

Judge's Responsibilities

NOTE: Judges will NOT be allowed to work any event where they have students from their school district 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 of competition times and competitors – please tape one to the outside of the door, keep one & give one to each judge.
- You will have four copies of the guidelines, one for each judge.
- Please enforce dress code with the students when they come and check in with you. If they are not in dress code politely let them know they are not in dress code and can compete when they are.
- Make sure you have a student timekeeper, student door monitor, and student runner.
- Make sure your timekeeper is aware of the times and give him/her the time cards. Make sure the timekeeper is sitting where the competitor/s can see him/her. Be sure to inform them that they are not to be on their phones during competition.
- 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 that person arrives, you can take them at your next time slot since you moved one up.
- If there is an individual/team not there to compete, take the next one that is ready. 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, contact the Competitive Events Team and we will 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.
- 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. Also, be mindful of the level you are judging. We do have Middle School students competing in Bulletin Board and College students competing in Portfolio.
- Please provide adequate feedback so they know how to improve.
- Judges scores are FINAL.
- You are not dismissed until all the scores have been verified by the headquarters room.