



Sample Reviewer Rating Sheet

Product Title (may be truncated):

Submitter Name:

IC(s):

Record Identifier:

Before reviewing each product, familiarize yourself with the elements of Plain Language. Next, read the submission description for each product. Then, after reviewing the product, assign scores using whole numbers only from 1 (poor) to 10 (outstanding). Do NOT use fractions, decimals or other partial scoring. Keep a copy of this form for discussion and provide the original to your group leader.

Quality of Plain Language: For this product, please assign an individual score ranging from 1 (poor) to 10 (outstanding) to assess the degree to which the product engages the reader and target audience(s); clarity of content (to-the-point and written with simple, straightforward language); organizational strength and logic; use of active voice and correct grammar; the degree to which the product holds the reader's interest throughout; and the degree to which authors avoided bureaucratic jargon and legalese.

SCORE: QUALITY OF PLAIN LANGUAGE (whole number 1-10):

Overall Execution: For this product, please assign an individual score ranging from 1 (poor) to 10 (outstanding) to assess the degree to which the product and message are appropriate for the target audience and whether the submitted product is useable, relevant, and achieves the IC's intended goals and purpose.

SCORE: OVERALL EXECUTION (whole number 1-10):

SCORE (SUBTOTAL):

Layout and Design (if applicable): If design and layout play a role in the product's development (i.e. website design), reviewers should take into account proper flow, layout, tables, typography (i.e. bullets, italics, white space) and other visuals that achieve the overall message(s). If a product does not incorporate layout and design features, this will not hurt the item in award selection. However, if design and layout play a role in the product's development, their effective use—or ineffective use—will be taken into account in award selection. We invite positive comments as well as negative ones.

REVIEWER COMMENTS:

Deductions for Typographical Errors: Each reviewer may elect to deduct 1 point from an item's subtotal score for each typographical error. Please account for and/or explain each deduction below.

Deductions for Ease of Use or Failure to Launch (technological submissions): For electronic media (i.e., on-line content, DVDs, CD-ROMS, web-based modules), the IC is to provide valid URLs and working electronic media. If a product isn't accessible or does not work, the panel should discuss and confer with the IC Coordinator. If reasonable correction isn't made in a reasonable period of time, each panelist may deduct up to 5 points from the submission's subtotal score. In rare instances, the panel leader may consult with OCPL about potential disqualification.

REVIEWER DEDUCTIONS (please explain):

DEDUCTED POINTS:

SCORE (TOTAL):

INITIALS:

DATE:

Note: All information must remain confidential. Thank you.

March 1, 2012