



*Tanggapan ng Kalihim
Office of the Secretary*

March 30, 2000

DECS MEMORANDUM
No. 160, s. 2000

**GUIDELINES FOR THE DIVISION AND REGIONAL SCREENING
FOR THE GROUP CONTESTS IN THE NATIONAL
SCHOOLS PRESS CONFERENCE (NSPC)**

**To: Bureau Directors
Regional Directors
Schools Division/City Superintendents**

1. The Journalism Program of the NSPC aims to promote and maintain a high standard of quality in the judging of the entries for the group contests. This implies that there is a need to re-structure the system of judging the group contest entries.
2. A three-tiered evaluation process consisting of the division, regional and national screening of entries will ensure a thorough and rigid selection procedure reflective of the search for journalistic excellence.
3. The three-tiered screening process shall be implemented for the NSPC beginning SY 2000-2001.
4. Enclosed are the Guidelines with the criteria which should be strictly adhered to in the division and regional screening of entries.
5. Relatedly, starting SY 2000-2001, in the Individual Writing Contests, the elementary level contestants shall compete in seven categories, the seventh of which is Photojournalism.
6. Immediate and wide dissemination of this Memorandum is desired.

Andrew Gonzalez
ANDREW GONZALEZ, FSC
Secretary

Encs.: As stated

References: DECS Memorandums: Nos. 395 and 437, s. 1999

Allotment: 1—(D.O. 50-97)

**To be indicated in the Perpetual Index
under the following subjects:**

/ CONFERENCES
/ CONTESTS
/ RULES and REGULATIONS
/ SCHOOL PAPER

**NATIONAL SCHOOLS PRESS CONFERENCE (NSPC) GUIDELINES
FOR THE DIVISION AND REGIONAL SCREENING OF THE GROUP CONTESTS
(ELEMENTARY AND SECONDARY LEVELS)
SY 2000-2001**

I. Rationale

The yearly NSPC involves the individual writing and group contests among campus writers from across the 16 regions of the country.

Relatedly, it has always been the practice of the 16 regional offices to send all school paper entries of the group contests to the Central Office for final judging. Records reveal that the number of entries for the group contests dramatically increases from year to year. For SY 1999-2000, 983 entries (excluding the late ones) were received at the DECS Central Office which reflects around 35.5% increase from last year's number of 634 (which also excludes the late entries) for the secondary level. For the elementary level, for SY 1999-2000, there were 1,278 entries which reflects an increase of 320.3% from last year's number (339). This big number of entries were distributed to the 7 judges for the 7 categories in English and Filipino for both levels. Hence, each judge had to contend with a big number of papers for evaluation.

The Journalism Program aims foremost, to maintain a high standard of quality in the conduct of the individual writing and group contests. However, the situation mentioned in the preceding paragraph presents a long-overdue problem with regards to quality in the final judging of the papers. Negative verbal and written comments as regards the big number of school paper entries are received from the judges from year to year. They (judges) strongly suggest that the number of entries be trimmed down in order to effect and maintain a more efficient process of judging.

The following arguments in favor of regional screening were raised during the pre-planning meeting for the 1998 NSPC:

1. During the conduct of individual competitions, only division winners compete in the regional level, and only regional winners compete in the national level. In the same way that individual winners in the regional level are the only ones allowed to compete in the NSPC, so must the school papers be in the group contest categories.
2. The number of schools has doubled, hence, more and more school papers have to be read by the judges who are mostly practising journalists and thus have very limited time to spare going over all the competing school papers.
3. Consultations with all the school paper advisers who attended the national training held in Baguio City in April 1998 revealed that more teachers are in favor of regional pre-judging. Only three out of those who spoke out their minds were not in favor.
4. There will be less confusion at the Central Office as to whether the papers belong to Bracket A or B, since the Regional Office will send lesser number of papers bundled according to Brackets and Categories. The Central Office

Committee only needs to pile up the bundles by region per category and submit these to the respective judges.

These arguments were repeatedly brought out in the succeeding years and fora, hence, due to insistent clamor from the field and the judges, and in order to maintain the desired high standard of judging of school paper entries, the Bureau of Secondary Education (BSE) as well as the Bureau of Elementary Education (BEE) decided to implement the new scheme of division and regional screening of group contests entries starting SY 2000-2001.

The involvement of the Divisions in the screening of entries for the group contests is considered the first level in the screening process. On the other hand, the regional screening will provide a tighter process that will ensure that the regional winning entries to be submitted to BSE and/or BEE as the case may be for final judging are indeed the "cream of the crop".

II. Guidelines Proper

There will be a division and regional screening to be conducted before the winning entries are sent to DECS Central Office for final judging.

The set of Criteria which are in Attachment 3 shall be followed by the judges for both division and regional screenings.

Based on the agreements reached during the aforementioned pre-planning meeting, the following considerations, procedures and schedules shall be followed:

A. Division Level Screening

- ♦ The first issue of the school paper for the school year should come out on or before August 31, 2000.
- ♦ All schools are invited to submit their entries for the group contests (Brackets A & B) to the Division Office not later than September 15, 2000.
- ♦ The Division Office shall organize a Screening Committee for the Elementary and the Secondary levels composed of the following

**Chair: Asst. Schools Superintendent in-charge of secondary level
Co-chair: Asst. Schools Superintendent in-charge of elementary
Level (if available) or 2 other ES I aside from the ES I for
English & Filipino to be selected by the Chair**

Members: ES I – English & ES I- Filipino

Note: In Divisions where there are no Asst. Superintendents, the Superintendent becomes the Chair.

- ♦ The Committee shall identify and invite 7 judges (1 per category in both English & Filipino) for the elementary and the secondary levels who are either professionals, and/or noted local media practitioners.
- ♦ Division screening of entries shall be conducted on September 15, 2000.

- ♦ The factors considered in the computation of the division winners are the following:
 - Regions with 11 or more number of divisions
 - Regions with 10 or less number of divisions(please see attached sheets for the computation of winners for the division and regional screening)
- ♦ Division winning entries in both Brackets A & B (English & Filipino) in all categories should be submitted to the Regional Office for the pre-final judging not later than September 28, 2000.

B. Regional Screening

The Regional Office shall organize a Screening Committee for the Elementary and the Secondary Levels composed of the following:

Chair: Director III
Co-Chairs: Chiefs of EED & SED
Members: ES II – English & ES II – Filipino

The Regional Screening Committee shall identify and invite 7 judges (1 per category both in English and Filipino) for both levels. Invitation may be extended to members of the academe and/or noted local media practitioners, and shall exclude those who have already acted as judges at the division-level competitions.

- ♦ Regional screening shall be scheduled not later than October 7-10, 2000.

(Please see Attachments 1 & 2 for the computation of winners for the division and regional screening and Attachment 3 for the Criteria for Judging the Group Contests, Brackets A & B)

NOTE:

- o All regional winning school papers (Brackets A & B), English and Filipino, shall be submitted to the Bureau of Elementary Education for the Elementary level and to the Bureau of Secondary Education for the secondary level not later than November 3, 2000 (Friday) for final judging.

(ATTACHMENT 1)

DIVISION SCREENING

Maximum number of winners

- For Regions with 11 or more number of divisions (NCR, R-IV & R-VI)

Bracket A - 10 winners

Bracket B - 15 "

Total - 25 winners per Division

Example:

NCR - 25 x 13 divisions = 325

R-IV - 25 x 17 " = 425

R-VI 25 x 16 " = 400

- For Regions with 10 or lesser number of divisions (13 Regions)

Bracket A - 4 winners

Bracket B - 10 "

Total - 14 " per division

Example:

Region I - 14 x 8 = 112 division entries to be submitted to the R.O.

" **II - 14 x 5 = 70** "

" **III - 14 x 9 = 126** "

" **V - 14 x 9 = 126** "

" **VII - 14 x 9 = 126** "

" **VIII - 14 x 9 = 126** "

" **IX - 14 x 7 = 98** "

" **X - 14 x 7 = 98** "

" **XI - 14 x 8 = 112** "

" **XII - 14 x 7 = 98** "

" **XIII - 14 x 7 = 98** "

CAR - 14 x 7 = 98 "

ARMM - 14 x 5 = 70 "

(ATTACHMENT 2)

REGIONAL SCREENING

Maximum number of winners

- ♦ **For Regions with 11 or more number of divisions**

Bracket A = 10
Bracket B = 20

Example: For NCR, out of the 325 papers received from the Divisions, judges will select:

Bracket A = 10 winners
Bracket B = 20 winners
Total = 30 regional winning entries

For Region IV = 30 winners
For Region VI = 30 winners

**30 x 3 regions = 90 regional entries to be sent to DECS BSE
for final judging**

- ♦ **For Regions with 10 or lesser number of divisions**

Bracket A = 8 winners
Bracket B = 15 winners

Total = 23 winners

**Example: For Region I, out of 112 division winning entries received by the
R.O., judges will select:**

Bracket A = 8 winners
Bracket B = 15 winners
Total = 23 winners
X 13 regions

**299 regional entries to be sent to DECS - BSE for
final judging**

Summary of Regional Winning Entries to be Submitted to DECS-BSE for Final Judging:
From NCR, R-IV & R-VI = 90
From the 13 other Regions = 299
TOTAL ----- 389

How to Rate:

Rate the extent to which the characteristic is observable. Encircle the number opposite each characteristic which corresponds to your judgement using a scale of 1 to 5 where 1 is the lowest and 5 is the highest.

How to Compute the Rating:

After you have rated each characteristic, compute your rating for each of the indicators. Take note of the percentage in parentheses (). These are the assigned weights for each of the indicator. At the bottom of each indicator in your rating sheet, add the scores and divide this by the number of sub-indicators then multiply by the weight indicated. Do the same for the rest of the indicators. To get the percentage score, add the sum of all the averages and divide this by 5 then multiply by 100.

Indicator	Scale	Weighted Score
I. Content (25%)		
1. Variety of subject matter	1 2 3 (4) 5	
2. Timely and relevant topics	1 2 3 4 (5)	
3. Include articles on values	1 2 3 (4) 5	
4. Include articles on culture and tradition	1 2 3 (4) 5	
5. Include articles on timely historical events	1 2 3 (4) 5	
Sub-total = Total score / 5 x 0.25	21 / 5 x .25	1.05
II. Form and Presentation (25%)		
1. Variety in features and literary types	1 2 3 (4) 5	
2. Properly documented facts	1 2 3 (4) 5	
3. Balance of light and serious Topics	1 2 3 (4) 5	
Sub-total = Total score / 3 x 0.25	12 / 3 x .25	1.0
III. Style (25%)		
1. Catchy/clever titles	1 2 3 (4) 5	
2. Arresting leads	1 2 3 (4) 5	
3. Interest sustained till conclusion	1 2 3 (4) 5	
Sub-total = Total score / 3 x 0.25	12 / 3 x .25	1.0
IV. Photographs/Illustrations (25%)		
1. Clear photos/art work	1 2 3 (4) 5	
2. Properly cropped	1 2 3 (4) 5	
3. Relevant illustrations (graphs/sketches)	1 2 3 (4) 5	
Sub-total = Total score / 3 x 0.25	12 / 3 x .25	1.0
Grand Total		4.05
Percent Score		81.00

Note: This is a sample rating sheet

$$4.05 / 5 = .81 \times 100 = 81\%$$

Group Writing Contest - Secondary Level (Bracket ___)

How to Rate:

Rate the extent to which the characteristic is observable. Encircle the number opposite each characteristic which corresponds to your judgement using a scale of 1 to 5 where 1 is the lowest and 5 is the highest.

How to Compute the Rating:

After you have rated each characteristic, compute your rating for each of the indicators. Take note of the percentage in parentheses (). These are the assigned weights for each of the indicator. At the bottom of each indicator in your rating sheet, add the scores and divide this by the number of sub-indicators then multiply by the weight indicated. Do the same for the rest of the indicators. To get the percentage score, add the sum of all the averages and divide this by 5 then multiply by 100.

Indicator	Scale	Weighted Score
I. Editorial/Column Content (20%)		
1. School Issues	1 2 3 (4) 5	
2. Community Issues	1 2 3 4 (5)	
3. Relevant National Issues	1 2 3 (4) 5	
Sub-total = Total score / 3 x 0.20	13 / 3 x .20	.87
II. Editorial types (20%)		
1. Editorial of Information	1 2 3 (4) 5	
2. Editorial of Interpretation	1 2 3 (4) 5	
3. Editorial of Persuasion/Influence	1 2 3 (4) 5	
0. Editorial of Criticism	1 2 3 (4) 5	
1. Editorial of Entertainment	1 2 3 (4) 5	
2. Editorial of Appreciation and Tribute	1 2 3 (4) 5	
Sub-total = Total score / 6 x 0.20	24 / 6 x .20	.80
III. Evidence/Source Cited (20%)		
1. Statistics	1 2 3 (4) 5	
2. Reference	1 2 3 (4) 5	
3. Research	1 2 3 (4) 5	
Sub-total = Total score / 3 x 0.20	12 / 3 x .20	.80
IV. Editorial Style (20%)		
1. Lead presents problem/issue and stand	1 2 3 (4) 5	
2. Body contains supporting facts	1 2 3 (4) 5	
3. Appropriate conclusion	1 2 3 (4) 5	
4. Appropriate Headline/Title	1 2 3 (4) 5	
Sub-total = Total score / 4 x 0.20	16 / 4 x .20	.80
V. Editorial Cartoon (15%)		
1. Clear Message	1 2 3 (4) 5	
2. Use of appropriate symbols	1 2 3 (4) 5	
3. Uncluttered presentation	1 2 3 (4) 5	
Sub-total = Total score / 3 x 0.15	12 / 3 x .15	.60
VI. Others (5%)		
1. Letters to the Editor	1 2 3 (4) 5	
2. Opinionated articles		
3. Exchanges	1 2 3 (4) 5	
Sub-total = Total score / 3 x 0.05	8 / 2 x .05	.20
Grand Total		4.07
Percent Score		81.40

Note: This is a sample rating sheet

$$4.07 / 5 = .814 \times 100$$

81.40%

**Selection of the Best in News Page/Balita
Group Writing Contest - Secondary Level (Bracket __)**

How to Rate:

Rate the extent to which the characteristic is observable. Encircle the number opposite each characteristic which corresponds to your judgement using a scale of 1 to 5 where 1 is the lowest and 5 is the highest.

How to Compute the Rating:

After you have rated each characteristic, compute your rating for each of the indicators. Take note of the percentage in parentheses (). These are the assigned weights for each of the indicator. At the bottom of each indicator in your rating sheet, add the scores and divide this by the number of sub-indicators then multiply by the weight indicated. Do the same for the rest of the indicators. To get the percentage score, add the sum of all the averages and divide this by 5 then multiply by 100.

Indicator	Scale	Weighted Score
I. News Content (20%)		
1. Schools News	1 2 3 (4) 5	
2. Community News	1 2 3 4 (5)	
3. Relevant National News	1 2 3 (4) 5	
Sub-total = Total score / 3 x 0.20	13 / 3 x .20	.87
II. News Coverage (15%)		
1. Current News	1 2 3 (4) 5	
2. Advance News	1 2 3 (4) 5	
3. Follow-Up News	1 2 3 (4) 5	
Sub-total = Total score / 3 x 0.15	12 / 3 x .15	.60
III. News Types Style (15%)		
1. Straight News	1 2 3 (4) 5	
2. Multi-Feature	1 2 3 (4) 5	
3. In-Depth News	1 2 3 (4) 5	
Sub-total = Total score / 3 x 0.15	12 / 3 x .15	.60
IV. News Evidence (15%)		
1. Interview	1 2 3 (4) 5	
2. Survey	1 2 3 (4) 5	
3. Research	1 2 3 (4) 5	
4. Actual Coverage	1 2 3 (4) 5	
5. Experiments/Studies	1 2 3 (4) 5	
Sub-total = Total score / 5 x 0.15	20 / 5 x .15	.60
V. News Style (15%)		
1. Correct Structure	1 2 3 (4) 5	
2. Appropriate Lead	1 2 3 (4) 5	
3. Appropriate Headline ^d	1 2 3 (4) 5	
Sub-total = Total score / 3 x 0.15	12 / 3 x .15	.60
VI. Photographs/Illustrations (20%)		
1. Clear Photos	1 2 3 (4) 5	
2. Properly Cropped	1 2 3 (4) 5	
3. Relevant Illustrations (e.g. graphs, tables)	1 2 3 (4) 5	
Sub-total = Total score / 3 x 0.20	12 / 3 x .20	.80
Grand Total		4.07
Percent Score		81.40

Note: This is a sample rating sheet

$$4.07 / 5 = .814 \times 100$$

81.40%

**Selection of the Best in Sports Page/Palakasan
Group Writing Contest - Secondary Level (Bracket __)**

How to Rate:

Rate the extent to which the characteristic is observable. Encircle the number opposite each characteristic which corresponds to your judgement using a scale of 1 to 5 where 1 is the lowest and 5 is the highest.

How to Compute the Rating:

After you have rated each characteristic, compute your rating for each of the indicators. Take note of the percentage in parentheses (). These are the assigned weights for each of the indicator. At the bottom of each indicator in your rating sheet, add the scores and divide this by the number of sub-indicators then multiply by the weight indicated. Do the same for the rest of the indicators. To get the percentage score, add the sum of all the averages and divide this by 5 then multiply by 100.

Indicator	Scale	Weighted Score
I. Content (20%)		
1. Sports News	1 2 3 (4) 5	
2. Sports Editorial	1 2 3 4 (5)	
3. Sports Feature	1 2 3 (4) 5	
4. Cartoon/Comic Strip	1 2 3 (4) 5	
Sub-total = Total score / 4 x 0.20	17 / 4 x .20	.85
II. Coverage (15%)		
1. On-the-sport/actual coverage	1 2 3 (4) 5	
2. Advance report	1 2 3 (4) 5	
3. Follow-up report	1 2 3 (4) 5	
Sub-total = Total score / 3 x 0.15	12 / 3 x .15	.60
III. Evidence of Facts (15%)		
1. Interview	1 2 3 (4) 5	
2. Statistics	1 2 3 (4) 5	
3. Research	1 2 3 (4) 5	
Sub-total = Total score / 3 x 0.15	12 / 3 x .15	.60
IV. Form and Style (25%)		
1. Headlines show action	1 2 3 (4) 5	
2. Appropriate structure	1 2 3 (4) 5	
3. Correct sports lingo	1 2 3 (4) 5	
4. Accuracy of facts and figures	1 2 3 (4) 5	
5. Lively and interesting presentation	1 2 3 (4) 5	
Sub-total = Total score / 5 x 0.25	20 / 5 x .25	1.00
V. Photographs/Illustrations (25%)		
1. Clear photos that show action	1 2 3 (4) 5	
2. Properly cropped for dramatic effect	1 2 3 (4) 5	
3. Relevant Illustrations (tables, graphs)	1 2 3 (4) 5	
4. Interesting comics strips	1 2 3 (4) 5	
Sub-total = Total score / 4 x 0.25	16 / 4 x .25	1.0
Grand Total		4.05
Percent Score		81

Note: This is a sample rating sheet

$$4.05 / 5 = .81 \times 100$$

$$81\%$$

**Selection of the Best in Science Page/Pahinang Pang-Agham
Group Writing Contest - Secondary Level (Bracket __)**

How to Rate:

Rate the extent to which the characteristic is observable. Encircle the number opposite each characteristic which corresponds to your judgement using a scale of 1 to 5 where 1 is the lowest and 5 is the highest.

How to Compute the Rating:

After you have rated each characteristic, compute your rating for each of the indicators. Take note of the percentage in parentheses (). These are the assigned weights for each of the indicator. At the bottom of each indicator in your rating sheet, add the scores and divide this by the number of sub-indicators then multiply by the weight indicated. Do the same for the rest of the indicators. To get the percentage score, add the sum of all the averages and divide this by 5 then multiply by 100.

Indicator	Scale	Weighted Score
I. Content (30%) Include articles on:		
1. Natural environment	1 2 3 (4) 5	
2. Communication and technology	1 2 3 4 (5)	
3. Scientific discoveries/inventions/ Innovations	1 2 3 (4) 5	
4. food production	1 2 3 (4) 5	
5. health and nutrition	1 2 3 (4) 5	
6. fuel/energy conservation	1 2 3 (4) 5	
7. medical breakthroughs	1 2 3 (4) 5	
8. paranormal events	1 2 3 (4) 5	
9. projection/forecast	1 2 3 (4) 5	
Sub-total = Total score / 9 x 0.30	37 / 9 x .30	1.23
II. Presentation (25%)		
1. Science News	1 2 3 (4) 5	
2. Science Features	1 2 3 (4) 5	
3. Science Editorial	1 2 3 (4) 5	
4. Science quiz/games	1 2 3 (4) 5	
5. Scientific research abstracts	1 2 3 (4) 5	
Sub-total = Total score / 5 x 0.25	20 / 5 x .25	1.0
III. Form and Style (25%)		
1. Properly documented facts	1 2 3 (4) 5	
2. Well-researched data	1 2 3 (4) 5	
3. Light and interesting treatment	1 2 3 (4) 5	
4. Simple and understandable terms used for laymen	1 2 3 (4) 5	
Sub-total = Total score / 4 x 0.25	16 / 4 x .25	1.0
IV. Photographs (20%)		
1. Clear photos	1 2 3 (4) 5	
2. Properly cropped	1 2 3 (4) 5	
3. Adequate caption	1 2 3 (4) 5	
4. Relevant illustration (table/graphs)	1 2 3 (4) 5	
Sub-total = Total score / 4 x 0.20	16 / 4 x .20	.80
Grand Total		4.03
Percent Score		80.6

Note: This is a sample rating sheet.

$$4.03 / 5 = .806 \times 100$$

$$80.6\%$$

Group Writing Contest - Secondary Level (Bracket ___)

How to Rate:

Rate the extent to which the characteristic is observable. Encircle the number opposite each characteristic which corresponds to your judgement using a scale of 1 to 5 where 1 is the lowest and 5 is the highest.

How to Compute the Rating:

After you have rated each characteristic, compute your rating for each of the indicators. Take note of the percentage in parentheses (). These are the assigned weights for each of the indicator. At the bottom of each indicator in your rating sheet, add the scores and divide this by the number of sub-indicators then multiply by the weight indicated. Do the same for the rest of the indicators. To get the percentage score, add the sum of all the averages and divide this by 5 then multiply by 100.

Indicator	Scale	Weighted Score
I. Systematic and orderly arrangement of: (25%)		
1. Nameplate	1 2 3 4 (5)	
2. Headlines	1 2 3 (4) 5	
3. Body text	1 2 3 (4) 5	
4. Cuts/captions	1 2 3 (4) 5	
5. Other illustrations	1 2 3 (4) 5	
Sub-total = Total score / 5 x 0.25	21 / 5 x .25	1.05
II. The entire page reflects (25%)		
1. balance	1 2 3 (4) 5	
2. harmony	1 2 3 (4) 5	
3. proportion	1 2 3 (4) 5	
4. emphasis	1 2 3 (4) 5	
5. consistency	1 2 3 (4) 5	
Sub-total = Total score / 5 x 0.25	20 / 5 x .25	1.00
III. Photos/Illustrations (20%)		
1. clear and uncluttered	1 2 3 (4) 5	
2. properly cropped	1 2 3 (4) 5	
3. proportionate to length of articles and entire page	1 2 3 (4) 5	
4. show action or suggest a message	1 2 3 (4) 5	
Sub-total = Total score / 4 x 0.20	14 / 4 x .20	.80
IV. Typography (20%)		
1. readable body text	1 2 3 (4) 5	
2. appropriate headline types/size	1 2 3 (4) 5	
3. one or two family types for entire page	1 2 3 (4) 5	
4. properly used for emphasis	1 2 3 (4) 5	
Sub-total = Total score / 4 x 0.20	16 / 4 x .20	.80
V. Special Effects (10%)		
1. Superimposition of photos and texts	1 2 3 (4) 5	
2. Degree of screen to reflect importance	1 2 3 (4) 5	
3. Contrast of light and shadow	1 2 3 (4) 5	
Sub-total = Total score / 3 x 0.10	12 / 3 x .10	.40
Grand Total		4.05
Percent Score		81

Note: This is a sample rating sheet

$$4.05 / 5 = .81 \times 100$$

81%

**Selection of the Best in Developmental Journalism Reporting Page
Group Writing Contest - Secondary Level (Bracket)**

How to Rate:

Rate the extent to which the characteristic is observable. Encircle the number opposite each characteristic which corresponds to your judgement using a scale of 1 to 5 where 1 is the lowest and 5 is the highest.

How to Compute the Rating:

After you have rated each characteristic, compute your rating for each of the indicators. Take note of the percentage in parentheses (). These are the assigned weights for each of the indicator. At the bottom of each indicator in your rating sheet, add the scores and divide this by the number of sub-indicators then multiply by the weight indicated. Do the same for the rest of the indicators. To get the percentage score, add the sum of all the averages and divide this by 5 then multiply by 100.

Indicator	Scale	Weighted Score
I. Paper reflects students thoughts on: (20%)		
1. current social issues	1 2 3 (4) 5	
2. current political and economic issues	1 2 3 4 (5)	
3. local and national issues	1 2 3 (4) 5	
Sub-total = Total score / 3 x 0.20	13 / 3 x .20	.87
II. Number and quality of articles and/or features that would help further promote the (15%)		
1. development of worthwhile attitudes	1 2 3 (4) 5	
2. development of worthwhile values	1 2 3 (4) 5	
Sub-total = Total score / 2 x 0.15	8 / 2 x .15	.60
III. Number and quality of articles and/or Features that would (15%)		
1. help further promote appreciation of other people	1 2 3 (4) 5	
2. contribute to world understanding	1 2 3 (4) 5	
Sub-total = Total score / 2 x 0.15	8 / 2 x .15	.60
IV. Evidence of effort to acquaint the the community with (15%)		
1. school activities	1 2 3 (4) 5	
2. school achievements	1 2 3 (4) 5	
3. school needs	1 2 3 (4) 5	
Sub-total = Total score / 3 x 0.15	12 / 3 x .15	.60
V. Evidence of effort to acquaint students Students with and arouse students' interest in (15%)		
1. current programs for community development	1 2 3 (4) 5	
2. Innovative programs undertaken by the community	1 2 3 (4) 5	
Sub-total = Total score / 2 x 0.15	8 / 2 x .15	.60
VI. Evidence of effort in making the paper a source of useful information by including (20%)		
1. health tips	1 2 3 (4) 5	
2. fuel/energy conservation guides	1 2 3 (4) 5	
3. cultural and scientific notes	1 2 3 (4) 5	
4. relevant rules and regulations	1 2 3 (4) 5	
5. food production and nutrition advice	1 2 3 (4) 5	
6. Inspiration stories promoting community spirits	1 2 3 (4) 5	
Sub-total = Total score / 6 x 0.20	24 / 6 x .20	.80
Grand Total		4.07
Percent Score		81.40

Note: This is a sample rating sheet

$$4.07 / 5 = .814 \times 100$$

$$81.4\%$$