



LOUISIANA STUDENTS *of the Year*

2024-2025 Portfolio Rubric Scoring Instructions and Guidance

Portfolio Rubric Scoring Instructions:

- Download and save the blank electronic essay scoring rubric to your computer before beginning the scoring process. You will re-use this scoring form for each applicant.
- Open a blank electronic scoring rubric and type the nominee's name in the box at the top left of the page.
- Open the electronic portfolio and read the information for the applicant.
- Refer back to the portfolio as many times as necessary to determine your score for each section. You are allowed to take notes during this process.
- Use the rubric statements and corresponding values to determine a score for each **section** and **column**. **Please note that many rubric competencies will receive a score for school and a score for church/community.**
- Place your section scores in the corresponding field text area provided at the bottom of each page
- Add the scores of each section to calculate your final score for the essay. Place this score at the top of page 1 and the bottom of page 2 for grades 5 and 8. Add to page 3 for grade 12.
- Once the form is complete, save the file as
 - **Portfolio_Region #_Grade Level Number_First initial of student_Last name of student_Your last name**
 - Example: **Portfolio_Region 1_Grade 8_J_Jones_Smith**
- Repeat these steps for each of the applicants.

Once you have finished scoring the portfolio, please email the scored files to the coordinator. If you took notes or printed the summary documents during your review, please destroy these, as they are considered confidential information. If you have any questions or are unable to serve in this capacity for any reason, please contact the coordinator.

Activities/Services/Citizenship Scoring Guidance:

- **School** refers to activities, services, leadership roles or honors/awards that impact the school or school system or awarded by the school or school system.
- **Church/community** refers to activities, services or leadership roles that impact a district, parish, state or national organization or activity
- A **wide variety** indicates more than half of the activities/ services/ citizenship are performed by the student (extra-curricular, service organizations, school organizations, church activities, volunteer work)
- A **variety** indicates a cross-section of participation in school organizations, extra-curricular activities, team participation or community organizations.
- **Many** refers to a great deal of participation in many of one type of activity (i.e. all sports, all school clubs)
- **Some** refers to participation in a few organizations, but not a cross-section of the activities referenced in this section.
- **Minimal** refers to very little active participation in service to school or community.

A decorative banner with a light blue background and gold borders at the top and bottom. The word "LOUISIANA" is in small, blue, sans-serif capital letters. Below it, "STUDENTS" is in large, dark blue, serif capital letters. At the bottom, "of the Year" is in a gold, cursive script. The text is flanked by two purple laurel wreaths.

LOUISIANA STUDENTS *of the Year*

Recognition/ Awards Scoring Guidance:

- A **variety** of recognitions includes academic, arts, sports, service recognitions, participation or accolades.
- **Many** recognitions are garnered from only one or 2 of the categories previously mentioned.
- **Minimal** indicates that only several accolades are listed.

Examples for Completed Rubrics

- [Grade Five Example](#)
- [Grade Eight Example](#)
- [Grade Twelve Example](#)

LOUISIANA STUDENTS of the Year

Grade Five Portfolio Completed Rubric Example

Student's Name John Jones
 Panelist's Name Mary Smith

Total Score: 32 /50 points

Grade Point Average (Scoring range 0-3)			
SCORE		Cumulative GPA for Grades 2 nd , 3 rd , 4 th and 1 st nine weeks of 5 th grade	
	3	3.75 — 4.0	
2	2	3.5 – 3.74	
	1	3.2 – 3.49	
	0	3.19 or below	
Test Scores (Statewide Assessments) (Scoring range 0-3)			
*Note		Use scores from Grades 2, 3, and 4 <i>Additional consideration may be made for scores earned on EXPLORE and ACT.</i>	
SCORE		CRITERIA	
	3	Student earned 4 Advanced/ Mastery labels or Composite score at the 98% or higher on NRT for 2 or more years	
	2	Student earned 2-3 Advanced/ Mastery labels or Composite score at the 95-98% on NRT for 2 or more years	
1	1	Student earned at least 1 Advanced/ Mastery labels or Composite score at the 90- 94% on NRT for 1 or more years	
	0	Student earned more Basic labels than higher levels or Composite score is less than 90% on NRT for 1 or more years	
Leadership (Scoring range 0-2 for each scoring column)			
School	Church/ Community	SCORE	CRITERIA
2		2	Student has served in 2 or more leadership roles for this setting. The leadership role demonstrates responsibility, not just an on-paper title.
	1	1	Student has served in only one leadership role for this setting.
		0	Student has served in no leadership roles.
Activities (Scoring range 0-5 for each scoring column)			
School	Church/ Community	SCORE	CRITERIA
		5	Student was a member of a wide variety of clubs, volunteer groups, prevention programs, teams, etc., demonstrating a contribution to the setting indicated.
	4	4	Student was a member of a variety of clubs, volunteer groups, prevention programs, teams, etc., demonstrating a contribution to school or community through their participation in the setting indicated.
3		3	Student was a member of several of the above organizations supporting school or community in the setting indicated.
		2	Student was a member of some of the above organizations supporting school or community in the setting indicated.
		1	Student was a member of one or two organizations supporting the school or community in the setting indicated.
		0	Student is not involved in any clubs, volunteer groups, prevention programs, teams, etc., demonstrating a contribution to the setting indicated.

Page 1 score 13 /20 points

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Services/Citizenship (Scoring range 0-10 for each scoring column)			
School	Church/ Community	SCORE	CRITERIA
	10	10	Student demonstrates a wide variety of service in the setting indicated due to involvement in clubs, volunteer groups, prevention programs, teams, etc.
		8	Student demonstrates variety of services in the setting indicated due to involvement in clubs, volunteer groups, prevention programs, teams, etc.
6		6	Student demonstrates some service due to involvement with several of the above organizations supporting school or community in the setting indicated.
		4	Student demonstrates service due to involvement with some of the above organizations supporting school or community in the setting indicated.
		2	Student demonstrates service due to involvement with only one or two organizations supporting school or community in the setting indicated.
		0	No evidence of contributions of service benefiting school, church or community as part of clubs, volunteer groups, prevention programs, teams, etc., demonstrating a contribution to the setting indicated.
Recognition/ Awards (Scoring range 0-5 for each scoring column)			
School	Church/ Community	SCORE	CRITERIA
		5	Student has earned a wide variety of recognitions and awards from school, district, state, community and/or national organizations for the setting indicated.
		4	Student has earned a variety of recognitions and awards from school, district and/or community organizations.
		3	Student has earned many recognitions and awards from school, district and/or community organizations.
	2	2	Student has recognition and awards for some local community organizations or school.
1		1	Student has earned minimal recognition at any of the settings indicated.
		0	Only one or two awards or recognitions are listed.

Page 2 score: 19 /30 points

Total score: 32 /50 points

Comments:

LOUISIANA STUDENTS *of the Year*

Grade Eight Portfolio Completed Rubric Example

Student's Name John Jones
 Panelist's Name Mary Smith

Total Score: 44 /50 points

Grade Point Average (Scoring range 0-4)			
SCORE		Cumulative GPA for Grades 2-7 and 1 st nine weeks of 8 th grade	
4	4	3.75 — 4.0	
	3	3.5 – 3.74	
	2	3.2 — 3.49	
	1	3.19 or below	
Test Scores (Statewide Assessments) (Scoring range 0-4)			
*Note		Additional consideration may be made for scores earned on EXPLORE and ACT.	
SCORE		Criteria	
4	4	Student earned 4 Advanced/Mastery labels or Composite score at the 98% or higher on NRT for 2 or more years	
	3	Student earned 3 Advanced/Mastery labels or Composite score at the 98% or higher on NRT for 2 or more years	
	2	Student earned 2- Advanced/Mastery labels or Composite score at the 95-98% on NRT for 2 or more years	
	1	Student earned at least 1 Advanced/Mastery labels or Composite score at the 90- 94% on NRT for 1 or more years	
	0	Student earned more Basic labels than higher levels or Composite score is less than 90% on NRT for 1 or more years	
Leadership (Scoring range 0-5 for each scoring column)			
School	Church/ Community	SCORE	Criteria
	6	6	Student has served in numerous leadership roles over multiple years , demonstrating responsibility, not just an on-paper title, for this setting
5		5	Student has served in several leadership roles over multiple years , demonstrating responsibility, not just an on-paper title
		4	Student has served in some leadership roles over multiple years , demonstrating responsibility, not just an on-paper title
		3	Student has served in 2 or more leadership roles for this setting
		2	Student has served in only one leadership role for this setting
		0-1	Student has served in no leadership roles

Page 1 score 19 /20 possible points

LOUISIANA STUDENTS *of the Year*

Activities (Scoring range 0-5 for each scoring column)			
School	Church/ Community	SCORE	Criteria
		5	Student was a member of a wide variety of clubs, volunteer groups, prevention programs, teams, etc., demonstrating a contribution to school or community through their participation in the setting indicated
4	4	4	Student was a member of a variety of clubs, volunteer groups, prevention programs, teams, etc., demonstrating a contribution to school or community through their participation in the setting indicated
		3	Student was a member of several of the above organizations supporting school or community in the setting indicated
		2	Student was a member of some of the above organizations supporting school or community in the setting indicated
		1	Student was a member of one or two organizations supporting school or community in the setting indicated
		0	Student is not involved in any clubs, volunteer groups, prevention programs, teams, etc., demonstrating a contribution to the setting indicated
Services/Citizenship (Scoring range 0-5 for each scoring column)			
School	Church/ Community	SCORE	Criteria
		5	Student demonstrates a wide variety of service in the setting indicated due to involvement in clubs, volunteer groups, prevention programs, teams, etc.
	4	4	Student demonstrates a variety of service in the setting indicated due to involvement in clubs, volunteer groups, prevention programs, teams, etc.
3		3	Student demonstrates some service due to involvement with several of the above organizations supporting school or community in the setting indicated
		2	Student demonstrates service due to involvement with some of the above organizations supporting school or community in the setting indicated
		1	Student demonstrates service due to involvement with only one or two organizations supporting school or community in the setting indicated
		0	No evidence of contributions of service benefiting school, church or community as part of clubs, volunteer groups, prevention programs, teams, etc., demonstrating a contribution to the setting indicated
Recognition/ Awards (Scoring range 0-5 for each scoring column)			
School	Church/ Community	SCORE	Criteria
5	5	5	Student has earned a wide variety of recognitions and awards from school, district, state, community and/or national organizations for the setting indicated
		4	Student has earned a variety of recognitions and awards from school, district and/or community organizations
		3	Student has earned many recognitions and awards from school, district and/or community organizations
		2	Student has recognition and awards for some local community organizations or school
		1	Student has earned minimal recognition at any of the settings indicated
		0	Only one or two awards or recognitions are listed

Page 2 score: 25 /30 points

Total score: 44 /50 points

Comments:

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Grade Twelve Portfolio Completed Rubric Example

Student's Name John Jones
 Panelist's Name Mary Smith

Total Score: 38 /50 points

Grade Point Average (Scoring range 0-3)		
SCORE		Cumulative GPA for all coursework –Grades 9 th , 10 th , 11 th and 1 st nine weeks of 12 th
2	3	3.75 – 4.0
	2	3.5 – 3.74
	1	3.2 – 3.49
	0	3.19 or below
Difficulty Level of Courses (Scoring range 0-3)		
SCORE		Criteria
2	3	Evidence of advanced academic coursework (honors or gifted/ talented courses, advanced (AP, IB) or dual enrollment courses) or Jump Start CTE courses are taken or Statewide Basic/Advanced IBCs in High Wage High Demand are earned.
	2	No academic or technical dual college course credit is offered on the school campus, but honors or gifted/talented courses, and some advanced (AP, IB) courses are taken or Jump Start CTE Statewide IBC aligned courses are taken.
	1	One or no academic or technical dual college course credit is earned and some honors or gifted/talented courses taken or advanced (AP, IB) course taken or Jump Start CTE Statewide IBC aligned course(s) are taken.
	0	No evidence of advanced level coursework or CTE coursework.
Test Scores (ACT, SAT, PSAT, Work Keys) (Scoring range 0-2)		
*Note		If more than one type of test score is provided, award points according to the item with the highest value.
SCORE		Criteria
1	2	ACT 27 or higher Platinum Score on the WorkKeys or SAT 1200 +
	1	ACT 18-26 OR Silver Score on the WorkKeys or SAT 940 -1119
	0	No ACT, SAT, PSAT or WorkKeys score provided.
CTE Credentials (Scoring range 0-2)		
SCORE		Criteria
	2	Level 2 certificate (Statewide Advanced) in any field of certification is earned, or two AP/ IB scores of 3 or better or the student is TOPS HONORS Award eligible (TOPS University Diploma Student) or TOPS Tech Award eligible (Career Diploma)
	1	Level 1 certificate (Statewide Basic) in any field of certification is earned, or one AP/ IB score of 3 or better is earned
	0	No CTE coursework completed or in progress
Technical Diploma/ Associates Degree or Work-based Learning Experience Credentials (Scoring range 0-2)		
SCORE		Criteria
	2	Completion of a Technical Diploma, Associates degree or Carnegie units of Work-Based Learning Experience or partial completion of a Technical or Associates degree (21+ hours of college credit)
	1	Initiation of coursework towards a Technical or Associates degree (15 or more hours of college credit or 1 Carnegie Unit Work Based Learning Experience
	0	15 or less hours of college credit towards a Technical or Associates Degree

Page 1 score 5 /12 possible points

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Leadership (Scoring range 0-4 for each scoring column)			
School	Church/ Community	SCORE	Criteria
4	4	4	Student has served in numerous leadership roles over multiple years , demonstrating responsibility, not just an on-paper title, for this setting.
		3	Student has served in several leadership roles over multiple years , demonstrating responsibility, not just an on-paper title.
		2	Student has served in 2 or more leadership roles for this setting.
		1	Student has served in only one leadership role for this setting.
		0	Student has served in no leadership roles.
Activities (Scoring range 0-5 for each scoring column)			
School	Church/ Community	SCORE	Criteria
	5	5	Student was a member of a wide variety of clubs, volunteer groups, prevention programs, teams, etc., demonstrating a contribution to the setting indicated.
4		4	Student was a member of a variety of clubs, volunteer groups, prevention programs, teams, etc., demonstrating a contribution to school or community through their participation in the setting indicated.
		3	Student was a member of several of the above organizations supporting school or community in the setting indicated.
		2	Student was a member of some of the above organizations supporting school or community in the setting indicated.
		1	Student was a member of one or two organizations supporting the school or community in the setting indicated.
		0	Student is not involved in any clubs, volunteer groups, prevention programs, teams, etc., demonstrating a contribution to the setting indicated.
Services/ Citizenship (Scoring range 0-5 for each scoring column)			
School	Church/ Community	SCORE	Criteria
	5	5	Student demonstrates a wide variety of service in the setting indicated due to involvement in clubs, volunteer groups, prevention programs, teams, etc.
4		4	Student demonstrates a variety of service in the setting indicated due to involvement in clubs, volunteer groups, prevention programs, teams, etc.
		3	Student demonstrates some service due to involvement with several of the above organizations supporting school or community in the setting indicated.
		2	Student demonstrates service due to involvement with some of the above organizations supporting school or community in the setting indicated.
		1	Student demonstrates service due to involvement with only one or two organizations supporting school or community in the setting indicated.
		0	No evidence of contributions of service benefiting school, church or community as part of clubs, volunteer groups, prevention programs, teams, etc., demonstrating a contribution to the setting indicated.

Page 2 score 26 /28 possible points

LOUISIANA STUDENTS *of the Year*

Recognition/ Awards (Scoring range 0-5 for each scoring column)			
School	Church/ Community	SCORE	Criteria
		5	Student has earned a wide variety of recognitions and awards from school, district, state, community and/or national organizations for the setting indicated.
	4	4	Student has earned a variety of recognitions and awards from school, district and/or community organizations.
3		3	Student has earned many recognitions and awards from school, district and/or community organizations.
		2	Student has recognition and awards for some local community organizations or school.
		1	Student has earned minimal recognition at any of the settings indicated.
		0	Only one or two awards or recognitions are listed.

Page 3 score 7 /10 possible points

Total score: 38 /50 points

Comments: