**Judging Guidelines**

Welcome to the 2015 Westlake Science Fair! Thank you for investing your valuable time in the future of our local science and engineering students.

1. This unique competition allows science research students to demonstrate their understanding of past research conducted by other scientists (“**Related** Research”), and explain how it informs the design of their own future research (“**Intended** Research”). For most students, this is their 1st science research competition.

2. Judging is from approximately 2 to 4. **Each student should talk uninterrupted for roughly 7-8 minutes, and then answer your questions for roughly 5-7 minutes.** There is no formal start or end of each judging session, but ideally each session should last no more than about 15 minutes.

3. In the Main Lobby, please take only 5 rubrics at first. **Write your Judge Number in the top-right corner of each rubric now, as well as later on new rubrics.** You’ll return finished rubrics at the RUBRIC EXCHANGE in the Gym or Far Cafeteria (see map), where you can get more rubrics if you have time.

4. Each Poster # is in the top-left corner of each rubric. Locate each poster using the attached maps. Before each judging begins, **the student should place 1 of their 3 stickers beneath their Poster # on your rubric.**

5. MOST IMPORTANT: **If you have a conflict of interest with a student (you know them, their school, their mentor), it is your ethical obligation to exchange their rubric for another one** at the RUBRIC EXCHANGE tables. **This prevents both a positive and negative bias, and ensures the integrity of the fair.** Please do not ask the student the name of their school, teacher, mentor, or where they will be working.

6. Don’t finalize the 1st rubric until you’ve judged a 2nd student, to have a comparison. Grade students as if you’re him/her an A (9 or 10), B (8 or 9), C (7 or 8), D (6 or 7), F 5 or lower; adjust for the 0 – 15 scales. After finalizing scores for your first 2 students, **double-check that all 8 parts of the rubric on BOTH SIDES have a score clearly circled.** Then quickly hand in rubrics to the adult volunteers at the RUBRIC EXCHANGE table (see maps), and let them to check it BEFORE you leave the table. We’ll add up scores.

7. **Continue to hand in each completed rubric 1 at a time as soon as you can.** If your next student is being judged by someone else, come back later. Once you’re done and if you have time, please take more rubrics at the RUBRIC EXCHANGE table. We also need tiebreaking judges sometime after 4 p.m., so if you can stay, please go to the RUBRIC EXCHANGE table for more info.

8. When completely done, quickly hand in your final rubric to an adult volunteer at the RUBRIC EXCHANGE. **Please return your clipboard in the Main Lobby where you checked in, and be sure to get your thank-you gift!** You’re welcome to stay during public viewing. Here’s the full agenda:

 **1:00 - 1:30** **Judge Registration (Main Lobby)**

 **1:45 - 2:00 Judge Lunch and Orientation (Senior Cafeteria)**

 **2:00** - **4:00 Competitive Poster Board Presentations (Gym and Far Cafeteria)**

 **4:00** - **4:45 Tiebreaking Round / Public Viewing (Gym and Far Cafeteria)**

 4:45 - 5:00 Cleanup and Removal of Poster Boards (Gym and Far Cafeteria)

 5:00 - 6:00 Awards Ceremony (Auditorium by Main Lobby)

We hope you’ll have an enjoyable day, and that we’ll see you again next year. Thank you again!

Lawrence McIntyre, Director, Westlake Science Fair