



ACTAPS

*The Association of Contentious
Trust & Probate Specialists*

Access Scholarship

Scoring Sheet and Guidance for Assessors

Guidance

General:

- You should read the applicant's Application Form AND CV please.
- Please mark each candidate on the given 4-point scale for each of the criteria. You must select a box for each row on the grid and it is not permissible to tick between the boxes or select two.
- Each year there will be a moderation exercise or meeting, to ensure consistency of marking between those who consider the applications.
- Please fill in one score sheet (appendix below) for each applicant and once completed total the numerical scores for each row to give the candidates overall score.

Specific:

When marking each of the criteria, we ask you to take into account the matters set out below. This is not an exhaustive list, and you may find evidence of other matters that go to the various criteria. Those should be included and scored if you consider them to be relevant.

Academic/Career Performance

ACTAPS want to prioritise scholarships for individuals who have the potential to thrive in a career in contentious trusts and probate work. This is an area of law which involves complex technical law, as well as requiring great people skills.

You should look for evidence of exceptional academic and career success.

If there are mitigating circumstances as to why academic or career performance is low (or lower than it might have been), which you think should be taken into account as unfairly affecting the overall score, please make this clear on your scoring sheet and draw this applicant to the attention of the Committee when returning your score sheet.

Written Communication

Please include under this criterion:

- Accuracy of spelling, punctuation, and grammar
- Persuasiveness of the responses
- Evidence from within the written responses/writing of the CV of clarity of thought, analytical ability, and/or strong and clear presentation of ideas

Potential to succeed as a contentious trusts and probate specialist

Please include under this criterion:

- Evidence of excellent people skills, empathy, and an understanding of the emotional sensitivity of this work
- Demonstrating an understanding of what is required to succeed in this practice area
- Evidence of ambition, taking initiative, self-motivation, or other drivers for career success in a law firm
- Evidence of relevant/transferable skills from outside the workplace
- Evidence of an interest in and/or a commitment to the practice area, including relevant experience in this area of work

Meeting the aims of the Scholarship

Please consider under this criterion whether the applicant is from the sort of firm the Scholarship seeks to target, i.e:

- A firm that is unable or unlikely to fund placements on the ACTAPS course without the scholarship,
- A firm that has no real market presence in contentions trusts and probate work
- A firm that has no, or few, lawyers recognised for this work in the legal directories,
- Firms which themselves have or promote diversity and opportunities for non-white lawyers, including firms with higher proportions of partners who identify as Black, Asian or from a minority ethnic background.

Where two (or more) scholarships are to be offered, consideration should be given to ensure and promote geographical diversity and ensure that practitioners in the regions are given *at least* as much prominence/preference as London/central London practitioners.

For this criterion a score of (4) should equate to 'very strongly meets the aims of the scholarship'.

Appendix 1

Score Sheet

	Very Strong (4)	Strong (3)	Not Strong (2)	Weak (1)
Academic/Career Performance				
Written Communication				
Potential to succeed as a contentious trusts and probate specialist				
Meeting the aims of the Scholarship				

Total Score: _____

Is there anything relevant that the Committee awarding scholarships should be aware of in relation to this application?

(Only answer this question if highly relevant and (probably) in rare cases)