# Granville P. Meade Scholarship Program Application Reviewer Frequently Asked Questions (FAQ)

## Do we have to use the rubric and score every application in the portal?

No. If you have an internal rubric you wish to use, please feel free to do so. Rubric raw scores are not routed with the applications to the next round and do not determine who is promoted—the numeric scores are **only** there to assist you in your decision-making process.

If you decide not to use the rubric, the simplest solution is to select the same score for each item; otherwise, the portal will not allow you to complete the review.

The only action that must occur to complete your review is for at least one person on your committee to answer the question, *“Is this application in your top five?”*

## Should all members of the committee mark the top five or only one application?

Either. If one member completes the review in the portal, it will advance the top five candidates, or all committee members can complete and mark the applications. **If everyone on your review committee is marking, please be sure you designate the same top five.** (Refer to screenshot below for more information.) Another option is to advise your team to only save their “top five” as a draft until a consensus is reached; then one reviewer can go into the portal to update and mark the review as complete.

## If we have five or less applications, will they automatically progress to the next review stage?

No. Please make sure you go into the portal and mark the application as a “top five.”

## Will applicants be notified of their application status?

Yes. Students will be able to check if their application progressed onto the next stage of review in the application portal.

## We have some applications that are missing letters of recommendation. Is there any way we can upload those now?

Please keep in mind that it is most likely not the student’s fault that the letter is missing. Here are your two options:

1. Request the letter (by emailing the recommender or student directly) so your team can use it in the decision-making process.
2. Take the average score for the other two letters and adjust your scoring so that a missing letter does not penalize the student.

If your team does select an application with a missing letter to advance to the next round and you are able to access the letter, please contact it to [Brittany.Everette@doe.virginia.gov](mailto:Brittany.Everette@doe.virginia.gov).

## Is there a way to download applications as PDFs for the review or for our records?

Yes. If you want to download **all** of the applications, navigate to the main page of your portal and select all the green boxes by each application. Then select the menu button titled *actions* and select *download applications*.

**Was your question not answered?** Review the [Reviewer FAQs](https://help.smapply.io/hc/en-us/articles/115001446113-Reviewer-FAQ) from Survey Monkey Apply for more support.