

# Judge's Responsibilities

**NOTE: Judges will NOT be allowed to work any event where they have students from their school competing except if there is more than one room of contestants for the event. The judge can work in a room where he/she does not have students competing.**

- The judge is responsible for room setup.
- You will have three schedules (one for each judge) of competition times and competitors with teacher contact information. You will also have two schedules without teacher information. Please tape one to the outside of the door, keep one.
- You will have three copies of the guidelines & rubrics and detailed rubrics, one for each judge.
- You will have 3 laminated score sheets and a dry erase marker to use for scoring before entering the information into the online scoring system.
- Please enforce dress code with the students when they check-in. If they are not in dress code politely let them know they are not in dress code and can compete when they comply with the dress code police.
- Make sure you have a student timekeeper, student door monitor, and student runner.
- Tell your timekeeper the times to check and give him/her the time cards. The timekeeper needs to sit where the competitor/s can see him/her.
- If your event has a display, measure the display and record the measurements on Google form using the device provided.
- If the competitors do not arrive on time, take the next person on the list. We do not want to get behind. When competitor arrives, take them at your next time slot. We want to keep moving.
- DO NOT stop judging until all competitors have had the chance to compete. If you are waiting on the last one and they do not compete for a while, call the teacher leader to see where the student is. It may be that they did not even come to the conference.
- Make sure you keep things moving you have 5 min to score after each presentation, please do not go over that. If you finish early you can take the next competitor(s).
- You have those 5 minutes to look at their materials then return them to the students. They must not leave them with you for the day or the weekend. All competitors must leave with their materials after you finish grading them. You may tell them “we will look at this for a few min please step outside while we grade and we will return it shortly.”
- Make sure your scores are within 10 points of each other. (i.e.: judge 1–90, judge 2–93, judge 3–83). You can go back and edit a response on the Google Form. It is hard for student to know how to improve if judges are far apart in their judging or have conflicting comments.
- Please give positive and constructive feedback and avoid saying anything that can be misinterpreted as being prejudiced or harmful in any way.
- Verify that the top 5 were the ones you intended being in the top 5. If not, you will have to adjust the scores to reflect your intentions.
- Remember these are students not professionals. Be mindful of the level you are judging. We have middle school, high school, special needs, and higher ed. students competing.
- Judges scores are FINAL.
- When you have finished, take everything to the Competitive Events Headquarters room.
- You are not dismissed until all the scores have been verified by your Competitive Events Management Team Specialist in the headquarters room.