READING EXCELLENCE AWARD
Brought to you by NLB and MOE
2017

Organised by

National Library Board
Singapore

Ministry of Education
Singapore
About the Award

The Reading Excellence Award, brought to you by NLB and MOE, recognises primary and secondary schools that have developed excellent reading programmes which promote a love of reading among students.

Please refer to the following sections for details about the award:

- Section 1: Award Categories (Page 2)
- Section 2: Evaluation Criteria (Page 3)
- Section 3: Judging Process (Page 4)
- Section 4: Submission Guidelines (Page 5)
- Section 5: Announcement of Winners (Pages 6)
- Section 6: Terms and Conditions (Pages 7)
- Section 7A: Nomination Form (Pages A-F)
- Section 7B: Supporting Documents (Page G)
- Section 7C: Indication of Preference (Page H)

Nomination for this award is now open. The nomination form and all supporting documents must be completed and submitted by 30 June 2016, 5pm, via email to Gan_Siew_Lee@nlb.gov.sg and in hard copy to the following address:

The Read@School Team
(Reading Excellence Award)
Bedok Public Library
21, Bedok North St. 1, (S)469659

Closing Date: 30 June 2016, 5pm

For enquiries, please email Gan_Siew_Lee@nlb.gov.sg with the subject header, “Enquiries for the Reading Excellence Award”.
### Award Categories

<table>
<thead>
<tr>
<th>Primary School:</th>
<th>Secondary School:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- First Prize: $10,000</td>
<td>- First Prize: $10,000</td>
</tr>
<tr>
<td>- Second Prize: $7,500</td>
<td>- Second Prize: $7,500</td>
</tr>
<tr>
<td>- Third Prize: $5,000</td>
<td>- Third Prize: $5,000</td>
</tr>
</tbody>
</table>

Crowd Favourite: $2,000 (one winner)*

*The Crowd Favourite category is limited to schools on the shortlist. The general public will be invited to vote online for the school with the best reading practices.

Winners will also receive the following:

- A trophy
- A banner

15 schools will be shortlisted from the pool of nominees. Schools on the shortlist that do not win will receive a commendation plaque each. Schools on the shortlist will also be featured in a publication documenting best reading practices in schools.
Evaluation Criteria

The reading programme featured in the school write-up must be used as a tool to engage and promote reading for pleasure among students in school. Schools will be judged based on the following criteria:

- Measurable Impact (50%)
- Scalability and Replicability (25%)
- Reading Innovation (25%)
Judging Process

Schools will be informed of the preliminary results in Aug 2016. The preliminary results will be announced on discoveReads at www.nlb.gov.sg/discoveReads.

- 15 schools will be shortlisted.
- The second round of judging for these 15 schools will include site visits by the panel of judges from Aug-Nov 2016.
- The Crowd Favourite category is limited to schools on the shortlist.

NLB reserves the right not to award a winner if no nomination of suitable merit is found.

In the event that a school has been shortlisted, the school will:

- Arrange for filmed interviews with relevant school parties; and
- Arrange for filmed reading programmes.

NLB will make the necessary film arrangements, and the footage will be used for information for the Crowd Favourite Award and the publication of best practices.
Submission Guidelines

The following documents are to be submitted:

1. Nomination Form (Section 7A)
2. Supporting Documents (Section 7B)
3. Indication of Preference (Section 7C)

All documents must be submitted in soft copy and hard copy (3 sets, non-returnable).

Soft copy

Soft copies are to be emailed to Gan_Siew_Lee@nlb.gov.sg with the following:

- Subject Header: Nomination for the Reading Excellence Award
- File naming convention: Reading Excellence Award 2017_NAME OF SCHOOL

Should the submission include a video, it has to be in the form of a CD / DVD / thumbdrive and appended to the nomination form.

Hard copy

3 sets of the hard copy submissions are to be mailed by 30 June 2016, 5pm to:

The Read@School Team
(Reading Excellence Award)
Bedok Public Library
21, Bedok North St. 1, (S)469659

The hard copy submissions are non-returnable.
Announcement of Winners

Winners will be notified via email by 15 Feb 2017, as well as listed on discoveReads at www.nlb.gov.sg/discoveReads.

The awards will be presented at the Award Ceremony in March 2017. Details of the ceremony will be released at a later date.

Winning and shortlisted schools must attend the award ceremony.

The decision of the judging panel is final and no further correspondence will be entertained.
Terms and Conditions

1. This award is open only to primary and secondary Singapore schools registered with the Ministry of Education (MOE).
2. Only completed Award nomination forms will be processed.
3. All submissions must be original. The National Library Board (NLB) shall not be liable for any infringement upon any third party intellectual property rights, including any patent; trademark; registered design; copyright; right of publicity; and/or other proprietary and moral rights.
4. Submissions must not have won any award(s) prior to entering into the Reading Excellence Award.
5. Schools with any of the NLB Board members and employee(s) as shareholder(s); investor(s); associate(s) and affiliate(s) shall not be eligible to participate in this Reading Excellence Award.
6. Shortlisted schools shall be required to participate in an NLB-commissioned video film shoot of the reading programmes held at their respective schools. If there are any third party rights to be obtained to feature materials by the respective schools in these videos, the Award recipients shall obtain the said rights for the NLB. These videos shall be used for all of the NLB’s and Ministry of Communications and Information (MCI) purposes.
7. The NLB reserves the right to reproduce and republish the contents from the applicants for the Reading Excellence Award, in any form and media including but not limited to print; electronic media; social media platforms; websites; and/or publications for the NLB’s and MCI’s internal, external and non-commercial purposes.
8. Winners cannot exploit their status as award winners to endorse or market any products and services for any commercial purposes whatsoever, other than for its institution’s own education, publicity, promotion and marketing purposes in any form and media.
9. The NLB reserves the right to amend and/or vary any of the terms and conditions of the Reading Excellence Award; the above stated prize values; the Award selection criteria, whatsoever, at any time during the term of the Award processes.
10. The NLB reserves the right to disqualify any school(s) from the Reading Excellence Award, if the applicants do not abide by the NLB’s stated terms and conditions contained in this document and any correspondence entered into between the Nominees and the NLB.
11. The judging panel’s decision is final and no correspondence on this matter shall be entertained by the NLB.

By submitting your nomination entry, you acknowledge that you have read, understood and agreed to the terms and conditions stated in this document.
Nomination Form

Nomination Write-up

Schools are to provide a detailed write-up of the reading programmes which promote a love of reading and give concrete evidence and specific examples where possible. It is strongly encouraged that the write-up should address the areas below and include other relevant information.

(a) Abstract of the reading programme
(b) Measurable Impact (50%)

What is the extent of the reading engagement in and around the school? How has the reading programme promoted a love of reading and encouraged students to read for pleasure? How has the reading programme impacted students’ reading attitude and behaviour?

(c) Scalability and Replicability (25%)

How sustainable and adaptable is the reading programme? Does the reading programme have the potential to be implemented on a greater scale?

(d) Reading Innovation (25%)

What are some unique ways in which a love of reading is promoted in the school? If your reading programme is not original, how did you adapt the original reading programme to suit your school’s needs?

This section should not exceed 4 pages.

Please adhere to the following format: Arial Font Size 11, single space.
Nomination for
Reading Excellence Award – Brought to you by NLB and MOE

Please ensure that all sections are completed. Incomplete submissions will not be accepted.

<table>
<thead>
<tr>
<th>Name of School</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School Cluster</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Principal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Teacher Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Nominating Person</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Relationship of the Nominating Person to the School</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
Title of the Reading Programme: ___________________________________________________
Supporting Documents

Please attach the relevant documents, such as photographs, that provide evidence and examples to support the nomination. For CDs / DVDs of videos, they must be submitted in hard copy together with the nomination form.
Section 7C: Indication of Preference

**Indication of Preference**

In the event that your school is shortlisted for the award, please indicate your preferred period for the site visit, as well as the filming of the interviews and reading programmes.

**Preferred Weeks for Site Visits**

**Tick 3 preferred weeks.** In the event that the weeks are unavailable, schools will be contacted.

|----------------|----------------|----------------|

**Preferred Weeks for Filming of the Interviews and Reading Programmes**

**Tick 3 preferred weeks.** In the event that the weeks are unavailable, schools will be contacted.

<table>
<thead>
<tr>
<th>5-9 Sep 2016</th>
<th>13-16 Sep 2016</th>
<th>19-23 Sep 2016</th>
</tr>
</thead>
</table>