

PLACE AWARD JUDGE QUICK REFERENCE GUIDE

Judging Process — Round 1

Purpose	Interview every participant, score every project, and advance approximately 30% of projects to round 2.
Timing	Round 1 lasts a total of 2.5 hours; Judges have <u>a maximum of 12 minutes at each project</u>
Judging Teams	Judges will work in teams of 3-4 people to evaluate the same set of projects; judge teams <u>should not</u> interview as a team and should discuss projects only during the round 1 caucus.
Locating Projects	Use the list of assigned projects, floor map, and signs to locate a project; verify the project table number and details match your assignment sheet. If the project is unattended, move on to a new project and return later. <u>If the participant is still missing after the third attempt to begin the interview, do not judge the project and notify your category coordinator.</u>
Interviews	Write the project's Table ID on the next line of your scoresheet before the interview begins. Give participants 5 minutes to present their project, then ask questions. <u>Before leaving the project, place a round sticker on the project indicating it has been viewed.</u>
Scoring	Use the scoresheet to provide a score for <u>every project</u> visited during Round 1. Use the comment space below each project score to take notes. Projects are scored using six indicators ranging from 10 to 25 points each. Refer to the judging criteria sheet for details on scoring. Score each project immediately after the interview. Please write clearly on scoresheets because they may be used as references during judging caucuses and as backup documentation for fair awards.
Caucuses	Return to the judging area and meet with your judge team to discuss and advance projects to round 2. <u>Advance ~30% of projects</u> (e.g. 3 of 10). The Lead Judge will record advanced projects on the round 1 summary form. <u>All judges</u> will sign the summary form and turn in scoresheets to the lead judge. Summary forms and score sheets go to the category coordinator.

Judging Process — Round 2

Purpose	Lead judges interview participants advanced from round1 and select place awards. Other judges provide constructive feedback to all remaining participants.
Timing	Round 2 lasts a total of two hours; Judges have <u>a maximum of 10 minutes at each project</u>
Interviews	Same as round 1
Providing Feedback	Use feedback form to record comments for participants based on the scoring criteria. <u>Participants are not told they have failed to advance from Phase 1 to Phase 2.</u> It is very important interviews be conducted using the same procedures as Phase 1. Judges should not inform participants regarding their status.
Caucuses	Same as Phase 2 for Lead Judges. Other judges will not caucus during Phase 2. <u>All Judges must turn in their scoresheets or feedback forms</u> to the Category Coordinator following Phase 2.