

## **Edmonton Regional Science Fair**

### ***Instructions for all Judges***

Thank-you for volunteering to judge at this year's fair. Without you, this event would not be possible. Exhibits will be placed in the Main Gym, while the Judge on-site Registration takes place in the lobby of the Shaw Theatre. Please refer to the map for these locations.

A light breakfast is provided and lunch is served at noon. After gathering in the Shaw Theatre to introduce Category Coordinators, separate rooms are set aside for various categories of judges on the main level of the Business Centre (Building T on the map). Judging of projects takes place in the Main Gym.

***\*For map references please turn to the appendix.***

### ***Judging Schedule***

#### **Saturday**

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|-------------|--|
| 8:00 – 8:30 | Arrive and Register in Shaw Theatre lobby. Read over this package and enjoy a light breakfast.   |
| 8:45        | Meeting of Category Coordinators and ACC's in Shaw Theatre.  |
| 9:00        | All judges meet in the Shaw Theatre for orientation. They are introduced to their CC and ACC then the CC and ACC will go their assigned rooms to prepare for the judges. |
| 9:30        | Judges meet with their Category Coordinators (see below for rooms). Once in their assigned rooms, the CC will assign the projects to the judges.                         |
| 10:00       | Judging begins (Approximately 15 minutes per project)<br>Remember to fill in student comment sheets!   |
| 12:00       | Lunch in North Lobby. Main Gym will be locked during lunch.  |
| 1:00        | Resume judging   |
| 3:00        | Judging reports due to Category Coordinators. Check with CC or ACC to ensure everything is in order prior to leaving.  |
| 3:00 – 4:00 | Additional Judging as needed   |
| 4:00        | Judging Complete   |

**Note: Please remember that before you leave you talk with your Category Coordinator in case they have questions that need to be answered.**

## Meeting Rooms by Category

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<b>CODE</b>	<b>Category</b>	<b>Meeting Room</b>
<b>EL4</b>	Elementary Grade 4	T 110
<b>EL5</b>	Elementary Grade 5	T 112
<b>EL6</b>	Elementary Grade 6	T 114
<b>JLS</b>	Junior Life Science	T 109
<b>SLS</b>	Senior Life Science	T 109
<b>JBP</b>	Junior Biotechnology & Pharmaceutical Sciences	T 103
<b>SBP</b>	Senior Biotechnology & Pharmaceutical Sciences	T 103
<b>JEC</b>	Junior Engineering & Computing & Information Technology	T 115
<b>SEC</b>	Senior Engineering & Computing & Information Technology	T 115
<b>JEE</b>	Junior Earth & Environmental Sciences	T 113
<b>SEE</b>	Senior Earth & Environmental Sciences	T 113
<b>JPM</b>	Junior Physical & Mathematical Sciences	T 111
<b>SPM</b>	Senior Physical & Mathematical Sciences	T 111
<b>SA</b>	Special Awards	T 101
	Judging Office	T 107

### **Sunday**

Judges DO NOT have to attend, unless they wish to.

Noon	Fair opens for public viewing
3:00 – 4:00	Project take down (Jr. & Sr. Projects) Award Ceremonies (Elem)
4:00 – 5:00	Project take down (Elem Projects) Award Ceremonies (Jr. & Sr. Projects)
5:00	CWSF winners meet with ERSFC to discuss going to CWSF

## **Introduction**

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### **About Science Fairs**

At the heart of the fair is the opportunity it gives a student or student group to engage in science and to connect with other like-minded students as well as professionals in a variety of scientific fields. Students have an opportunity to make decisions about what to do and how to best do it. They also experience the frustrations associated with original scientific enquiry as well as the joys of discovery.

The work the students do may be related to their school work. In other cases it is completely unrelated and the result of a student's individual initiative. The project could be an innovation or invention, a study or an experiment. It may be work relating to a biological, chemical, physical, mathematical or technical principle.

We believe that every student benefits from this experience, and although some are recognized with awards, everyone receives valuable feedback and recognition of their work. Every year students return with a project that has been significantly improved or perhaps with a new and different project. Over time, our young scientists become part of a larger science community.

At the end of this fair, several projects from Grades 7 – 12 will be select to represent the Edmonton Region at the Canada Wide Science Fair (CWSF). This year, the Canada-Wide will be held in Peterborough, ONT.

### **Morning Meeting**

The day begins with a meeting of the Chief Judge and **Category Coordinators** (CC) and the **Assistant Category Coordinators** (ACC) to check that we are set for the day.

All Judges are asked to go to the Shaw Theatre at 9:00 for a judges briefing. The CC's and ACC's will be introduced and any last minute announcements will be covered. After introductions, the ACC's will go the gym to conduct safety checks and the CC's will go the assigned rooms to prepare. Each project has a **Record of Judging Form** at each project. Before judging can begin the ACC must sign off that the project has **passed the safety inspection** and indicated whether the project is an Experiment, Innovation, or Study. (If you find that there is a safety problem, please talk to the Chief Judge and not the student at the project.)

After the judges briefing, the judges of each category will meet in their own rooms (see page 2). This gives the CC time to see that all the assigned judges are here, substitute where needed and to give final project number assignments and instructions. If the Registration Table has you listed as TBA, please proceed to the Judging Office (T107) after the meeting for assignment.

Results for each category are based on the ranking given by the judges. This requires each judge to see the same number of projects and all projects are seen by roughly the same number of judges. Do not go out to judge until after you have been directed to do so by the Category Coordinator.

Please make sure that if you move desks and chairs in your rooms that you put them back in the same spot. Your cooperation is appreciated.

## **General Award Judging**

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### **Survey of Projects**

After you have received your judging assignment, please walk past all the projects in your category. This will give you an overview of the quality of the projects you are judging. You are not judging all these projects, just look at them. You may find yourself in the Gym when the entrants are being briefed. Please stand still while the public address is working.

The **Record of Judging Form** at the project should indicate that the ACC has checked the project for compliance with regulations. If it is not signed off or you feel there is now a problem, contact the Chief Judge. If you believe there is a problem, do not mention it to the participants.

**Note:** Projects display both past and ongoing work. No project is to be penalized because necessary, but potentially dangerous, components are on display.

### **Types and Levels of Projects**

We follow a judging system set out by the Youth Science Foundation Canada, the organization that oversees the Canada-Wide Science Fairs. Students, with some guidance, register their projects into the category of their choice. However, it is your choice to score it as an experiment, study or innovation and at the level you feel it merits. Your choice to switch the **type of project** (experiment, study, innovation) has very little impact on the score. A choice to change levels changes the total by 10 points automatically. Score the project as whatever type you feel will give it the best possible points.

Judges decide on the level of a project while judging. Please see the **Judging Form** in your **registration package**. You must decide where a project fits. Keep in mind that you make this decision independent of other judges. Since the final placing for a project is based on rank and not absolute score, it is only important that **you** be consistent amongst the projects **you judge**.

### **Interview and Judging**

Before interviewing participants, please fill out the forms as much as possible (**Project Number, Judges Name, Judges Number etc.**). Remember, there is no need to judge your projects in numerical order. If students are busy with another judge, move to the next one. Each project should be given about 15 minutes; depending on how many projects you have to see. If you would like to get written materials translated from French, contact the volunteers in the Judging Office.

Start the interview with a brief formal introduction. Check that the students at the project are the registered participants. I recommend that you ask to take a minute or two to silently read the project records and the display. You may want to jot down some questions to ask. Handle the interview as a general conversation with the participants or by having the entrants give a general presentation followed by your questions. If two students are present, try to get some responses from each. Remember to work with open ended questions whenever possible. Listen carefully and take notes, as you feel appropriate.

Directly after the interview, there are **three forms** to be filled in.

First, sign the **Record of Judging** on the project table, including your judge number before you leave the project. This helps us keep track of the judging throughout the day and catch any judging problems early.

Second, complete the **Judging Form**. You can do this anywhere. We recommend that you thank the participants and excuse yourself to do the paper work. Make sure that you fill it out carefully and add up the score. Remember to be consistent with all grading of all projects. Please note that students will NOT be receiving this form and will NOT know the scores you give them.

Third, complete the **Judges Comments to Student Form** attached to the Judging Form. Please **DO NOT** leave this with the project but return to the CC. Remember to comment on anything noteworthy about the project: good bad or just unusual. Extra forms if needed will be located in the Judging Office or with your CC. The students will get this form back on Sunday and this form with your comments and suggestions for improvements are invaluable to the students for future competitions. So, **PLEASE** make sure that you take the time to fill it out as completely as possible. This is the second most important item that you are doing today for the projects.

### **Report to the Category Coordinator**

Once you have completed the judging, gather all your complete judging forms and check the totals. Check with the CC if there are any more projects that need evaluating. If not, then you must now rank the projects assigned to you from first to last. If two projects tie, rethink your discretionary points to break the tie. Return all forms to your CC who will summarize the data. Please do not leave until your CC has had an opportunity to review your forms and they may ask you to help in additional judging. Every year, problems arise (such as judges not showing up) and the CC's have to ask the judges to assist in judging the extra projects before the judging for that category can be closed.

### **Special Award Judging**

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When you meet with your Coordinator at 9:30 in your assigned room, you will be separated into groups to judge individual **Special Awards**. You will receive a page giving all the **criteria for that award** and the information for a report. Separate, but informal notes should be taken as you see projects and talk to students. Your comments should be based on the criteria set out for the special award you are judging. For those awards involving many projects, and consequently requiring many judges, judges may elect to have teams and see groups of eligible projects. Other awards may have only a few judges. This decision will be made by the Special Awards Category Coordinator.

### **Survey of Projects**

Once you are out on the floor, you should see which projects meet the basic requirements for your award. Experience has told us that reading the title is not reliable.

## **Interview and Record Keeping**

Spend about 15 minutes with each project, talking with the participants. You have far more freedom than the General Award Judges, but please keep in mind that a project is both the display and the knowledge that the student has about it. When you are finished, sign the **Record of Judging** (including your judge number) and fill out the **Judges Comments to Student Form**. The same comment form is used for both general and special awards. Please **DO NOT** leave this with the project but return to the CC. Remember to comment on anything noteworthy about the project: good bad or just unusual. Extra forms if needed will be located in the Judging Office or with your CC. The students will get this form back on Sunday and this form with your comments and suggestions for improvements are invaluable to the students for future competitions. So, **PLEASE** make sure that you take the time to fill it out as completely as possible. This is the second most important item that you are doing today for the projects.

## **Team Leaders**

For **Special Awards** that must see many projects, a team leader will be designated. If there are only a few projects to see there will only be a few judges assigned. When there are only 2 or 3 judges, no team leader is assigned and you can work to form a consensus.

## **Note on Lunch**

Lunch will be in the **North Lobby** (see Appendix) between 12:00 and 1:00 pm. The exhibit floor will be closed to exhibitors and judges during the lunch hour.

## **French Language Projects**

We accept projects written in French and make an effort to have any judges we have who speak French see those projects. However, any judge may see one of these projects. To date, the judging interview has always been able to proceed in English only. If you wish some translation or a summary of the quality of the language used in the display, please see the volunteers in the Judging Office.

## **Final Note:**

**If you wish to get more involved in the Edmonton Regional Science Fair in other capacities, such as acting in the capacity of a Category Coordinator or help organize the judging please come and see one of the ERSF Council members. We would be happy to talk with you further.**

## APPENDIX

- Parking** Parking is free on weekends.  
To be close to the gym park in lots Zone E or Zone T.  
Parking is NOT permitted in fire zones or handicap areas.
- Judges Registration** Takes place in the South Learning Centre (X on the map) in the lobby of the Shaw Theatre.
- Exhibits** Are located in the Gymnasium which is on the far left (West) of the Technical Building – E Wing (E on the map)
- Judges Rooms** Are located on the main floor of the Business Center (T on the map)
- Lunch** North Lobby in the space between the Central and the Industrial Building (A and O on the map)

## NAIT Main Campus Map



## Flowchart to assist in selecting project division

