

Judge's Responsibilities for Virtual Conference

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.

- Judges will need to have an electronic device with Zoom downloaded on it. It is better if the device is a computer or tablet as they will need to have a tab for online scoring, a tab for documents, and Zoom.
- Judges will need to check their cameras and audios system before judging time begins.
- Judging Schedules will be available through the online scoring portal. Instructions on how to access the online portal will be provided a week before the conference.
- Guidelines, scoring rubrics and detailed rubrics will be available through the online scoring portal.
- If you would like a hard copy of these forms you may print one at the link below:
<https://www.tafeonline.org/guidelines-rubrics>
- 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 policy. **Do not remove them from the room. If you remove them from the room, they will not be able to come back in. Ask them to leave meeting and then return when they are ready.**
- If your event has a display, you will not be able to measure the display. Give them the full points.
- 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 **contestant on your schedule**, call the teacher leader to see where the student is. It may be that he/she did not even attend the conference.
- Make sure you keep things moving you have 5 minutes 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.
- 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 **15** in competitions (not contests) were the ones you intended being in the top **15**. 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, Junior Varsity (9th-10th grades), Varsity (11th-12th grades) Special Edition (special needs students), and Collegiate students competing.
- Contestants should not be penalized for poor platform/video quality. Please score on content not platform/video quality.
- Judge's scores are FINAL.
- When you have finished, inform your Air Traffic Controller (aka: Competitive Events Management Team Specialist) hosting your room as it is imperative that you remain available until all the scores have been verified before you leave.
- Remember that your service is critical to the success of the Teach Tomorrow Summit and you are immensely appreciated!