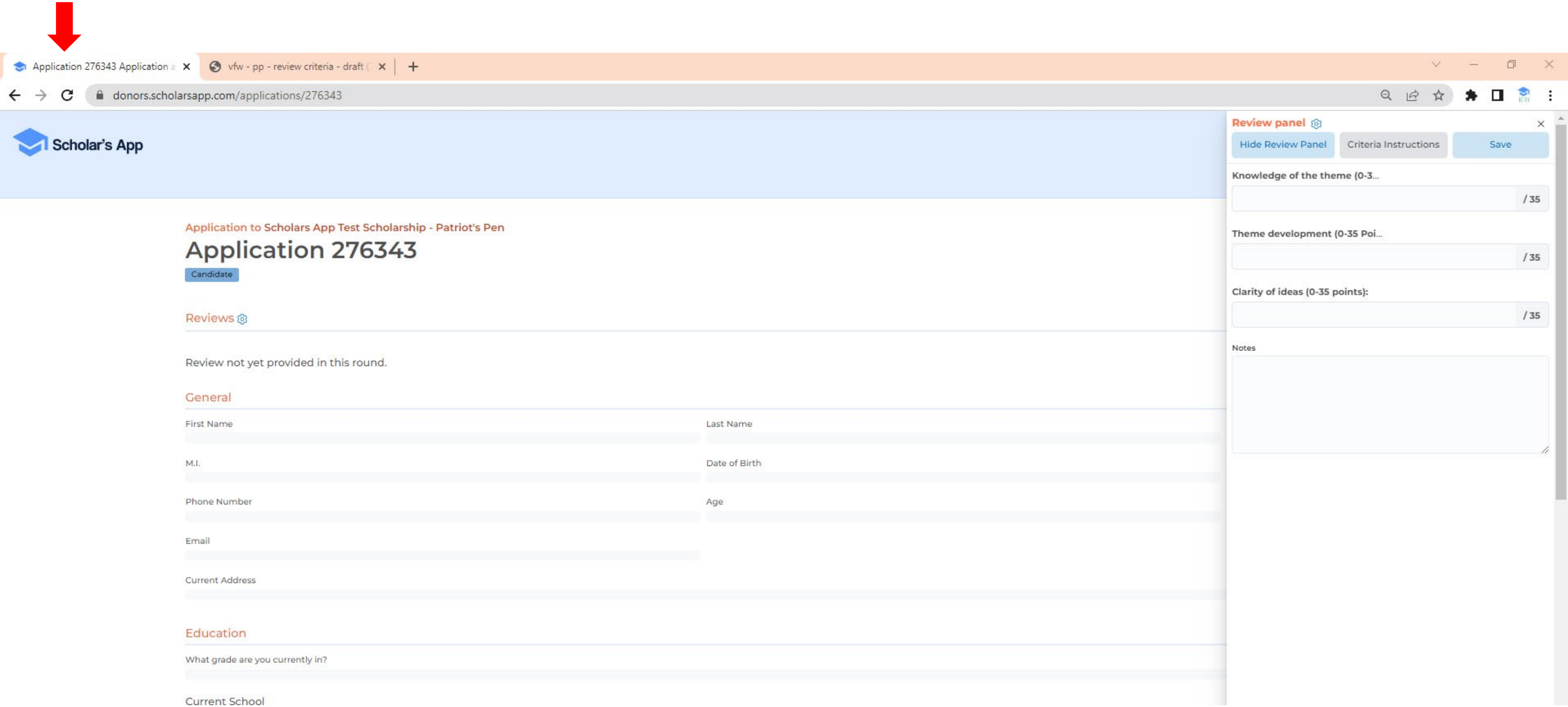

Application 276343 Application a
vfw - pp - review criteria - draft (
File
C:/Users/18086/Downloads/vfw%20-%20pp%20-%20review%20criteria%20-%20draft%20(2).pdf
vfw - pp - review criteria - draft (2).pdf
1 / 1
100%
1

PATRIOT'S PEN - SCORING CRITERIA
2022-2023 Program Year

Essay Topic: My Pledge To Our Veterans

Criteria: 0 to 30 points	Judging Consideration
Knowledge of the Theme: 0 to 30 points	Shows thorough knowledge of the theme and demonstrates that the issue was researched extensively.
Theme Development: 0 to 35 points	Answers relevant facts about the theme such as - who, what, where, when and why. Relates to the writer's own experience
Clarity of Ideas: 0 to 35 points	Provides a clear explanation of the writer's interpretation of the theme in an easy-to-understand format.

Click the Application tab to go back to your Reviewer judging screen


Application 276343 Application
vfw - pp - review criteria - draft
donors.scholarsapp.com/applications/276343
Scholar's App
Review panel
Hide Review Panel
Criteria Instructions
Save

Application to Scholars App Test Scholarship - Patriot's Pen

Application 276343

Candidate

Reviews

Review not yet provided in this round.

General

First Name

Last Name

M.I.

Date of Birth

Phone Number

Age

Email

Current Address

Education

What grade are you currently in?

Current School

Knowledge of the theme (0-3… / 35

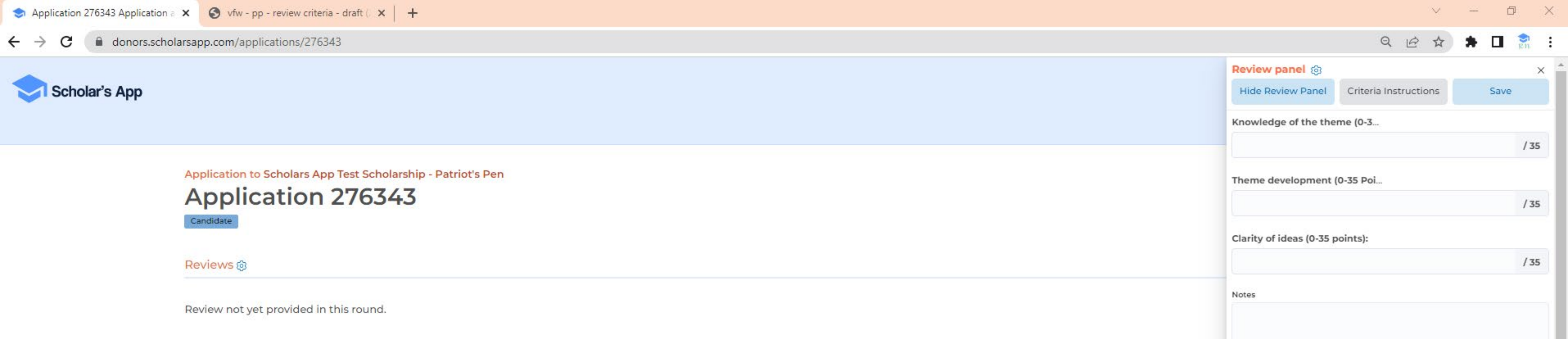
Theme development (0-35 Poi… / 35

Clarity of ideas (0-35 points): / 35

Notes

Starting the Reviews – Patriot’s Pen

Go to Slide 22 for Voice of Democracy audio instructions


Application 276343 Application a
vfw - pp - review criteria - draft (
donors.scholarsapp.com/applications/276343
Scholar's App
Review panel
Hide Review Panel
Criteria Instructions
Save

Application to Scholars App Test Scholarship - Patriot's Pen

Application 276343

Candidate

Reviews

Review not yet provided in this round.

Knowledge of the theme (0-3...
/ 35

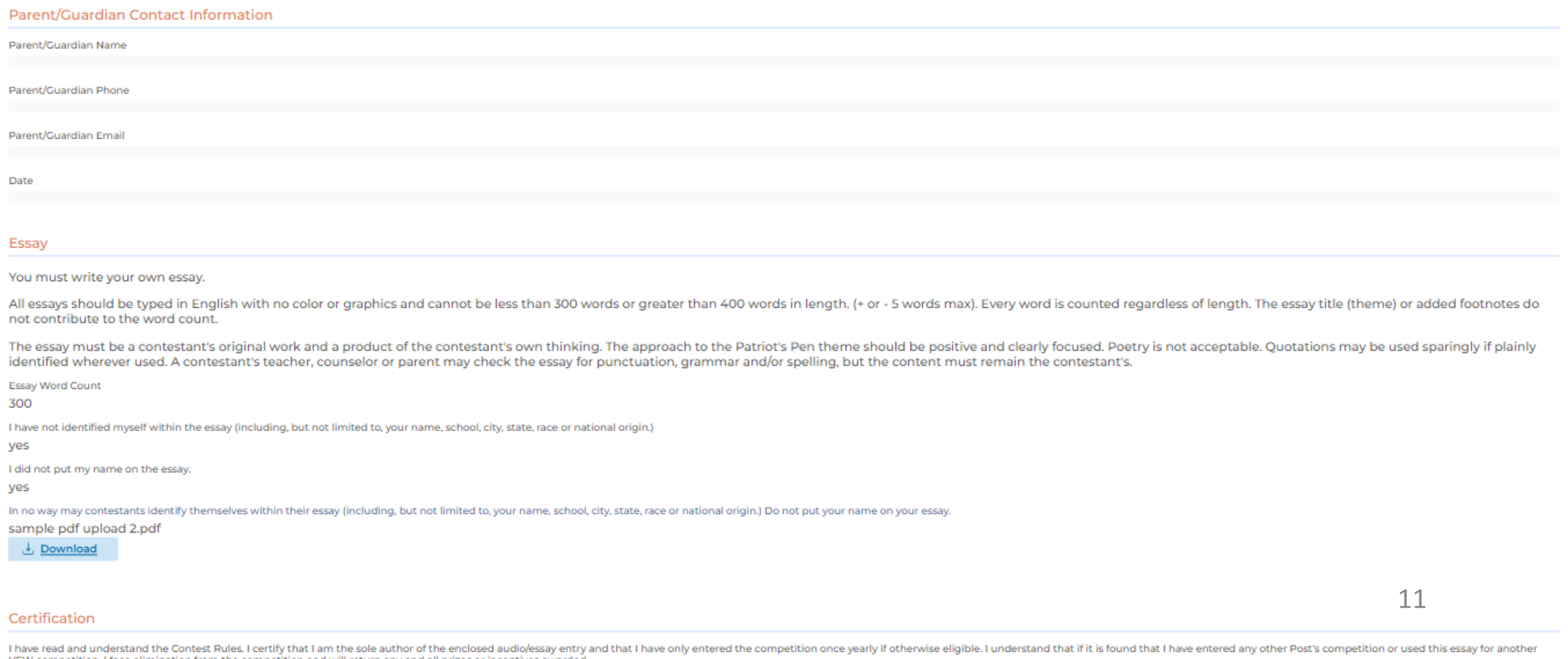
Theme development (0-35 Poi...
/ 35

Clarity of ideas (0-35 points):
/ 35

Notes

1. Scroll Down to the Essay Section (it’s near the bottom on the page)

1. Click on the Download button to view the submitted Essay



Parent/Guardian Contact Information

Parent/Guardian Name

Parent/Guardian Phone

Parent/Guardian Email

Date

Essay

You must write your own essay.

All essays should be typed in English with no color or graphics and cannot be less than 300 words or greater than 400 words in length. (+ or - 5 words max). Every word is counted regardless of length. The essay title (theme) or added footnotes do not contribute to the word count.

The essay must be a contestant's original work and a product of the contestant's own thinking. The approach to the Patriot's Pen theme should be positive and clearly focused. Poetry is not acceptable. Quotations may be used sparingly if plainly identified wherever used. A contestant's teacher, counselor or parent may check the essay for punctuation, grammar and/or spelling, but the content must remain the contestant's.

Essay Word Count
300

I have not identified myself within the essay (including, but not limited to, your name, school, city, state, race or national origin.)
yes

I did not put my name on the essay.
yes

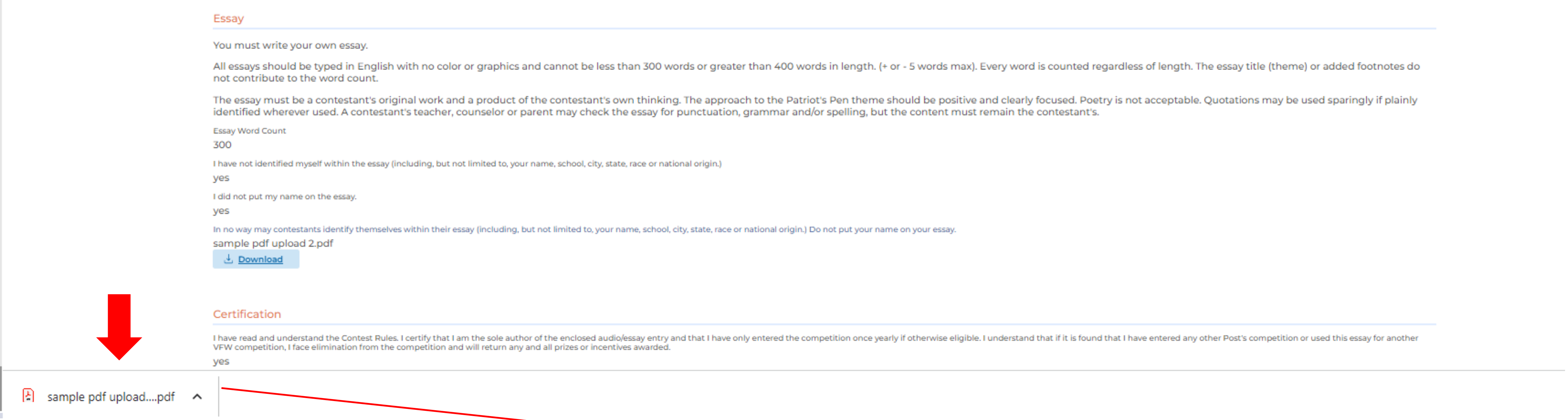
In no way may contestants identify themselves within their essay (including, but not limited to, your name, school, city, state, race or national origin.) Do not put your name on your essay.

sample pdf upload 2.pdf

Certification

I have read and understand the Contest Rules. I certify that I am the sole author of the enclosed audio/essay entry and that I have only entered the competition once yearly if otherwise eligible. I understand that if it is found that I have entered any other Post's competition or used this essay for another

- The essay file will appear at the bottom left-hand corner of your screen
- Click the button to open the file and read the Essay.
    - It will open on a separate tab on your computer



Essay

You must write your own essay.

All essays should be typed in English with no color or graphics and cannot be less than 300 words or greater than 400 words in length. (+ or - 5 words max). Every word is counted regardless of length. The essay title (theme) or added footnotes do not contribute to the word count.

The essay must be a contestant's original work and a product of the contestant's own thinking. The approach to the Patriot's Pen theme should be positive and clearly focused. Poetry is not acceptable. Quotations may be used sparingly if plainly identified wherever used. A contestant's teacher, counselor or parent may check the essay for punctuation, grammar and/or spelling, but the content must remain the contestant's.

Essay Word Count
300

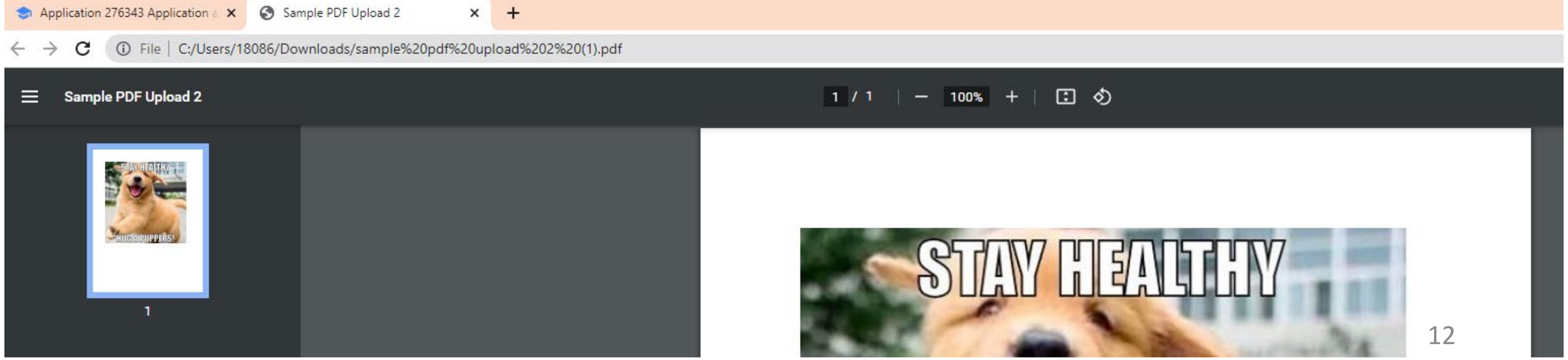
I have not identified myself within the essay (including, but not limited to, your name, school, city, state, race or national origin.)
yes

I did not put my name on the essay.
yes

In no way may contestants identify themselves within their essay (including, but not limited to, your name, school, city, state, race or national origin.) Do not put your name on your essay.
sample pdf upload 2.pdf

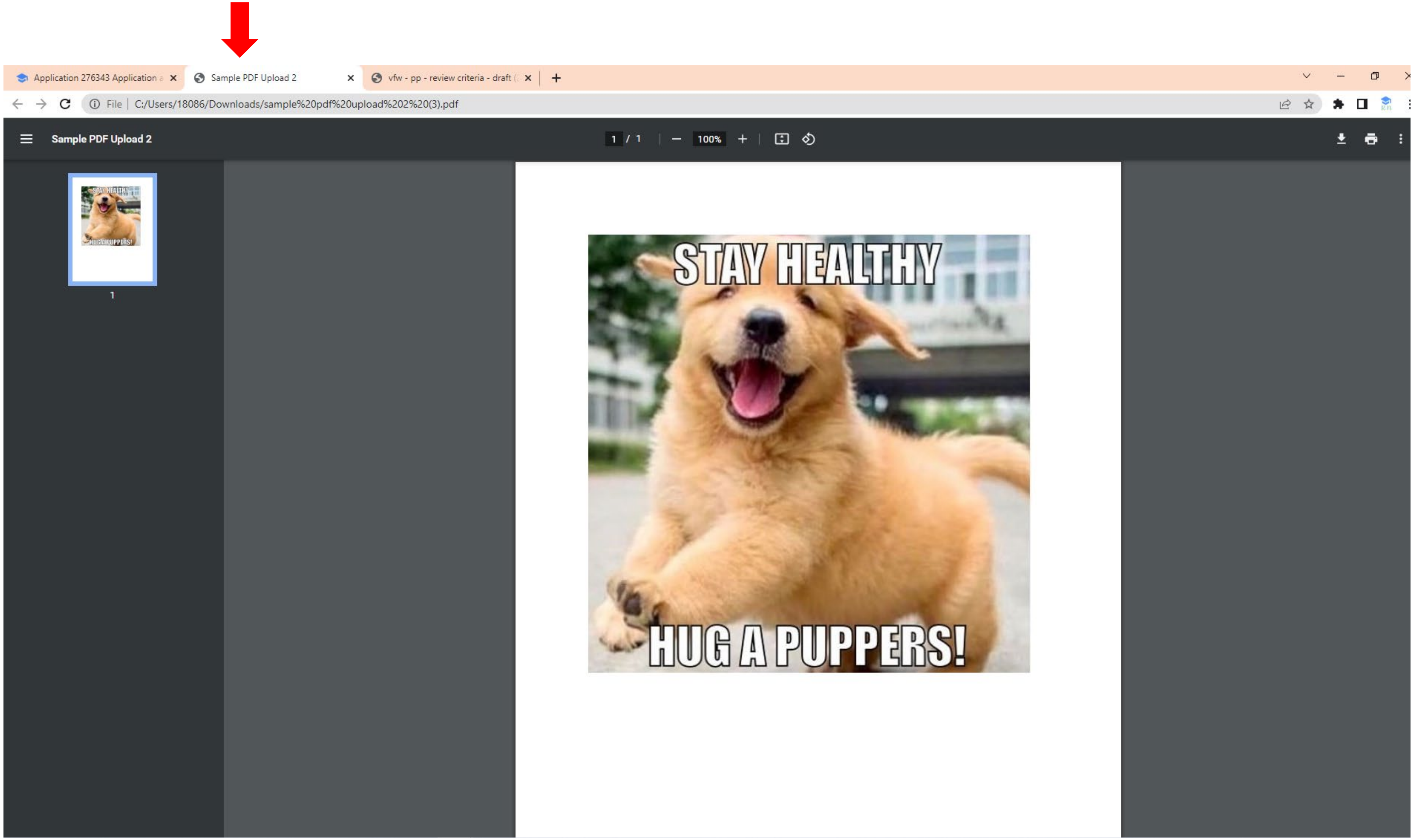
Certification

I have read and understand the Contest Rules. I certify that I am the sole author of the enclosed audio/essay entry and that I have only entered the competition once yearly if otherwise eligible. I understand that if it is found that I have entered any other Post's competition or used this essay for another VFW competition, I face elimination from the competition and will return any and all prizes or incentives awarded.
yes

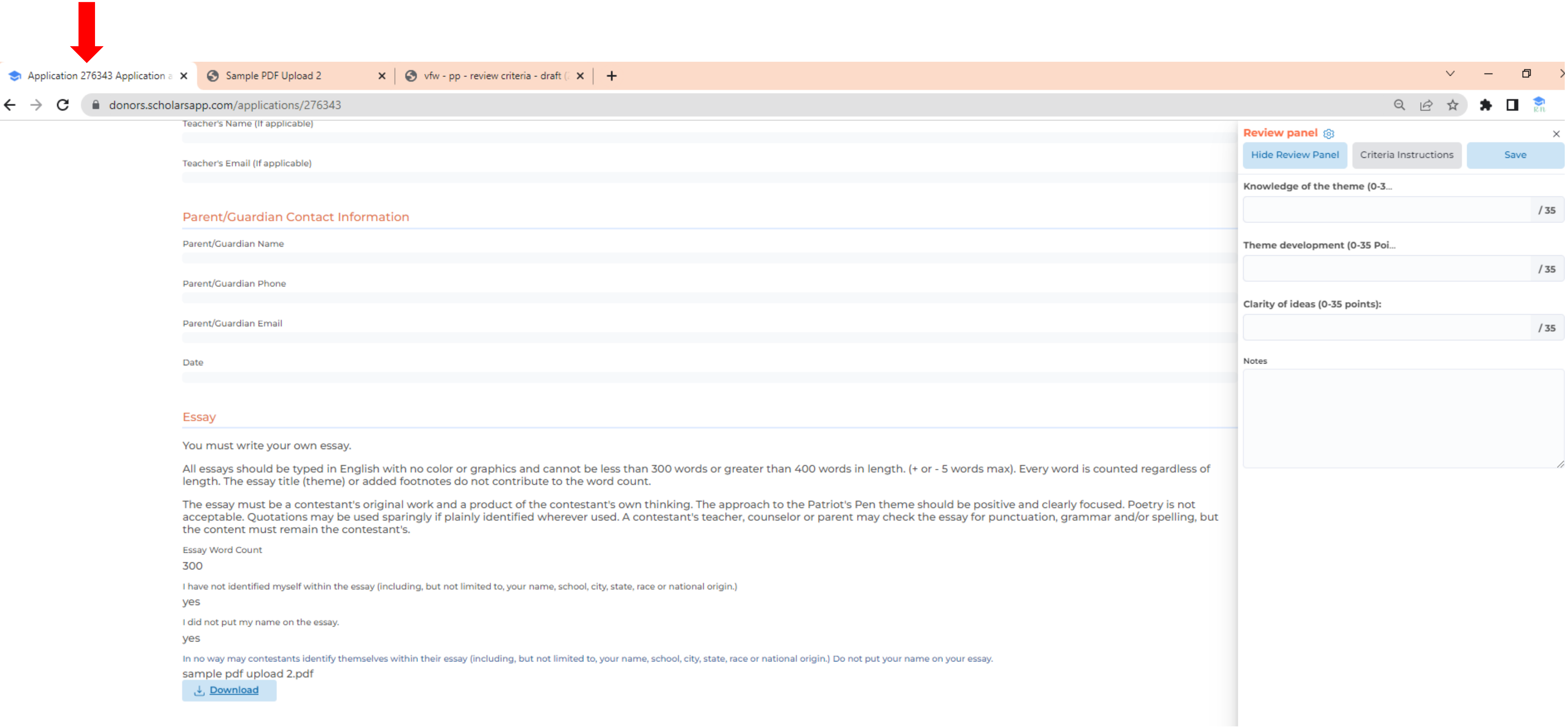


Application 276343 Application
Sample PDF Upload 2
File
C:/Users/18086/Downloads/sample%20pdf%20upload%202%20(1).pdf
Sample PDF Upload 2
1 / 1
100%
1
STAY HEALTHY

1. The Essay file will open on a separate tab on your computer.
2. You can read the essay here


Application 276343 Application
Sample PDF Upload 2
vfw - pp - review criteria - draft
File
C:/Users/18086/Downloads/sample%20pdf%20upload%202%20(3).pdf
Sample PDF Upload 2
1 / 1
100%
1
STAY HEALTHY
HUG A PUPPERS!

Click the Application tab to go back to your Reviewer judging screen


Application 276343 Application
Sample PDF Upload 2
vfw - pp - review criteria - draft
donors.scholarsapp.com/applications/276343
Review panel
Hide Review Panel
Criteria Instructions
Save

Teacher's Name (If applicable)

Teacher's Email (If applicable)

Parent/Guardian Contact Information

Parent/Guardian Name

Parent/Guardian Phone

Parent/Guardian Email

Date

Essay

You must write your own essay.

All essays should be typed in English with no color or graphics and cannot be less than 300 words or greater than 400 words in length. (+ or - 5 words max). Every word is counted regardless of length. The essay title (theme) or added footnotes do not contribute to the word count.

The essay must be a contestant's original work and a product of the contestant's own thinking. The approach to the Patriot's Pen theme should be positive and clearly focused. Poetry is not acceptable. Quotations may be used sparingly if plainly identified wherever used. A contestant's teacher, counselor or parent may check the essay for punctuation, grammar and/or spelling, but the content must remain the contestant's.

Essay Word Count
300

I have not identified myself within the essay (including, but not limited to, your name, school, city, state, race or national origin.)
yes

I did not put my name on the essay.
yes

In no way may contestants identify themselves within their essay (including, but not limited to, your name, school, city, state, race or national origin.) Do not put your name on your essay.

sample pdf upload 2.pdf
Download

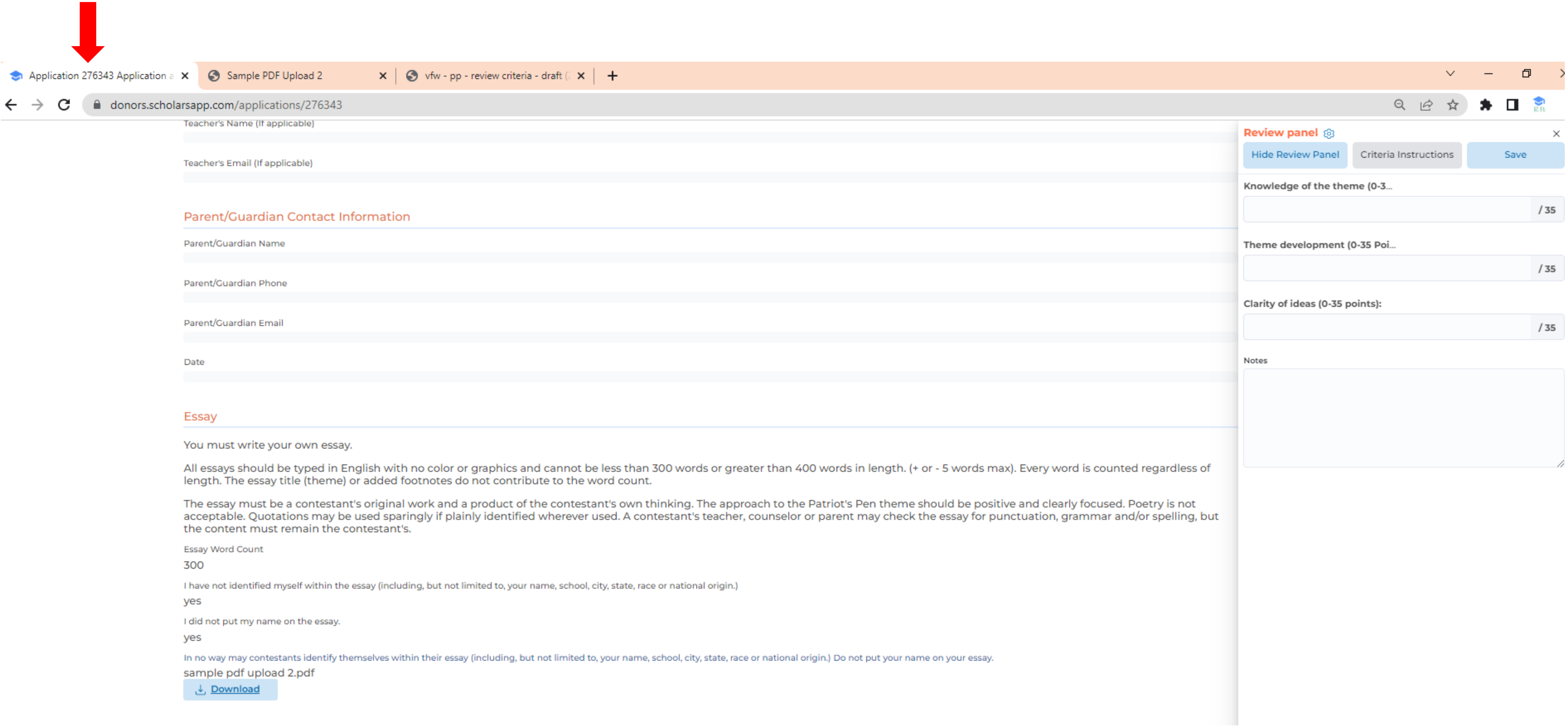
Knowledge of the theme (0-3...
/ 35

Theme development (0-35 Poi...
/ 35

Clarity of ideas (0-35 points):
/ 35

Notes

Click the Application tab to go back to your Reviewer judging screen


Application 276343 Application a
Sample PDF Upload 2
vfw - pp - review criteria - draft (
donors.scholarsapp.com/applications/276343
Review panel
Hide Review Panel
Criteria Instructions
Save

Teacher's Name (If applicable)

Teacher's Email (If applicable)

Parent/Guardian Contact Information

Parent/Guardian Name

Parent/Guardian Phone

Parent/Guardian Email

Date

Essay

You must write your own essay.

All essays should be typed in English with no color or graphics and cannot be less than 300 words or greater than 400 words in length. (+ or - 5 words max). Every word is counted regardless of length. The essay title (theme) or added footnotes do not contribute to the word count.

The essay must be a contestant's original work and a product of the contestant's own thinking. The approach to the Patriot's Pen theme should be positive and clearly focused. Poetry is not acceptable. Quotations may be used sparingly if plainly identified wherever used. A contestant's teacher, counselor or parent may check the essay for punctuation, grammar and/or spelling, but the content must remain the contestant's.

Essay Word Count
300

I have not identified myself within the essay (including, but not limited to, your name, school, city, state, race or national origin.)
yes

I did not put my name on the essay.
yes

In no way may contestants identify themselves within their essay (including, but not limited to, your name, school, city, state, race or national origin.) Do not put your name on your essay.

sample pdf upload 2.pdf
Download

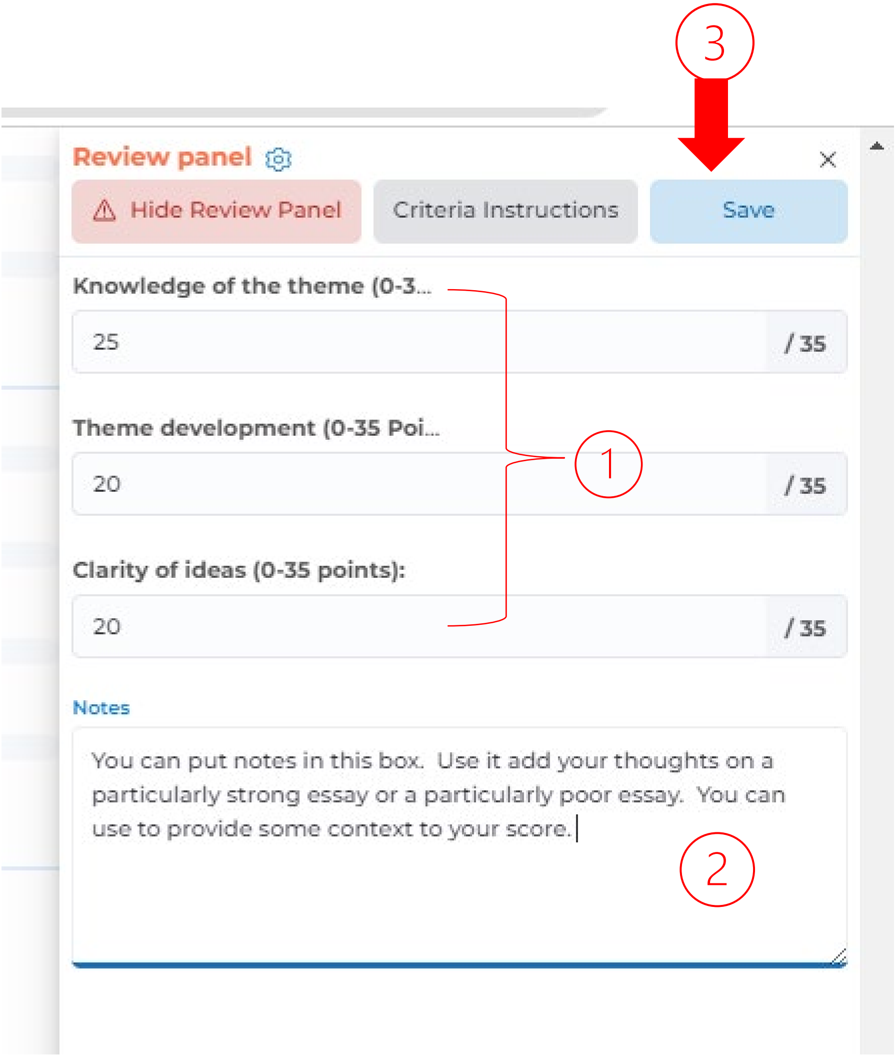
Knowledge of the theme (0-3...
/ 35

Theme development (0-35 Poi...
/ 35

Clarity of ideas (0-35 points):
/ 35

Notes

Review Panel for Patriot’s Pen



Knowledge of the theme (0-3...
25 / 35

Theme development (0-35 Poi...
20 / 35

Clarity of ideas (0-35 points):
20 / 35

Notes
You can put notes in this box. Use it add your thoughts on a particularly strong essay or a particularly poor essay. You can use to provide some context to your score.

The Criteria and Score Ranges are

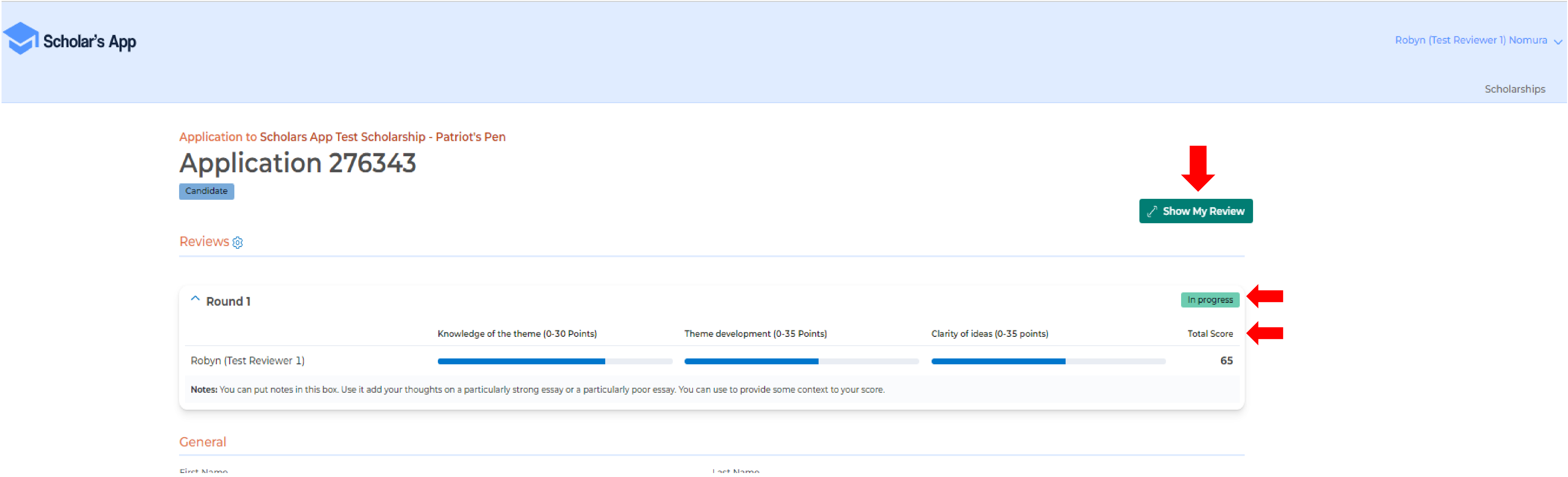
- Knowledge of Theme: 0 - 30
- Theme Development: 0 - 35
- Clarity of ideas: 0 - 35

1. Enter your score for each of the 3 Review Criteria
2. Put any notes that you would like in the Notes section.
3. Click Save to save your work

You can save your work at any point and return to continue reviewing. You can also edit your work.

Review Summary

1. Your Review page will now show your progress and scores
2. Click Show My Review to open the Review Panel to change scores or modify notes


Scholar's App
Robyn (Test Reviewer 1) Nomura
Scholarships
Show My Review
Reviews
General

Application to Scholars App Test Scholarship - Patriot's Pen

Application 276343

Candidate

Round 1

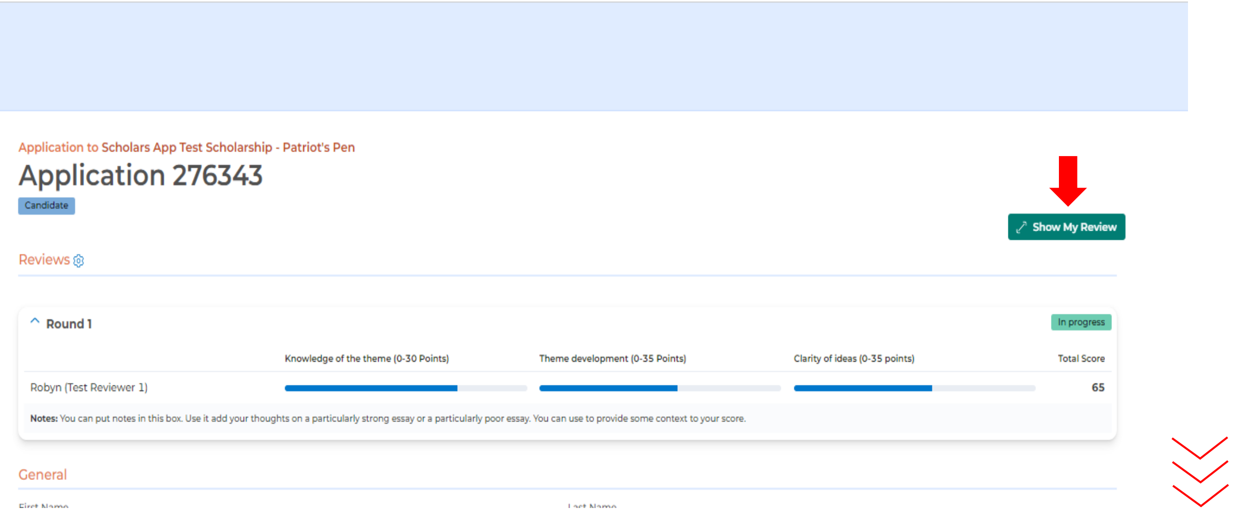
In progress

	Knowledge of the theme (0-30 Points)	Theme development (0-35 Points)	Clarity of ideas (0-35 points)	Total Score
Robyn (Test Reviewer 1)				65

Notes: You can put notes in this box. Use it add your thoughts on a particularly strong essay or a particularly poor essay. You can use to provide some context to your score.

First Name

Last Name



Application to Scholars App Test Scholarship - Patriot's Pen

Application 276343

Candidate

Reviews

Round 1

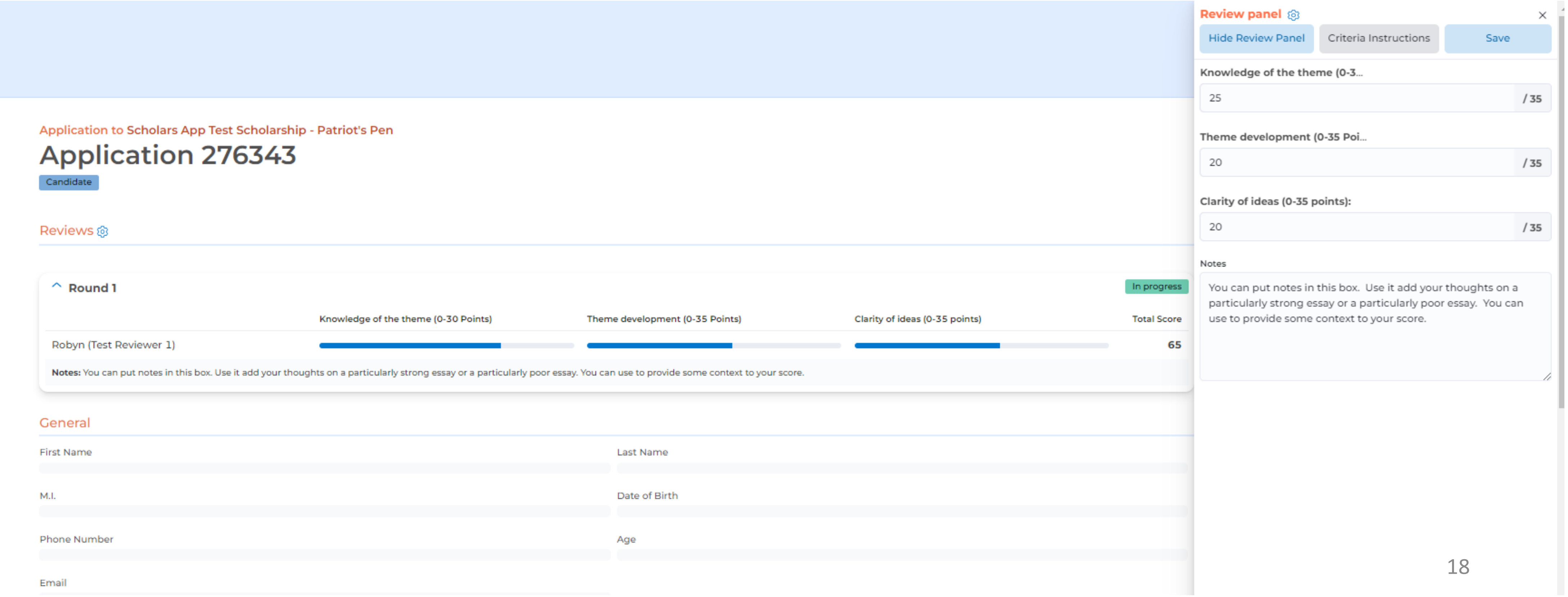
	Knowledge of the theme (0-30 Points)	Theme development (0-35 Points)	Clarity of ideas (0-35 points)	Total Score
Robyn (Test Reviewer 1)				65

Notes: You can put notes in this box. Use it add your thoughts on a particularly strong essay or a particularly poor essay. You can use to provide some context to your score.

General

First Name

Last Name



Application to Scholars App Test Scholarship - Patriot's Pen

Application 276343

Candidate

Reviews

Round 1

	Knowledge of the theme (0-30 Points)	Theme development (0-35 Points)	Clarity of ideas (0-35 points)	Total Score
Robyn (Test Reviewer 1)				65

Notes: You can put notes in this box. Use it add your thoughts on a particularly strong essay or a particularly poor essay. You can use to provide some context to your score.

General

First Name

Last Name

M.I.

Date of Birth

Phone Number

Age

Email

Knowledge of the theme (0-3...

25 / 35

Theme development (0-35 Poi...

20 / 35

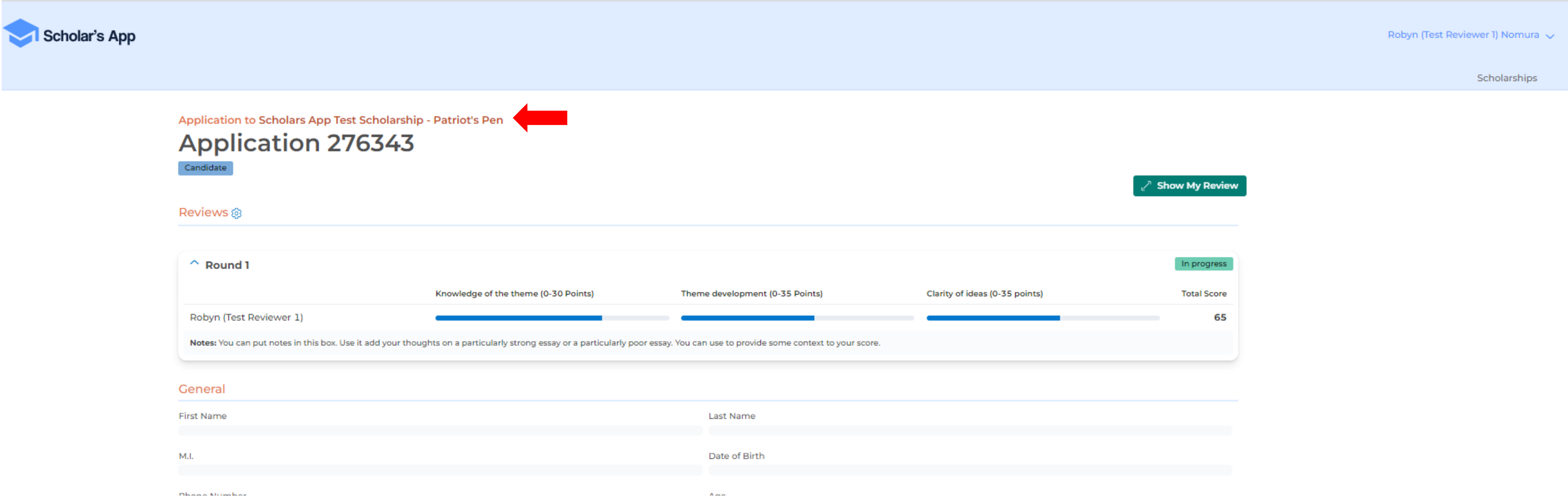
Clarity of ideas (0-35 points):

20 / 35

Notes

You can put notes in this box. Use it add your thoughts on a particularly strong essay or a particularly poor essay. You can use to provide some context to your score.

Click on the Scholarship Name to return to the Donor Dashboard


Scholar's App
Robyn (Test Reviewer 1) Nomura
Scholarships
Candidate
Show My Review
In progress

Application to Scholars App Test Scholarship - Patriot's Pen

Application 276343

Reviews

Round 1

	Knowledge of the theme (0-30 Points)	Theme development (0-35 Points)	Clarity of ideas (0-35 points)	Total Score
Robyn (Test Reviewer 1)				65

Notes: You can put notes in this box. Use it add your thoughts on a particularly strong essay or a particularly poor essay. You can use to provide some context to your score.

General

First Name

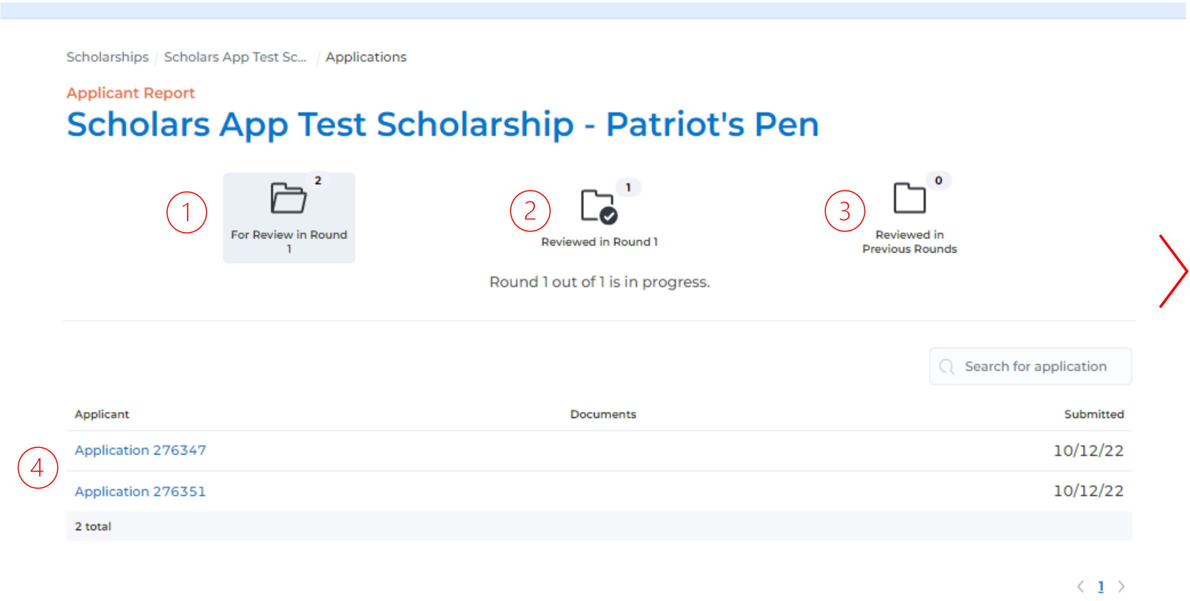
Last Name

M.I.

Date of Birth

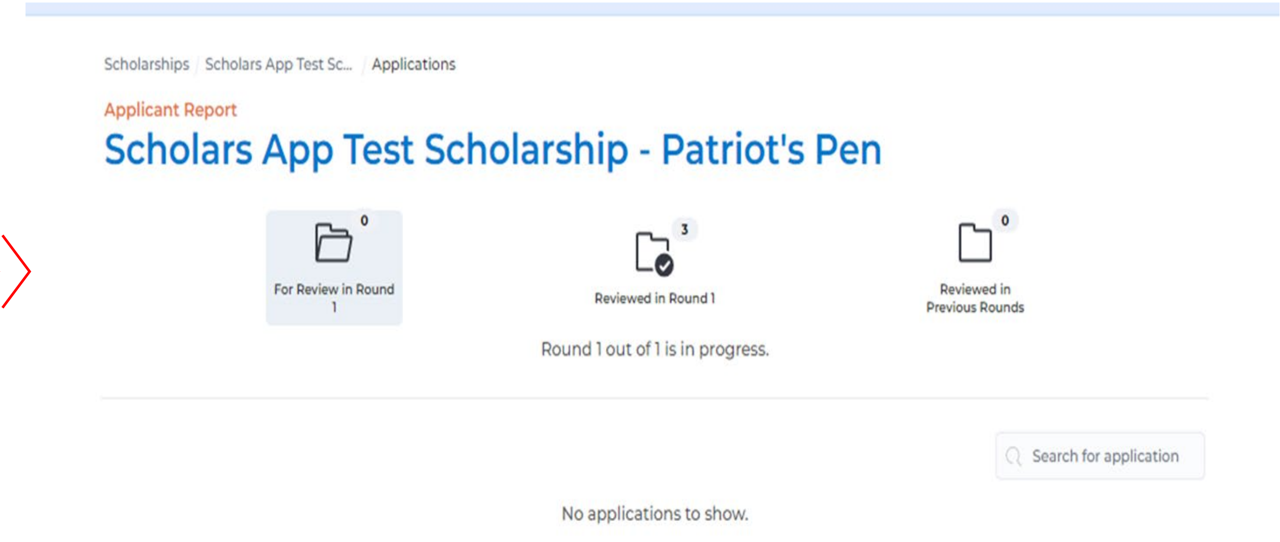
Your Donor Dashboard is now updated with the progress of your work

1. For Review in Round 1 Folder – Number of applicants assigned for Review has been reduced by the number of applications you reviewed
2. Reviewed in Round 1 Folder – Shows the number of applications you have reviewed increased by the number of applications you reviewed
3. Reviewed in Previous Rounds – Shows the number of Reviews you have completed in multiple cycle rounds
4. Links to the Application forms – Remaining applications to Review. Click on an Applicant Name / Number to begin your Review. Continue until all assigned applicants are reviewed.


Scholarships / Scholars App Test Sc... / Applications
Applicant Report
Scholars App Test Scholarship - Patriot's Pen
①
2
For Review in Round 1
②
1
Reviewed in Round 1
③
0
Reviewed in Previous Rounds
Search for application
④
‹ 1 ›

Round 1 out of 1 is in progress.

Applicant	Documents	Submitted
Application 276347		10/12/22
Application 276351		10/12/22
2 total		

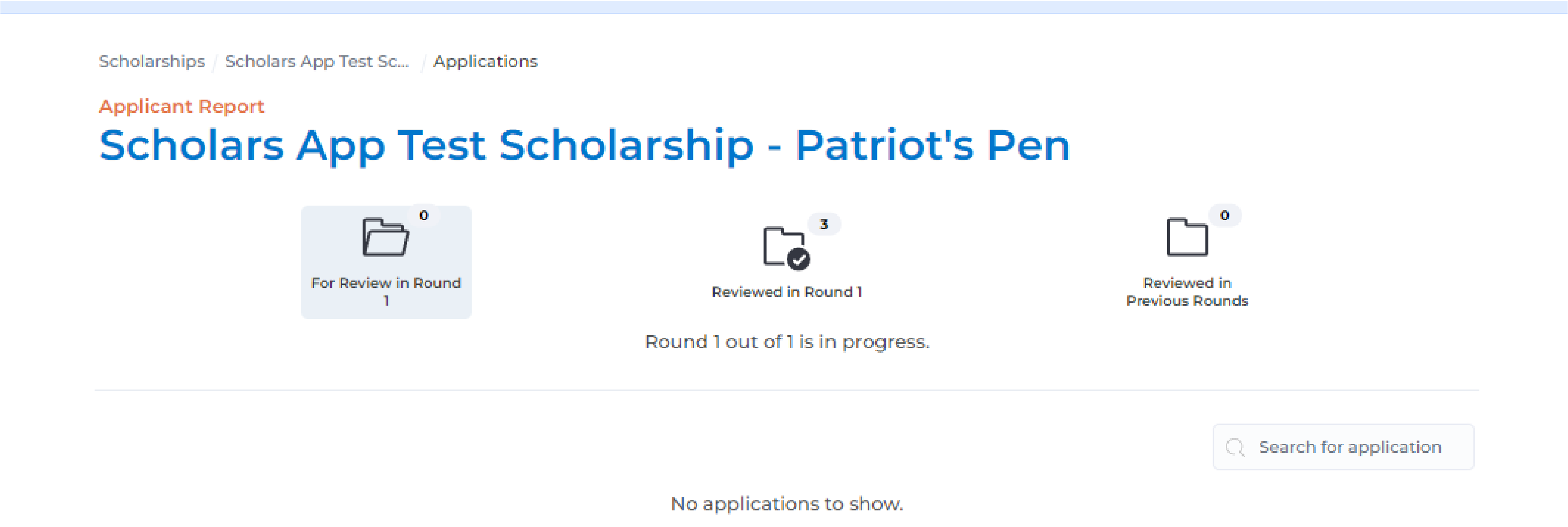

Scholarships / Scholars App Test Sc... / Applications
Applicant Report
Scholars App Test Scholarship - Patriot's Pen
0
For Review in Round 1
3
Reviewed in Round 1
0
Reviewed in Previous Rounds
Search for application

Round 1 out of 1 is in progress.

No applications to show.

1. Reviews are completed for the Round when the For Review in Round folder is at 0.

2. You can still edit your Review Scores or Notes by clicking on the Reviewed in Round x folder



Scholarships / Scholars App Test Sc... / Applications

Applicant Report

Scholars App Test Scholarship - Patriot's Pen

0
For Review in Round 1
3
Reviewed in Round 1
0
Reviewed in Previous Rounds

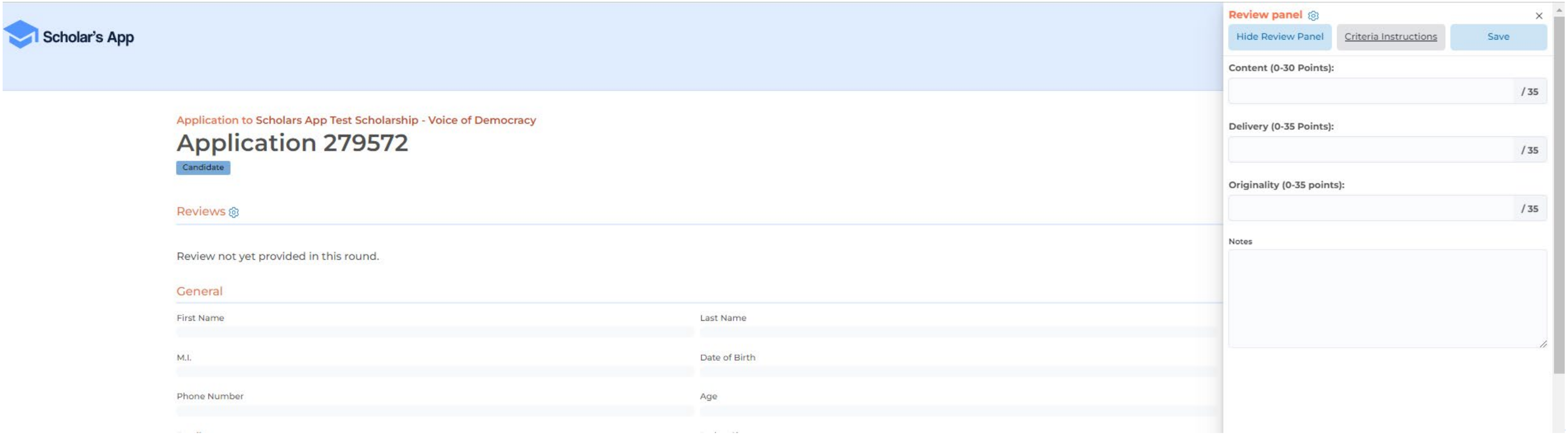
Round 1 out of 1 is in progress.

Search for application

No applications to show.

Congratulations! You have completed your Reviews. If there is additional Rounds, new assignments will show up under the next Round Number

Starting the Reviews – Voice of Democracy



Application to Scholars App Test Scholarship - Voice of Democracy

Application 279572

Reviews

Review not yet provided in this round.

General

First Name

Last Name

M.I.

Date of Birth

Phone Number

Age

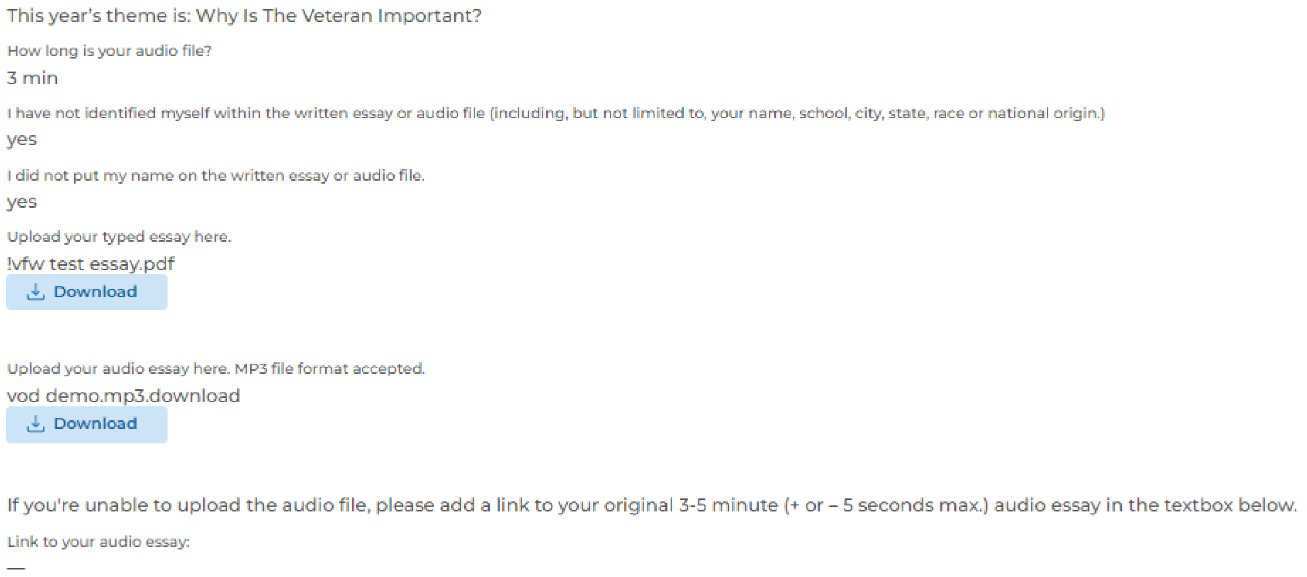
Content (0-30 Points): / 35

Delivery (0-35 Points): / 35

Originality (0-35 points): / 35

Notes

1. Scroll Down to the Essay Section (it's near the bottom on the page)
2. Click on the pdf Download button to view the submitted Essay
3. Click on the mp3 or audio file download to listen to the audio essay



This year's theme is: Why Is The Veteran Important?

How long is your audio file?

3 min

I have not identified myself within the written essay or audio file (including, but not limited to, your name, school, city, state, race or national origin.)

yes

I did not put my name on the written essay or audio file.

yes

Upload your typed essay here.

!vfw test essay.pdf

Upload your audio essay here. MP3 file format accepted.

vod demo.mp3.download

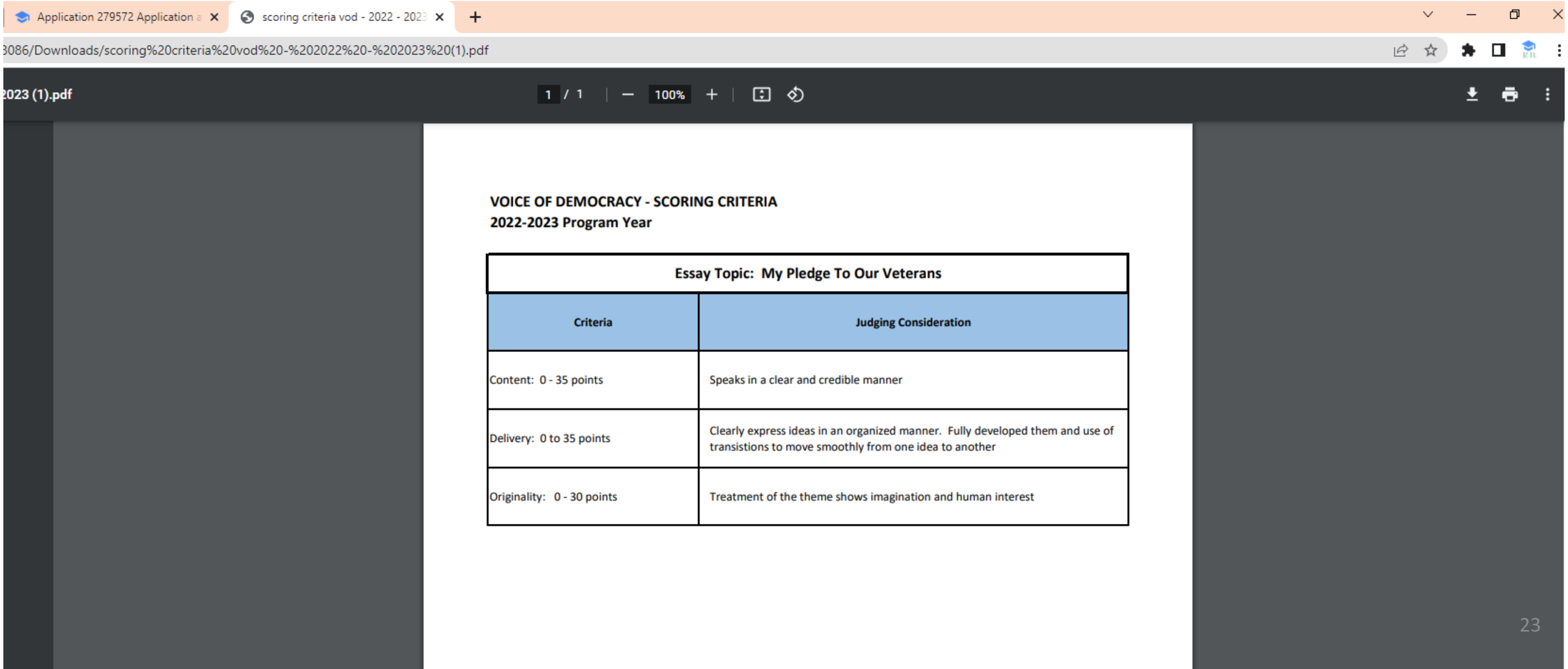
If you're unable to upload the audio file, please add a link to your original 3-5 minute (+ or – 5 seconds max.) audio essay in the textbox below.

Link to your audio essay:

—

Criteria Instructions will open on a separate tab on your computer screen. The Criteria Instructions document provides guidance for the judges. You can leave this tab open for reference or print it out.

These are the Scoring Criteria for Voice of Democracy

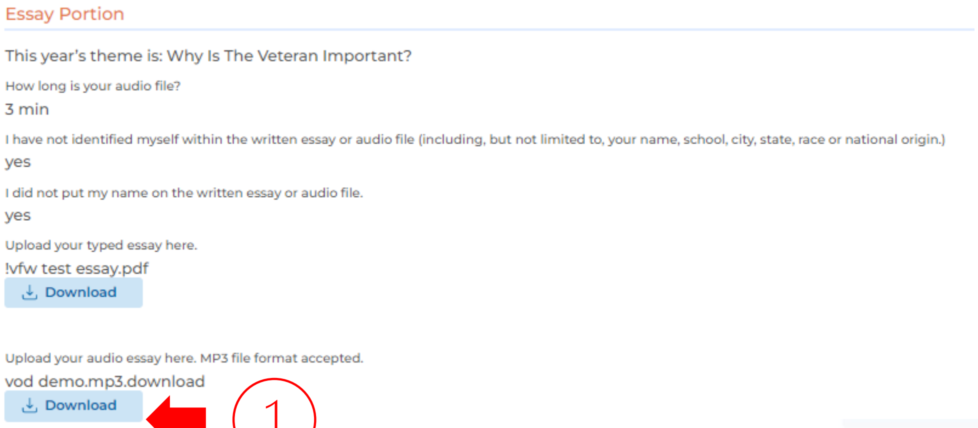

Application 279572 Application a
scoring criteria vod - 2022 - 2023
3086/Downloads/scoring%20criteria%20vod%20-%202022%20-%202023%20(1).pdf
2023 (1).pdf
1 / 1
100%

VOICE OF DEMOCRACY - SCORING CRITERIA
2022-2023 Program Year

Essay Topic: My Pledge To Our Veterans

Criteria	Judging Consideration
Content: 0 - 35 points	Speaks in a clear and credible manner
Delivery: 0 to 35 points	Clearly express ideas in an organized manner. Fully developed them and use of transistions to move smoothly from one idea to another
Originality: 0 - 30 points	Treatment of the theme shows imagination and human interest

1. Click the mp3 or audio file download button
2. The audio file will open at the bottom left corner of your computer screen.
3. Click the file to open



Essay Portion

This year's theme is: Why Is The Veteran Important?

How long is your audio file?

3 min

I have not identified myself within the written essay or audio file (including, but not limited to, your name, school, city, state, race or national origin.)

yes

I did not put my name on the written essay or audio file.

yes

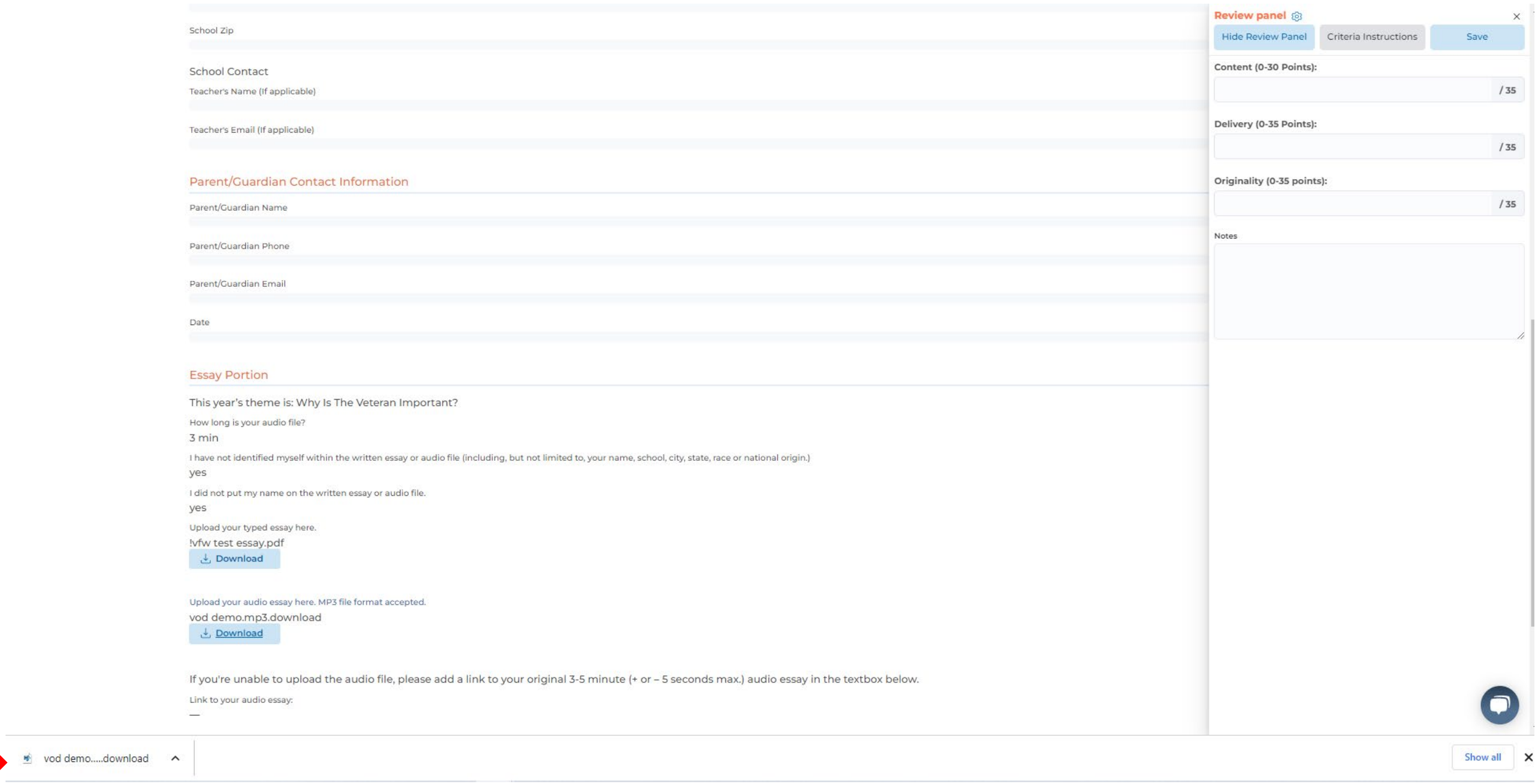
Upload your typed essay here.

!vfw test essay.pdf

Upload your audio essay here. MP3 file format accepted.

vod demo.mp3.download

①



School Zip
School Contact
Teacher's Name (If applicable)
Teacher's Email (If applicable)
Parent/Guardian Contact Information
Parent/Guardian Name
Parent/Guardian Phone
Parent/Guardian Email
Date
Review panel
Hide Review Panel
Criteria Instructions
Save
Notes
Download
Download
vod demo.....download
Show all

Content (0-30 Points): / 35

Delivery (0-35 Points): / 35

Originality (0-35 points): / 35

Essay Portion

This year's theme is: Why Is The Veteran Important?

How long is your audio file?

3 min

I have not identified myself within the written essay or audio file (including, but not limited to, your name, school, city, state, race or national origin.)

yes

I did not put my name on the written essay or audio file.

yes

Upload your typed essay here.

!vfw test essay.pdf

Upload your audio essay here. MP3 file format accepted.

vod demo.mp3.download

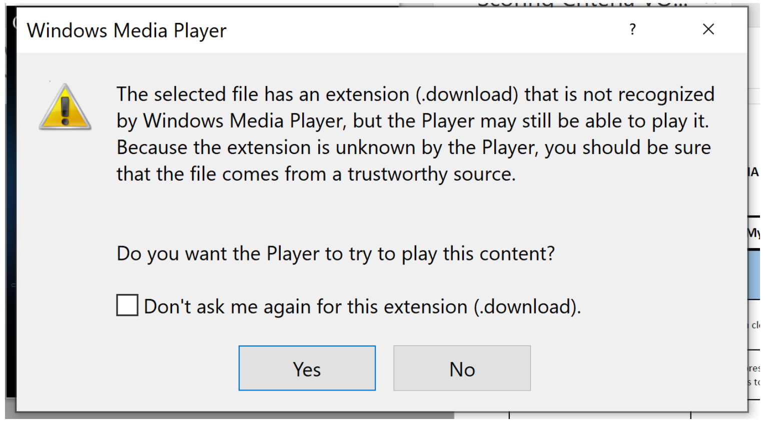
If you're unable to upload the audio file, please add a link to your original 3-5 minute (+ or – 5 seconds max.) audio essay in the textbox below.

Link to your audio essay:

—

②

- You may encounter this message. Click Yes.

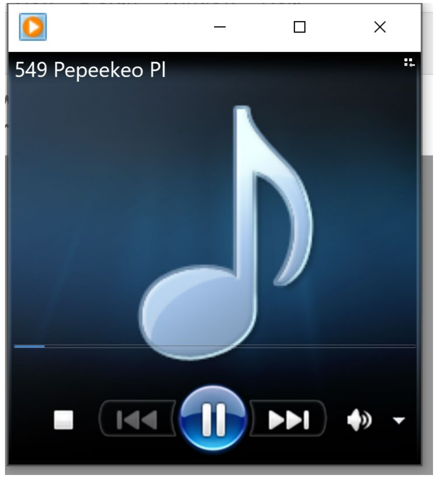


The selected file has an extension (.download) that is not recognized by Windows Media Player, but the Player may still be able to play it. Because the extension is unknown by the Player, you should be sure that the file comes from a trustworthy source.

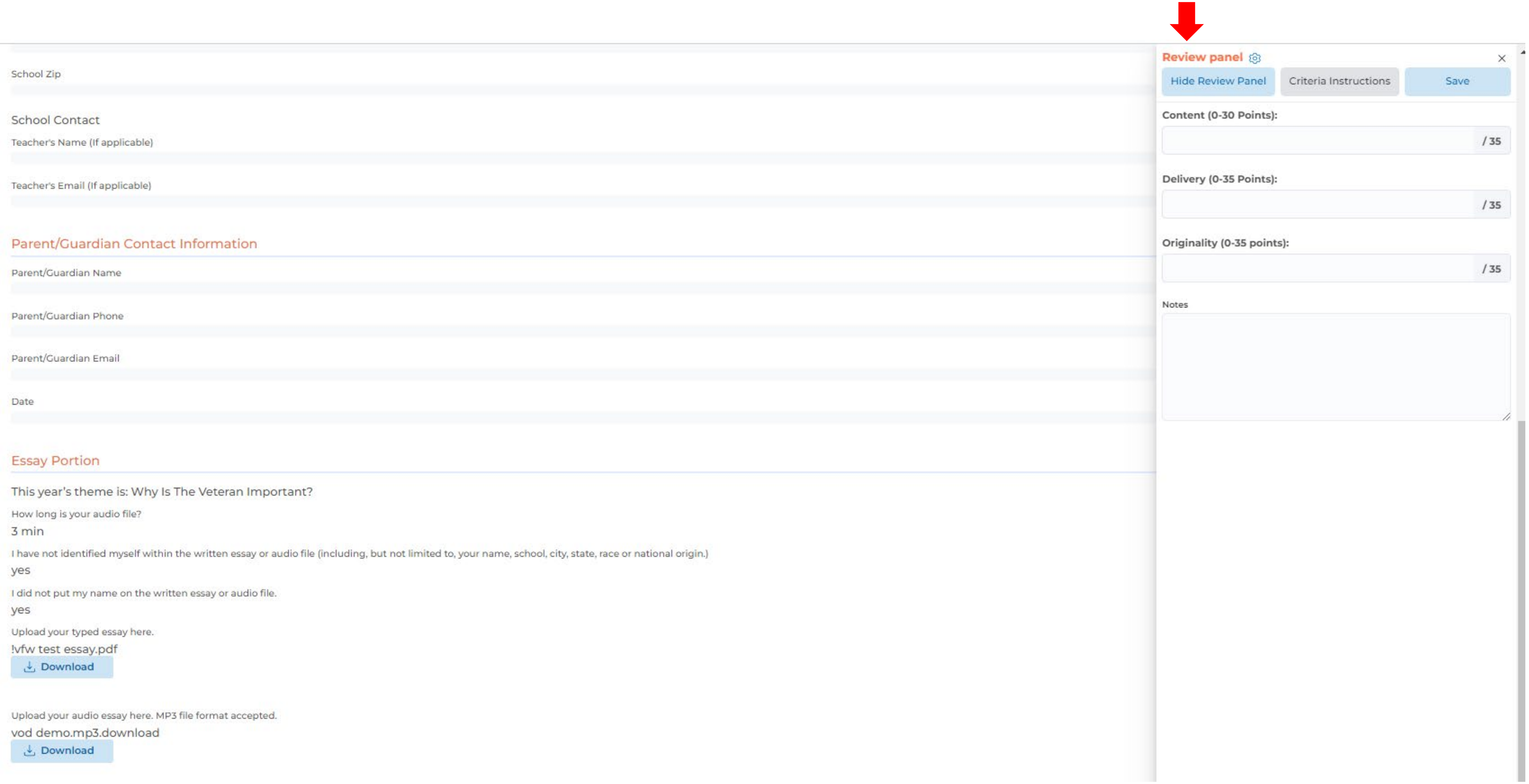
Do you want the Player to try to play this content?

☐ Don't ask me again for this extension (.download).

- The audio file should start playing



After listening to the audio essay, go back to the Reviewer Judging screen input your scores and notes in the Review Panel



School Zip

School Contact

Teacher's Name (If applicable)

Teacher's Email (If applicable)

Parent/Guardian Contact Information

Parent/Guardian Name

Parent/Guardian Phone

Parent/Guardian Email

Date

Essay Portion

This year's theme is: Why Is The Veteran Important?

How long is your audio file?

3 min

I have not identified myself within the written essay or audio file (including, but not limited to, your name, school, city, state, race or national origin.)

yes

I did not put my name on the written essay or audio file.

yes

Upload your typed essay here.

!vfw test essay.pdf

Upload your audio essay here. MP3 file format accepted.

vod demo.mp3.download

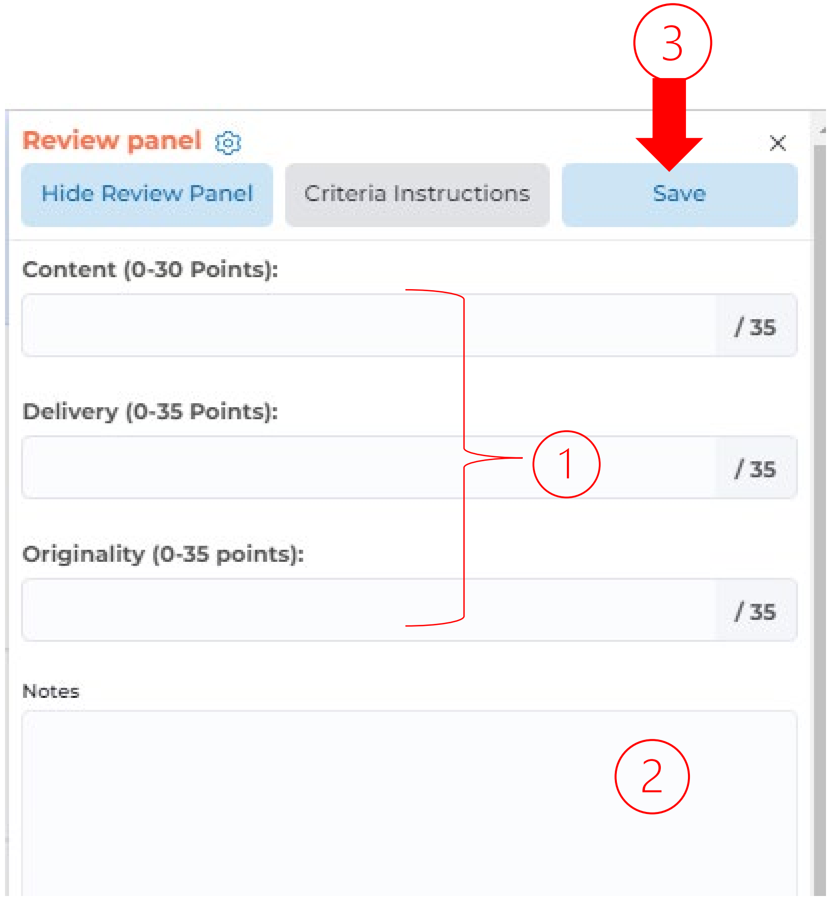
Content (0-30 Points): / 35

Delivery (0-35 Points): / 35

Originality (0-35 points): / 35

Notes

Review Panel for Voice of Democracy


③
Review panel
Hide Review Panel
Criteria Instructions
Save
①
②

Content (0-30 Points): / 35

Delivery (0-35 Points): / 35

Originality (0-35 points): / 35

Notes

The Criteria and Score Ranges for Voice of Democracy are:

Content:	0 - 30
Delivery:	0 - 35
Originality:	0 - 35

1. Enter your score for each of the 3 Review Criteria
2. Put any notes that you would like in the Notes section.
3. Click Save to save your work

You can save your work at any point and return to continue reviewing. You can also edit your work.

Go to back to Slide 17 for continued Review instructions