

**American Philatelic Society
Apprentice Philatelic Judge Evaluation Form**



Apprentice Name _____ Date _____

Exhibition _____ This is the apprentice's _____ apprenticeship

Numerical Key:

1 = *Unacceptable*. This is an area of urgent concern. The apprentice and mentor should make efforts to correct this clear deficiency. If it persists after more than two apprenticeships, the apprentice should reexamine whether she/ he wishes to become a philatelic judge. The evaluator must make comments and recommendations on this criterion in the narrative section.

2 = *Less than Acceptable*. This is an area of deficiency that requires some attention on the part of the apprentice and mentor. An apprentice cannot be accredited with any criteria scoring at this level on the final apprenticeship. The evaluator has an obligation to address any criterion rated at this level with comments and recommendations.

3 = *Acceptable*. This is a minimum level on each criterion. Improvement over this level is to be encouraged through comments and recommendations and assistance from the mentor.

4 = *Proficient*. This is the level at which an experienced judge should perform. And it is the expectation that during the fourth apprenticeship an apprentice should perform at this level as well.

5 = *Commendable*. The apprentice is performing at the highest levels. Special effort should be made to praise an apprentice performing at this level. It is not expected that an apprentice will perform at this level on all criteria. Indeed there are times that accredited judges may not perform at this level on all criteria.

Instructions for the Chief Judge:

Each of the apprenticeships carries increasing emphasis on certain areas of expertise, skill and performance. Use the *Judging Apprenticeship Handbook* as a means of better understanding what emphasis is needed for each apprenticeship. The first two apprenticeships are mentoring opportunities for you and the jury to assist the apprentice in areas of obvious weakness. The third and fourth apprenticeships allow the apprentice to demonstrate his/her abilities to perform as an accredited judge in an unbiased and efficient manner.

Rate the apprentice for each category listed from 1 to 5 on the following table taking into consideration the areas of emphasis or added emphasis as the apprentice moves from apprenticeship one to apprenticeship four.

In addition to the ratings please provide written comments to assist CANEJ in better understanding the strengths and weaknesses of the candidate. These comments can be written on the back of the evaluation form or on a separate sheet send with the evaluation form. If you have questions regarding how to rate the apprentice please consult the Chair of CANEJ before proceeding.

	Apprenticeship 1	Apprenticeship 2	Apprenticeship 3	Apprenticeship 4
	Emphasis	Emphasis	All + Added Emphasis	Emphasis on All
	Rate 1-5	Rate 1-5	Rate 1-5	Rate 1-5
Knowledge				
<i>Preparation for judging.</i> To what extent does apprentice show evidence of preparation through the study of books, articles, etc.?	E	E		
<i>Role and responsibility of apprentice.</i> In what way does the apprentice understand his/her role and have knowledge of apprentice requirements to be met?	E	E		
<i>Philatelic knowledge.</i> Of own area and others.		E		
<i>MOJ Fundamentals.</i> How well does apprentice show an understanding of how to apply fundamentals to judging?	E	E	E	
<i>Medal levels.</i> How accurate was the apprentice?		E	E	
Communication				
<i>Judging at frames.</i> In what way did the apprentice communicate reasoning for critique of exhibits?	E	E		
<i>Deliberations.</i> How did apprentice communicate effectively with jury?	E	E		
<i>Feedback Session.</i> Does the apprentice effectively communicate with exhibitors?		E		
<i>Use of the EEF.</i> Does apprentice provide meaningful comments, clearly and concisely?		E	E	
Teamwork				
<i>Collegiality.</i> Does the apprentice work well with the jury?	E	E		
<i>Willingness to be proactive.</i> Was the apprentice proactive in offering comments, choosing exhibits to judge or otherwise showing initiative?	E	E	E	
<i>Efficiency.</i> Can the apprentice work efficiently and keep pace with the jury?		E	E	
<i>Freedom from Bias.</i> Is the apprentice free from bias towards any philatelic area or type of exhibit?			E	
<i>Overall appraisal of apprentice as a future judge.</i>				
Total Score for the apprenticeship.				

Chief Judge (evaluator) – please print: _____

Apprentice signature signifying he/she has received a copy of form : _____

Chief Judge MUST provide additional comments on back of form or on separate sheet. Mail completed sheets to Elizabeth Hisey, CANEJ Chairman, 7203 St. Johns Way, University Park, FL 34201