

Holiday Writing Contest Judging Guidelines

1. All entries are screened for adherence to submission specifications such as word length and theme. All improperly submitted work is eliminated. An entry form missing necessary information will be disqualified.
2. Selected entries are then read and judged on the basis of originality, creativity, and how well the entry conforms to a given genre's expected format.
3. During the judging, judges read all selected entries in each grade level individually. Each judge then assigns prize categories based on the individual judges' assessment. At no time do the judges see the authors' names. Judges are volunteer teachers, principals and assistant principals from surrounding schools.
4. Although an entry may be typed or hand-written, its format is not factored into the process as long as the entry is neatly written.
5. A prize category may be eliminated if no work submitted is deemed appropriate to reserve that prize.
6. Special needs participants simply enter the grade level that best matches their reading and writing ability. Chronological age is not counted.