



SCORING MATRIX

This scoring sheet is to be used by members of the Scoring Panel in assessing nominations submitted under the National Integrity Awards Scheme (NIAS). Panel members are required to score each eligible nominee objectively, independently and strictly on the basis of the evidence provided in the nomination form and supporting documentation.

Where a Panel Member has an actual, potential or perceived conflict of interest in relation to a nominee, the member must disclose the conflict and recuse himself or herself from scoring that nominee.

SECTION A: PARTICULARS OF NOMINEE

Award Category:.....

Name of Nominee/Institution:.....

Position/Designation:

Institution/Organisation:.....

Region/District (where applicable):.....

Name of Panel Member:.....

Date of Assessment:.....

SECTION B: SCORING INSTRUCTIONS

1. Read the nomination form and all supporting documents carefully before scoring.
2. Score the nominee against each criterion using the maximum marks indicated.
3. Provide brief comments to justify the score awarded under each criterion.
4. The maximum technical score is 100.
5. Only nominees who attain an average score of 85% or above shall qualify for the next stage of the process, subject to the rules of the Scheme.
6. Where the nomination does not provide adequate evidence for a criterion, the score should reflect the weakness or absence of evidence.

7. If you have a conflict of interest in relation to the nominee, do not complete the scoring sheet. Instead, declare the conflict to the Chair of the Scoring Panel and the Secretariat.

SECTION C: SCORING MATRIX/SHEET

EVALUATION CRITERIA	KEY PERFORMANCE INDICATORS	STANDARD SCORE	ACTUAL SCORE	JUSTIFICATION
1. Ethics	Report of unethical behaviour (5) Insistence on workplace procedure (10) Impact of action (5)	20		
2. Courage	Personal cost of ethical behaviour	10		
3. Integrity	Keeping promises (10) Following procedure in the absence of others (10)	20		
4. Honesty	Being truthful (5) Admitting error (5)	10		
5. Inclusiveness	Every voice heard	10		
6. Gender Responsiveness	Intentional inclusion of women to promote fairness and equality	10		
7. Transparency	Transparent decision making	10		
8. Accountable Leadership	Subjecting decision-making to scrutiny	10		

SECTION D: RECOMMENDATION OF PANEL MEMBER

Based on my assessment of the nomination and the supporting evidence, I make the following recommendation:

☐ Recommend

☐ Do Not Recommend

Reasons for Recommendation / Non-Recommendation:

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SECTION E: DECLARATION BY PANEL MEMBER

I hereby certify that I have assessed this nomination fairly, independently and to the best of my professional judgment on the basis of the evidence provided. I further declare that, except where already disclosed, I have no actual, potential or perceived conflict of interest in relation to this nominee.

Names of Panel Member:.....

Signature:.....

Date:.....

ENDORSED BY:

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(CHAIRPERSON, EVALUATION PANEL)

DATE:

