



JUDGING PROCEDURE

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 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, 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 (A,B,C,D or E) area where you will meet your FAIR COORDINATORS. 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 the category team is short a number of judges, the FAIR COORDINATORS will do some reorganization at this time.

Special Awards Judges may 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.

Each member of the team should try to review each project as an individual judge. If the category is larger than 12 projects, the judging team should divide into subgroups so that no group has more than 12 projects to review. No subgroup should consist of only one person.

Step 4 - Examine Exhibits Assigned for Judging:

If you think that you know one 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, 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.

If you have an exhibit that needs interdisciplinary judging, inform the FAIR COORDINATOR and a consultant will be located.

Lunch: You should break for lunch no later than 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 about 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. **No student should be passed over regardless of what you think of the project.**

If a category is larger than 12, each subgroup should identify their top 3 projects for the other subgroup to review and interview.

Special Awards Judges 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:

Once finished interviewing all the projects, your team may be ready to select your first-place award. Please come to a consensus of the group on First Place as soon as possible; but no later than 2:00 PM. This will enable the Medals Judges to start working. The Chairperson is to put the Project Number and the Title on the Reporting Card and inform your FAIR COORDINATOR. Then select the second, third, and honorable mention winners. If you need to, you may go back and re-interview some students.

Step 7 - Reporting the Winners:

Please inform your FAIR COORDINATOR once you have decided on 2nd, 3rd, and Honorable Mentions. Use the special form for this purpose. The suggested percentage of Honorable Mentions to be given is 10% but no more than 20% of the total number of projects.

Special Awards judges should report their results on an appropriate form to the **Special Awards Coordinator** in the Fairs Office. There you will receive all information needed to prepare your award. You will then be handed a print-out with all the information about your winning student(s)

Step 8 - Comments to the Students:

At this point, judges **must** complete the Judges Comments Sheet for each project 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, nor attempt to determine the identity of the students at this time.

Since the Medals panel 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 afternoon.