



Judging Procedures for Special 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 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, and identification of your **FAIR COORDINATORS**. An opportunity to ask questions will be provided.

Step 2 - Team Meetings:

After the briefing, you should go to the Exhibit Hall and start reviewing projects.

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 so good. Remember, you are comparing the projects with each other, and not with graduate students or with your peers.

If there are more than 12 projects in your category, the each member of the team should try to review each project as an individual judge.

Step 4 - Examine Exhibits Assigned for Judging:

The Review: will include making an overview of the project board, survey the abstracts displayed, looking at the log book, and looking at the research report; carefully studying the research problem asked, procedure, data collected, analysis by graphs, and 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 the team with whom you are working.

Step 5 – Lunch:

You should break for lunch no later that 11:30 AM. While you are eating lunch, the students will start to enter the exhibit to be at their projects. You should be ready to go back onto the exhibit floor at 12:30 PM.

(more)

AFTERNOON:

Step 5 - Interviews with Students (after lunch):

Each student in grades 9-12 will be interviewed for **10** minutes and grades 6-8 for **5** minutes. Students may begin with a 2-3 minute overview, but you may ask questions during or after this presentation. Each interviewing team will have one member act as a time keeper who will stop the interview when the allotted time has expired. Please follow this schedule closely so that all students receive their full time.

You may observe the category team's interview, but should not pose questions at this time. Special Awards Judges may interview any student as needed, but should not actively participate in category or medals interviews.

Step 6 - Team Meetings:

At this point, your team may be ready to select your winners for your award(s). Once you have agreed on the winners, report your results to the **Special Awards Coordinator** in the Fairs Office.

Step 7 - Reporting the Winners:

You must complete the Special Awards Form, which will be handed to you in the Fairs' office. You will then be handed a print-out with all the information about your winning student(s). There will be staff in the office to answer any questions and to help you filling out the form. **All Special Awards must be in before 3:30 PM!**

Step 8 - Comments to the Students:

At this point, Special Awards judges are welcome to complete the Judges Comments Sheet for each exhibit they reviewed. Give these to the FAIR COORDINATORS. You are encouraged to go back and speak with students, but not to interfere with any ongoing interviews. Judges should **not** reveal the results of their judging to the students or to the teachers.

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 afternoon.