

Judging Procedures for Category Awards Judges

MORNING:

Step 1 – Arrival Procedures and Judges’ Briefing Session:

On arrival, please pick up your badge. If you cannot find your badge, please go to the Judges Registration table. Safeguard your judging badge and keep it visible on your clothing as this is required for admission to the exhibit area. Help yourself to a continental breakfast. The judges briefing will include a review of the judging criteria and procedures, a description of the layout of the exhibits, identification of your **FAIR COORDINATORS**, and the location of your team meeting. An opportunity to ask questions will be provided at the team meeting.

Step 2 – Team Meetings:

After the Briefing and Charge to the Judges, you should go to your designated Fair area where you will meet your FAIR COORDINATORS. A Fair = 12th grade, B = 11th, C = 10th, D= 9th, and E = 6-8th. They will have additional instructions and will help identify **Category Chairpersons**.

The purpose of the meeting is to take care of whatever further organization is needed for judging purposes and to answer questions. If a category team is short a number of judges, then the FAIR COORDINATORS will do some reorganization at his time. Category Chairpersons will organize project reviews to ensure every project receives at least two separate reviews.

Step 3 – Survey of Assigned Category:

In the morning, no students will be at their exhibits. You should try to get a general estimate of the quality of the research which your team will be judging so that you will have some frame of reference to decide what is good and what is not as good. Remember, you are comparing the projects with each other, and not with graduate students or with your peers.

Each member of the team should try to review each project as an individual judge. If the category is larger than 12 projects, the Category Chairperson will divide judges into subgroups so that no group has more than 12 projects to review.

Step 4 – Examine Exhibits Assigned for Judging:

If you think that you know any of the students in your group of projects, you must inform your FAIR COORDINATOR, who will assign you to another team to avoid conflict of interest.

The Review: will include making an overview of the project board, and reviewing the displayed abstract, log book, research report, research problem, procedure, data collected, statistics, and conclusions based on the data collected. For each project, make notes regarding positive observations, areas to improve, and questions you may have for the afternoon interview. Discuss the projects with other members of your judging team. If you have an exhibit that needs interdisciplinary judging, inform your FAIR COORDINATOR & a consultant will be located.

Step 5 – Lunch:

You should break for lunch no later than 11:30 AM. While you are eating lunch, please confer with your judging team regarding your first impressions. The students will start to enter the exhibit hall to be at their projects during your lunch break. You should be ready to back onto the exhibit floor at 12:30 PM.

AFTERNOON:

Step 6 – Interviews with Students:

Each student in grades 9-12 will be interviewed for **10** minutes and grades 6-8 for **5** minutes. We ask that each judge interview the students individually and not as a team. Students may want to begin with a 2-3 minute overview, but you may ask questions at any time. It is recommended to keep careful track of the time in order to stop the interview when the allotted time has expired. Please follow this schedule so that all students receive equal time being interviewed. **No student should be passed over regardless of what you think of the project.** No attempt to determine the identity of the students should occur at any time today.

If a category is larger than 12, each subgroup should identify their top three projects for the other subgroup(s) to review and interview too.

Step 7 – Team Meetings:

Once judges finish interviewing all the projects in their Category, they should select their First-Place award. Please come to a consensus of the group on **1st Place ASAP; but no later than 2:00 PM.** This will enable the Medals Judges (who select which 1st place projects can compete at ISEF) to start working. Your Chairperson is to put the Project Number & the Title on the **‘DVSF First Place Category Winner’** card and give it to your FAIR COORDINATOR.

Then select your category’s 2nd & 3rd place, & Honorable Mention winners. If you need to, you may go back and re-interview some of the students. The suggested percentage of Honorable Mentions to be given is 10%, but never more than 20% of the total number of projects.

Step 8 – Reporting the Winners:

Please inform your FAIR COORDINATOR once you have decided the 2nd, 3rd, and Honorable Mention winners. Use the **‘Summary Sheet for General Awards’** for this purpose.

Step 9 – Comments to the Students:

At this point, Category judges **must** complete the Judges’ Comments Sheet for each project they reviewed. This can be done as a group or individually. Please ensure there is more positive feedback than negative. Give all completed forms to the FAIR COORDINATORS and not to the student. Judges should **not** reveal the results of their judging to students, parents, or teachers. This should only occur at the Awards Ceremony.

Since the Medals judges or Special Awards judges may have questions, **Category Chairpersons should remain available until they are dismissed by their FAIR COORDINATOR.**

As you leave, you may pick up a copy of the Program of Entries in the DVSF Office. Program of Entries and a Complete Winner’s List will be posted on our website (www.DVSF.org) by Friday.