

Proposal Review Scoring Guidance

- There are SIX questions/areas requiring your response on the review form for each proposal.
- Read through ALL of the proposal information before responding to the questions/scoring areas.
- There are TWO questions that require a qualitative response (1-5, 1 being Poor, and 5 being Excellent)
 - What would the level of INTEREST be for this proposal?
 - How RELEVANT is this proposal to a dual language program/classroom?
- Relevant information provided to help score the quantitative questions includes:
 - Presentation Title and Description
 - Response to: Briefly explain how your session relates to Dual Language Education/Immersion. What will participants gain, better understand and/or learn from your session?
- Next TWO questions are for “extra credit”. Simply mark the circle if the proposal meets the criteria:
 1. Is the presentation in a language other than English? Mark YES if the presentation is in a language other than English (could be more than one language).
 2. Is the presentation facilitated by a classroom teacher, instructional specialist, instructional coach or an academic coach? If so mark YES.
- Next, based on your scoring points and professional opinion, you’ll recommend that we Accept, Accept With Changes, or Do Not Accept the proposal. **Note: If you recommend that we Accept with Changes, then you’ll need to note the changes you want in the comment box. Recommended changes could include:**
 - revisions to Presentation Title, Description (including translations to a presentation’s title and description if being done in a Language Other than English);
 - the particular Topic Strand the proposal is found in,
 - the concern that the proposal is “possibly commercial”;; and
 - a personal note on how to best reach the presenter’s audience.

Note: at any time, you can return to any previously completed proposal reviewed to edit scores and/or comments made.

Further tips on reviewing and scoring:

- Be conservative in your review and scoring. We want only the best-of-the-best. Note: we will only have room to include a portion of the proposals selected, so please be “selective” when choosing.
- Proposals submitted to be done in a language other than English (ie. Spanish) MUST have the title and descriptor in the language of presentation. Presenter often says they will present in Spanish but has a title & descriptor in English. If you want to accept this kind of proposal then please choose “Accepting with Changes” and indicate in the comments window that the title and descriptor MUST be fully written in the language of presentation.
- Commercial Presentations (promoting a product) are not permitted unless pre-approved by Leslie. You MAY find presentations like this. Please review and score all proposals and simply write “possible commercial presentation” in the Accept w/Changes window. Staff will make final decisions on these presentations.
- Feel free to call on colleagues to help decide your score and/or suggested changes to any of your proposals.

Questions about proposal review and scoring? David@dlenm.org, (505) 600-5565, Jill@dlenm.org, (505) 550-6209 or Leslie@dlenm.org.