**APEC Concept Note Scoring: Guidance for Scoring Concept Notes Against Assessment Criteria**

This guidance is provided to assist members who are using the scoring template to assess project concept notes. It aims to ensure that assessment scores are provided consistently. Please consider the guidance when allocating scores against each assessment criteria.

|  |  |  |
| --- | --- | --- |
| **For Assessment Criteria Scored out of 5**  |  | **For Assessment Criteria Scored out of 10** |
| **Score** | **Guidance** |  | **Score** | **Guidance** |
| **1** | Concept note addresses the criterion to a minimal degree but is vague. |  | **1-2** | Concept note addresses the criterion to a minimal degree but is vague. |
| **2** | Concept note addresses the criterion to a basic degree, but with little or no analysis or justification. |  | **3-4** | Concept note addresses the criterion to a basic degree, but with little or no analysis or justification. |
| **3** | Concept note addresses the criterion to a satisfactory degree, with some analysis or justification, but is not particularly insightful. |  | **5-6** | Concept note addresses the criterion to a satisfactory degree, with some analysis or justification, but is not particularly insightful. |
| **4** | Concept note addresses the criterion to a convincing degree, with strong analysis and justification. |  | **7-8** | Concept note addresses the criterion to a convincing degree, with strong analysis and justification. |
| **5** | Concept note demonstrates high-level insight into the criterion, with excellent analysis and justification. |  | **9-10** | Concept note demonstrates high-level insight into the criterion, with excellent analysis and justification. |

|  |  |  |
| --- | --- | --- |
| **For Assessment Criteria Scored out of 15**  |  | **For Assessment Criteria Scored out of 20** |
| **Score** | **Guidance** |  | **Score** | **Guidance** |
| **1-3** | Concept note addresses the criterion to a minimal degree but is vague. |  | **1-4** | Concept note addresses the criterion to a minimal degree but is vague. |
| **4-6** | Concept note addresses the criterion to a basic degree, but with little or no analysis or justification. |  | **5-8** | Concept note addresses the criterion to a basic degree, but with little or no analysis or justification. |
| **7-9** | Concept note addresses the criterion to a satisfactory degree, with some analysis or justification, but is not particularly insightful. |  | **9-12** | Concept note addresses the criterion to a satisfactory degree, with some analysis or justification, but is not particularly insightful. |
| **10-12** | Concept note addresses the criterion to a convincing degree, with strong analysis and justification. |  | **13-16** | Concept note addresses the criterion to a convincing degree, with strong analysis and justification. |
| **13-15** | Concept note demonstrates high-level insight into the criterion, with excellent analysis and justification. |  | **17-20** | Concept note demonstrates high-level insight into the criterion, with excellent analysis and justification. |