

- Use a spreadsheet on your committee's mail.
- Start it off by typing all delegates' portfolios in the first cell (A column).
- Copy and paste these names onto every sub-marking.
- Divide the spreadsheet into two parts: total of all the individual marks and individual marks (sub-marking).
- The sub-marking should include position papers (if you have), GSL/ SSL, MCs, points, draft resolution and resolution discussion. IPC, include press conferences and pre-con articles. EXC, include directives.
- In position papers/ pre con articles, check for: language, content (this should have three parts: background, stance and solutions), statistics.
- In GSL/ SSL and moderated caucuses, check for: content (background, stance, solutions), language, time management.
- Mark extra for delegates who ask POIs and those who answer them too. Give more marks for POOs. No marks for PoPPs and PPEs. Check for the relevance of the question and the way it is framed.
- In draft resolutions, check for the points they have contributed and how relevant those points are. Don't mark points that are obvious or are not original. More the points (relevant, original), the more the marks.
- In discussion of DRs, check for participation, how relevant their questions and/ or answers are, and their speeches (refer to MC marking criteria).
- In press conferences, check for how relevant their questions are, how well they use their time and how smoothly they continue the discussion. Negatively mark for misbehaviour.
- In EXC directives, check for how elaborate, relevant and well-drafted it is. Check for format too.
- In LS, mark question hour. Check for relevance, time management and accuracy.
- Tabulate all these so that you can easily add all these marks up. Give a total score to all delegates.
- Don't mark unmoderated caucuses and pre conference discussions.