



## Judging Protocol

- You will be assigned to a team of 3-5 judges. As a team each of you will have the same projects to judge. You will judge these projects independently using the assigned score sheet (enclosed example) to rate projects. The score sheet is your personal tool for ranking projects.
- Your judging assignments may include multiple categories, for example:
  - You are assigned to judge the Jr.High Division
  - Your project assignments include projects in the Engineering, Physics, and Mathematics categories.
  - You judge each category independently of the others. You will not be comparing Engineering with Physics. You will judge Engineering with Engineering, Math with Math, etc.
- After each team member has judged each project you will convene and do the following
  - Determine the mean score of each project. This is done by adding your individual scores and dividing it by the number of judges in your team.
  - You will then attach all the individual score sheets for that project together and enter the mean score in the box provided on the top sheet. We only record MEAN scores of the team.
- As a team you will determine which projects in each of your assigned categories will earn awards. It is important to note that although we have 1<sup>st</sup>-4<sup>th</sup> place awards you are not obligated to fill these. The AzSEF strives to promote quality and relevant research. It is not uncommon to have 1-3 projects assigned in a category for judging, this does not automatically give them an award. You may choose not to give an award, or you may choose to give only a 2<sup>nd</sup> place, etc.
- As a team you have the option of determining who receives awards. This is done through consensus of the team and not necessarily by the highest mean score.
- Once you have determined the award winning projects you will identify them by placing the numbers 1st-4th on the TOP RIGHT corner of the top score sheet (remember they are already attached based on the mean score) and turn in all score sheets to the AzSEF staff.
- Once you have turned in all your projects we ask that you turn in your name badges so we can recycle them.
- In a week or so after the fair you will receive an electronic survey of your experience. Your participation in this survey is important. Please take the time to complete the survey.

All this information will be explained again at the morning of the Judges briefing and you will have opportunities to ask questions. Thank you for your commitment to our youth and I hope you find this a rewarding experience.