SCHOOL NAME:
2019-20 Maryland Poetry Out Loud - USE ONLY TOTAL PAGE IF EASIER
Directions for using the Poetry Out Loud Sample Tally Sheet

Worksheets have been formatted to accommodate 4 judges and 21 contestants. If you have fewer judges or contestants, it would be best if you just left the extra rows or columns blank rather than trying to reformat the worksheet. (So equations are not altered.)

There are a total of 4 worksheets following this instructions page. There is a separate worksheet for each round of competition, and then a "Totals" worksheet that will provide final scores for each competitor.

Tabulation will work most efficiently if Evaluation Sheets are collected from the judges after each recitation and entered into the spreadsheet immediately.

Getting Started:

Enter the contestant's names on the worksheet for Round 1. They will be automatically entered onto all other worksheets.

Enter the judge's names on page 1 of the worksheet for Round 1. They will be automatically entered onto all other pages and worksheets.

Scoring:

Using the Contest Evaluation Sheets filled out by each judge for each competitor, input the scores into the spreadsheet for the appropriate round.

The Accuracy Score is only determined by the accuracy judge, but the score is added to each judge's tally (giving accuracy equal weight to other evaluation criteria). You need only enter the accuracy score in the "Judge1" column, and the same score will be added to each judge's tally for that competitor.

The spreadsheets will automatically add up the scores you input. Final scores from each round will be automatically entered on the "Totals" worksheet and added up.

If you are doing a third round with a limited number of competitors (for example, the 5 who score highest in the first 2 rounds), be careful that you are filling in their scores in the correct places. All competitor's names will show on the spreadsheet for Round 3 even if only a few are competing.

It is entirely possible that Excel equations could get altered or data might get entered incorrectly. You should assign someone to check the accuracy of data, both what you have entered and what the spreadsheet has computed.

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