

## 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 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, and identification of your **FAIR COORDINATORS**. An opportunity to ask questions will be provided. As special awards judges, the judging criteria for your organization will probably be different than what guides the Category Awards Judges.

#### Step 2 – Team Meetings:

After the briefing, you should go to the Exhibit Hall and start reviewing projects. If there are a large group of projects eligible for your special award(s) and you have multiple judges, then appoint a leader to organize your project reviews as efficiently as possible.

#### Step 3 – Survey of Assigned Projects:

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.

#### Step 4 – Examine Exhibits Assigned for Judging:

**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.

#### 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:**

You may observe a category judge's interview, but you should not pose questions during such an observation. Special Awards Judges may interview any student as needed, but should not actively participate in category or medals judges' interviews.

### **Step 7 – Team Meetings:**

Once finished interviewing all the projects relevant to your Special Awards criteria, your team may be ready to select your winners for your award(s). Once you have agreed on the winners, please report your results to the **Special Awards Coordinator** in the Fair Office.

### **Step 8 – Reporting the Winners:**

You must complete the **Special Awards Judging Sheet**, which will be handed to you in the Fair Office. Once submitted, you will be given 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 9 – Comments to the Students:**

At this point, Special Awards judges are welcome to complete a “**Project Review / Judge's Comments**” sheet for each project they reviewed. Give these 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.

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](http://www.DVSF.org)) by Friday.