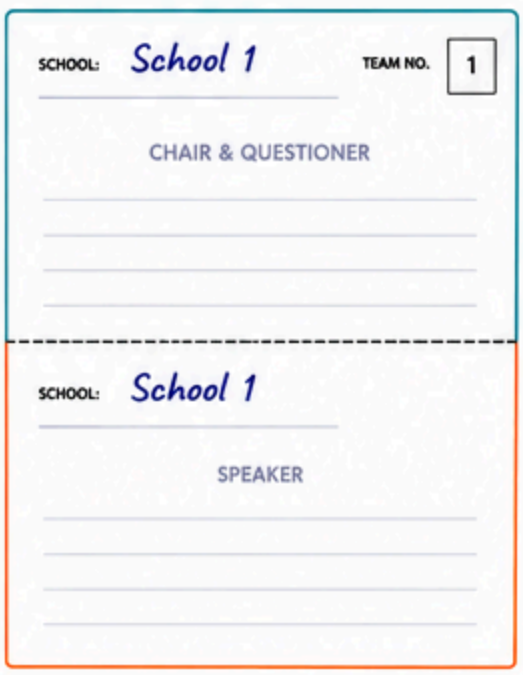
How to use the ESU PSC Mark Sheets

A step-by-step guide

Follow these steps to keep your mark sheets in order and ready for judging!

1 WRITE THE SCHOOL'S NAME

Write the school name of each competing team within the top and bottom sections of the sheet under 'School'.



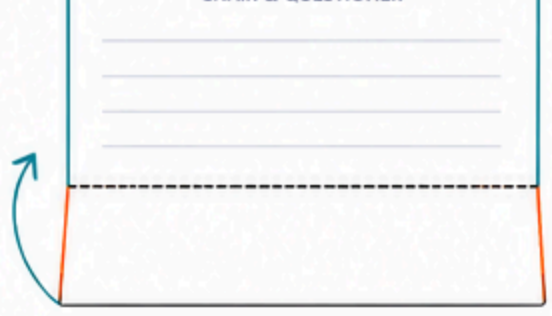
2 PLACE IN NUMERICAL ORDER

Order the mark sheets numerically, based on the **Chair & Questioner** sequence listed in the heat running order provided.



3 FOLD BEFORE THE FIRST PRESENTATION

Before the first presentation begins, fold the bottom of the first mark sheet back along the dotted line, hiding the **SPEAKER** section.



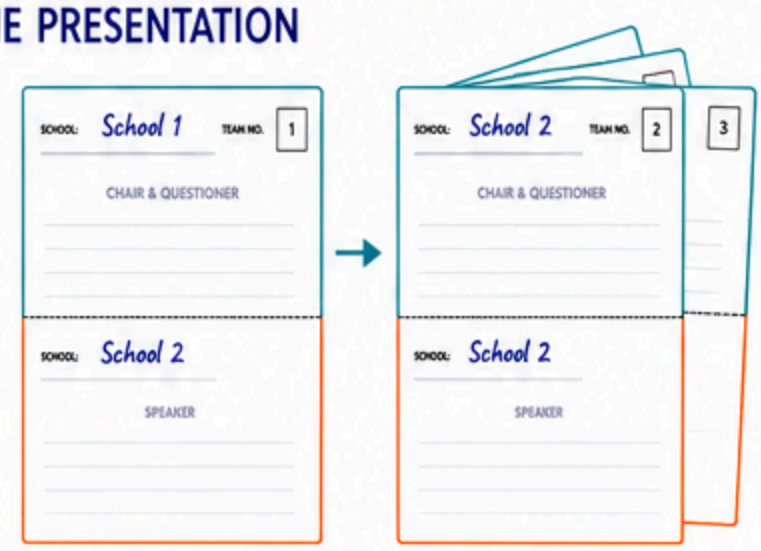
4 START TAKING NOTES

You can now mark the Chair and Questioner from School One alongside the speaker from School Two as they do their presentation.



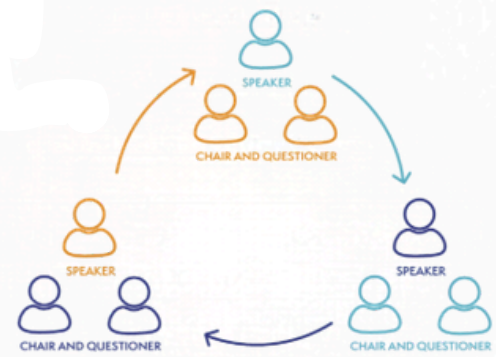
5 AFTER THE PRESENTATION

Once the first presentation ends, unfold the first mark sheet and place it at the bottom of the pile.



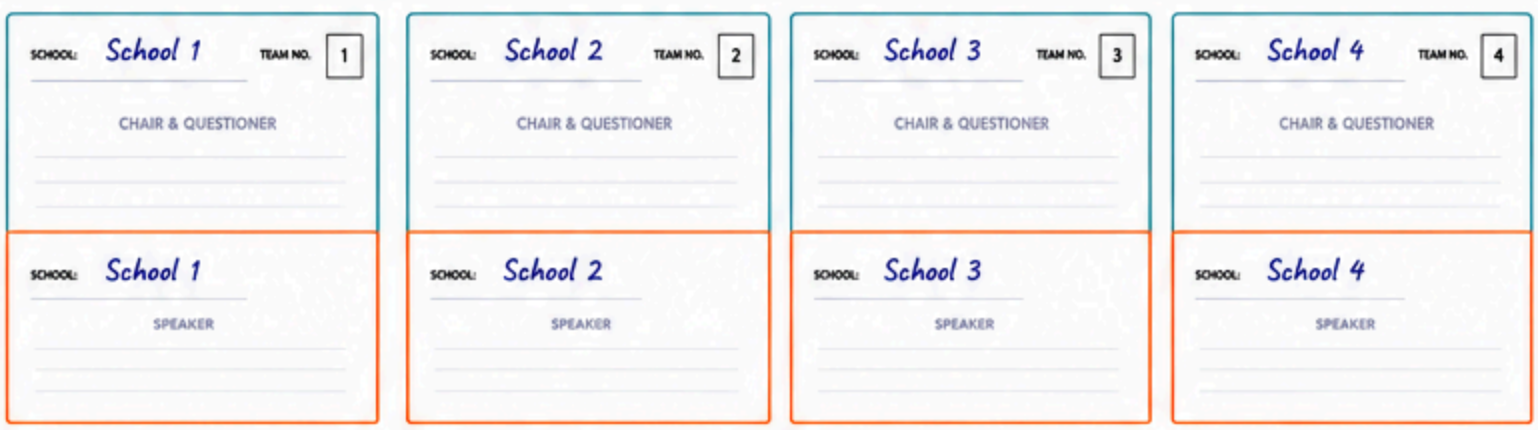
6 REPEAT

Repeat steps 3–5 as the groups continue to rotate, until all presentations have finished.



7 ALL DONE

Once all presentations are done, the judges will have completed mark sheets for each team and can count up the scores accordingly!



Reminder: Always keep your sheets in order and only the top sheet folded at all times.