

*Expo-sciences des comtés de
Frontenac, Lennox & Addington
Science Fair*

April 9 and 10, 2010

McArthur Hall, West Campus, Queen's University

Instructions & Information for Judges

(This document and project judging forms are posted at www.flasf.on.ca under Judge Information)

Thank you for agreeing to judge at the Frontenac, Lennox & Addington Science Fair 2010. Should you be unable to fulfill your commitment, it is important that you notify Sue Blake (blakes@queensu.ca) in advance. "No-shows" increase the workload of the other judges, or negatively affect students by reducing the number of judgments some projects receive, or both. We look forward to working with you on April 9 and 10.

This document contains the following sections:

- Judging Schedule
- Directions to the Fair
- General Instructions for Judging
- Detailed Instructions on the Project Judging Forms (mark sheets)
- Safety/Security/Protocol
- Helpful Hints

Judging Schedule

FRI. April 9:

6:15 PM - Sign-in/Refreshments
6:30 - 6:45 PM - Briefing by Chief Judge
7:00 - 9:00 PM – General Judging, first session
Special Awards Judging

SAT. April 10: 8:30 AM - Sign-in/Refreshments

8:40 - 8:50 AM - Briefing by Chief Judge
9:00 - 11:00 AM – General Judging, second session
Special Awards Judging
11:00 AM - 12:30 PM - Complimentary buffet lunch
11:30 AM - 3:00 PM - Best-of-fair judging (team of 12 pre-selected judges)
3:00 - 4:00 PM – Entertainment for students (optional)
4:00 PM - Awards ceremony (optional)

NOTES:

- 1) On Friday please arrive at 6:15 PM. You need to sign-in, obtain a badge and project visitation schedule, and be ready for a briefing at 6:30 PM.
 - 2) On Saturday please arrive at 8:30 AM. Please sign-in (even if you signed-in on Friday), obtain a badge and project visitation schedule, and be ready for a briefing at 8:40 PM.
 - 3) Lunch will be provided (free) for all judges on Saturday (follow the signs).
 - 4) Judges are invited to stay for the entertainment and the awards ceremony.
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Directions to the Fair

The Fair is being held in McArthur Hall on the west campus of Queen's. McArthur is located on the northwest corner of Sir John A. MacDonald and Union. Free parking is available on the north side of the building. You may enter the building from the north side or via the main entrance on the south side (on Union St.) Follow the signs posted about the building. The exhibits will be displayed in the gymnasium and the Judges' Room is the mezzanine area overlooking the gym.

General Instructions for Judges

- **Arrival Time:** It is important that judges **arrive at 6:15 p.m. on Friday and at 8:30 a.m. on Saturday** to provide time for preparation/organization before the actual judging period. **Sign in upon arrival** - we need to know who is present for each session.
- **Judging Materials:** Be sure to bring your Pre-Fair project reports (to be provided to each judge in electronic form), project judging forms (mark sheets) and these instructions to the Fair. General awards judges will receive a project visitation schedule on site. Special awards judges should review the list of projects and, if more details are needed, pre-fair reports, on the FLASF website and note the numbers of projects which you think will be eligible for the award(s) you are judging.
- **Pre-Assignment of Projects:** General Awards judges will be assigned either up to 8 projects if judging for both sessions, or up to 4 projects if judging for one session only. *Usually*, but not always, all projects for a given judge are in one of the four categories: Human Health Science, Life & Earth Science, Physical & Mathematical Science, Engineering & Computing and encompass one or two of the age groups: Primary (Grades 5-6), Junior (7-8), Intermediate (9-10), Senior (11-12). **All General Awards judgments are by appointment.** A project visitation schedule will be provided on site when you sign-in at the judges' registration desk. Special Awards judges should plan a list of projects they will be visiting and may proceed through them at their own pace, but must give way to judges that have an appointment at a project.
- **Pre-Fair Reports:** At the beginning of week of March 24th you will be able to view your assigned judging group through the judges' Information link on the Fair website: <http://www.flasf.on.ca/judgeFiles/JudgesDocuments.htm>
After locating your name on the "Assigned Judge Group" table (each group consists of 6 judges who examine 7-8 projects), you can click on the assigned Group to link to the Pre-Fair Reports for the projects assigned to your group. Please evaluate the reports **before arriving at McArthur Hall** (worth 10%; see judging form) and **bring hard copies** with you. If you are judging on only one of Friday or Saturday, please review all of the reports since which subset of the projects you will judge will not be known until you arrive at the Fair. Reports vary widely in content, with some containing very little information. All students were given ample time to submit the reports, so they should be marked accordingly.
- **Time per project:** The time available for actual judging is eight 1/2-hour slots (4 slots Friday evening + 4 slots Saturday morning). This means that you should allocate no more than 20 minutes with the student(s) at the project; with the remainder of the 1/2-hour slot being used to fill out and hand in mark sheets, and to move between projects. Please **stick to the schedule** so as to avoid delaying other judges. Each judge is on a tight timetable.
- **Sign judging sheet:** When you arrive to begin the judging of each project, sign the space in the judging sheet on the student's table. This provides a check that the student has been seen an appropriate number of times. *Students become very anxious when judges forget to sign.*
- **Completed judging forms:** Completed Mark sheets are to be returned to the Judges' Room at frequent intervals, to allow scores to be recorded on a continuous basis. Runners will be on the floor to assist. Don't forget to include comments on the project. The students value this feedback. Special Awards judges need not use the judging forms, unless they wish to use them as a guide. The only information we need back from Special Awards judges is a ranked list of the project(s) they have chosen for the particular award.
- **Conflict of interest:** Avoid projects involving relatives, students you know personally or professionally, or students whose parents or other relatives you know. Arrange a trade through the Judging Coordinator.

- Clipboard or Folder: Use of one is recommended.
- Judging hints: Please read the section below on “Helpful Hints” for tips on evaluation and rapport with students.

Detailed Instructions on the Judging Forms (mark sheets)

- Marking forms are posted at www.flasf.on.ca in the Judges' Information area. There are four parts for which marks are to be assigned, and totaled. Please *print and examine these forms in advance*. **The form for the Primary projects is different than the form for the Junior/Intermediate/Senior projects.** The Chief Judge will explain how to use the forms for marking projects during the information session on the Friday night.
- A separate judging form is used for each project. Make sure all identifying information, including the project # on the COMMENT section, has been recorded correctly.
- You are encouraged to **evaluate the Pre-Fair Report beforehand**, following the evaluation scheme provided under PROJECT SUMMARY (Part D of the judging form or mark sheet).
- You, the Judge, must **decide the classification** for the project (innovation, study, or experiment, as defined on the judging form). Within the classification, select the level for assessment of SCIENTIFIC THOUGHT (Part A). Under CREATIVITY (Part B), select a rank. The level & the rank isolate the marking box. Enter marks for SCIENTIFIC THOUGHT and CREATIVITY in that box, according to the ranges specified therein.
- **Comments:** Don't forget to include constructive comments on the judging sheet. These will be given to students at the end of the judging to provide feedback and encouragement for the future. You do not have to sign the comment section.
- **Special Awards:** Special Awards judges may use the forms as a guide to judging their award. However, some special awards have their own unique criteria so the forms may not be appropriate for all awards. Please ensure any forms that you do use are kept confidential.

Safety/Security/Protocol

Please observe the following:

- Please display your Judge's badge prominently at all times while on site (Category Judges & Special Awards Judges will have different coloured name tags). These may be picked up when you sign in and returned when you leave.
- When you approach a project, please introduce yourself as a judge. Sign the "Record of Judging" sheet. The majority of you will be regular Judges. There will be a smaller number of Special Awards Judges who should indicate the award for which they are judging and which firm/organization they represent. (Special Awards Judges do NOT sign the "Record of Judging".)
- Do not reveal the marks to students or show them a completed judging form.
- Be discreet when discussing projects or students. Avoid making critical comments about the projects or students in public places where students or adult chaperones might overhear them. The results are confidential until announced at the awards ceremony and frank discussions overheard by others will likely be misinterpreted.

Helpful Hints

- 1) Introduce yourself – where you come from, what you do. Ask the student likewise.
- 2) Consider starting with a few easy-to-answer, engaging questions to make the student feel more at ease, then progress to more probing questions. Ask questions in an upbeat and positive manner.
- 3) Examine the quality of the student's work, and how well the student understands the project and the area of study. The physical display is secondary to the student's knowledge of the research.
- 4) Look for evidence of laboratory, field, or theoretical work, not just library work or gadgeteering.
- 5) Keep in mind that projects are not at Ph.D. or professional levels. Sometimes Judges tend to extremes, giving students either far more credit than they deserve or not enough because it is not in the Nobel Prize category.
- 6) Finish by telling the students how much you have enjoyed your time with them, and find two things about their presentation to praise.
- 7) Do not coach them. If they do not understand a concept, do not explain it to them, because the Judges that follow you must find them with the same knowledge base that you did. The Exhibitor Feedback section of the marks sheet is where you can tell them where to find this knowledge.
- 8) Remember that the students range from Grade 5 to 12. Take this into account when marking.

- 9) Compare projects only with those in the competition and not with projects seen elsewhere under other circumstances.
- 10) Judges should keep in mind that the Fair is not only a competition, but also an educational and motivational experience for students. The high point of the Fair experience for most students is their interviews by the judges.
- 11) As a general rule, Judges represent professional authority to students. For this reason, Judges should use an encouraging tone when asking questions, offering suggestions, or giving constructive criticism. A Judge should never criticize, treat lightly, or display boredom toward projects they personally consider unimportant. Always give credit to the student for having expended the effort to present a project. The responsibility for a successful interview rests with the judge.