

## DRAFT Scoring Guide for External Evaluator Expectations

External Evaluator \_\_\_\_\_

*This is ONLY a DRAFT suggestion for a possible way to clarify & improve external evaluator accountability*

Project Name \_\_\_\_\_

Begin Date \_\_\_\_\_

End Date \_\_\_\_\_

	<b>Emerging</b>	<b>Developing = 50% of payout</b>	<b>Proficient = 75% contract payout</b>	<b>Advanced = 100% contract payout</b>
External evaluator : <ul style="list-style-type: none"> <li>Communicates clearly and regularly with project PIs</li> <li>Defines and follows an agreed upon schedule throughout project timeline</li> <li>Attends pertinent meetings, conferences, webinars or sends a capable representative (and communicates this to PI)</li> <li>Seeks regular input from all stakeholders</li> <li>Documents any changes to original contract to PI</li> <li></li> </ul>	⑧ Evaluation not submitted on time or needs rewrite after deadlines  Sampling occurs less than 1x monthly; plan changes not documented	⑧ Not quite proficient; does not meet communicated deadlines	A regular schedule is followed for data collection (i.e. sampling consistently occurs twice monthly)  Organized, easy-to-read format (data table &/or graph)  Clear documentation of timeline  Replies to stakeholder inquiries	⑧ Project PI & Evaluator discuss and accept this criteria, together, making sure all parties are in agreement.
<b>Project evaluation</b> addresses: <ul style="list-style-type: none"> <li>Measurable data which is collected &amp; recorded in a systematic and organized manner throughout project</li> <li>Metrics/milestones as requested by grantor</li> <li>Pre- &amp; post- survey data</li> <li>Documentation of any changes to original contract</li> <li>On-time submission i.e. June 30, 2013 5 pm</li> </ul>		⑧ Survey question not clear or evaluator is unable to explain their task	⑧ External evaluation addresses all bulleted items	⑧ Project PI & Evaluator discuss and accept this criteria, together, making sure all parties are in agreement
<b>Communicating Results</b> includes: <ul style="list-style-type: none"> <li>written descriptions of study plan &amp; study site(s)</li> <li>persons &amp; agencies involved</li> <li>sampling timeline</li> <li>description of sampling techniques used</li> <li>data presented in labeled data tables &amp; graph(s)</li> <li>budget if applicable</li> <li>description of exceptions to original plan (things you changed)</li> <li>includes video interviews with community elders</li> <li>conclusion / next step</li> </ul>	<b>NOTE:</b> This section is used for scoring student projects and how they communicated their results. It seems applicable to communicating the results for many types of projects or evaluator pieces		Write-ups are grammatically correct Spell check is used All bullets are addressed in write-up Results are easily shared/accessed	Project PI & Evaluator discuss and accept this criteria, together, making sure all parties are in agreement