



2021 JUROR INSTRUCTIONS

1) Judging Certification

- At the beginning of the event, the Academy Representative will provide you with a link to read, complete, sign and submit your **Juror Certification Form**. Your votes will not be counted if this document has not been completed.

2) Screening the entries

- If the program consists of only one episode, it will be screened in its entirety.
- If the program consists of more than one (1) episode, the first episode will be screened in its entirety. The Academy Representative will indicate which sections of the following episodes will be screened.
- **The content of the entry may not be discussed at any time.**

3) Judging criteria

Judging is based on two (2) criteria: **Concept** and **Execution**.

- **Concept** deals with the creative value. A program's score should reflect the answers to the following questions:
 - Is it imaginative and original? – If the program is based on an existing format, the concept score should reflect both the original idea and the way it was adapted.
 - Is the purpose of the program clear and understandable?
 - Does it capture and hold the viewer's attention?
- **Execution** deals with the production value. A program's score should reflect the answers to the following questions:
 - Are the sets, camera work, lighting and sound quality coordinated so as to enhance the program?
 - Does the casting, writing, directing, editing, costume design, etc., convey the idea of the program effectively to the viewer?

4) Scoring the entries

- Please make sure you have either printed or drafted on paper the Ballot Worksheet emailed to you, so you can write down your scores throughout the day, before entering them on your ballot.
- The highest possible score that can be earned by a program is 20 points (10 points for concept and 10 points for execution). Half points may be given, but please use whole point scores whenever possible.
- Each entry is to be judged on its individual merits, not in comparison to other entries; therefore the same numerical score can be given to more than one program.

- Scoring is an individual decision. **Please do not discuss or disclose your scores with other jurors participating in the International Emmy judging process at any point.**
- Jurors are not permitted to vote on programs from the company they work for or any company or production to which they are affiliated. If there is any conflict of interest, which does not allow an impartial decision to be made for a program, the juror must abstain from voting on that particular program. If a score is entered, it will be considered null and void.

5) Filling out the ballot

- When finished screening an entry, and before moving on to the next, please assign a Concept score (out of 10 points) and an Execution score (out of 10 points) for the program on your Ballot Worksheet.
- Once all entries have been screened, the Academy Representative will provide you with a link to your Official Ballot, where you will be able to transfer your scores, sign, and validate your votes.
- The Academy representative will confirm receipt of your signed ballot immediately.

Should you have any questions, concerns, or suggestions at any point during the judging process, please do not hesitate to ask the Academy representative.