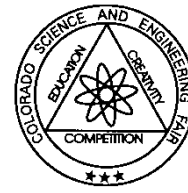


Colorado Science and Engineering Fair



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March 1, 2019

Dear Special Awards Judge:

We appreciate your willingness to represent your organization as a Special Awards Judge at the Colorado Science & Engineering Fair (CSEF) on Thursday, **April 11, 2019**. The enclosed instruction sheet covers the details of your participation. We have also enclosed some thoughts on judging and a scorecard used by the Grand Awards Judges. Also, please observe time limits for judging interviews so that all students are treated equally.

Registration for Special Award Organization Judges will begin at **11:00 a.m.** in the **North Ballroom** of the **Lory Student Center** on the **Colorado State University** campus, Ft. Collins. Refreshments will be available. A map of the 3rd floor of the **Lory Student Center** is enclosed. Please plan to attend the **Judges Briefing at 12:15 p.m.** in the North Ballroom. Judging will be from **12:30 to 5:00 pm**. In addition to the North Ballroom, other rooms will be available during the judging process for group discussions outside the exhibit hall.

In order to expedite the judging process, project abstracts will be available on-line after March 15th for your perusal. Abstracts can be accessed through the CSEF website at http://dat.cns-eoc.colostate.edu/csef/abs/abstract_lookup.php. Follow the instructions on this page to display project titles and abstracts by Category and Division. There will also be pdf files of all Junior and Senior Division projects on this page that you can download. Please remember that the projects you are considering may be scattered through several categories. Additional sets of printed abstracts will be available in the **North Ballroom** for you to use the day of judging.

Upon completion of judging please submit the completed official CSEF Special Award Judging Form to the Judges Station just outside the **North Ballroom**. Judging result will only be accepted on this official form, so **DO NOT LOSE IT!** Any certificates, awards or letters to be presented by the CSEF should be delivered with the judging results to the Judges Station. If your award is to be mailed to the student at a later date, please supply the student with the minimum of a letter explaining the process and a contact for the award. We can letter any certificates for you on Friday during the Award Ceremony Set-Up time. Special arrangements must be made for awards that will not be presented at the Awards Ceremony on April 6th. Only mailing addresses of students and school names of the Finalists will be available to judges on Thursday. Social Security Numbers, student phone numbers, and student email addresses will **NOT** be available.

Due to the limited amount of on-campus parking, CSEF has arranged for off-campus parking on Thursday. Shuttle busses will run between the **CSU Equine Center** and the Lory Student Center from 7 a.m. to 6 p.m.

To reach the Equine Center from I-25 South, take Exit 268 (Prospect Road) West, to Overland Trail. Turn North (right) onto Overland Trail to Elizabeth St. The Equine Center will be to the West (left) immediately after Elizabeth Street.

To reach the Equine Center from I-25 North, take Exit 269 (Mulberry Street/Highway 14), Go West to Overland Trail. Turn South (left) on Overland Trail toward Elizabeth St. The Equine Center will be on the West (right) immediately before Elizabeth St. The attached maps should be of help in finding the parking area.

Thank you for your assistance in making the 64th Annual Colorado Science & Engineering Fair a great success. Please feel free to contact me if you have any questions, comments or suggestions.

Sincerely,

A handwritten signature in cursive script that reads "Samuel R. Bartlett". The ink is dark and the signature is fluid and legible.

Samuel R. Bartlett
Special Awards Coordinator

Colorado Science & Engineering Fair
Instructions to Special Awards Judges
Thursday, April 11, 2019

All SAO judges should check in at the North Ballroom and attend the briefing prior to entering the Exhibit Hall (Grand Ballroom).

SCHEDULE:

11:00 a.m. - 12:15 p.m. - Check In (pick up name tag and judges envelope) – **North Ballroom**

12:15 -12:30 p.m. – SAO Judges’ Briefing – **North Ballroom**

12:30 -1:30 p.m. – Junior & Senior Division Project Review (without students) – **Grand Ballroom**

1:30 - 5:00 p.m. – Student Interviews – **Grand Ballroom**

5:30 p.m. – Exhibit Hall is Closed to Special Award Judges

5:30 p.m. – Special Award Organization Results Due (turn in at Judges’ Station) – **North Ballroom**

Refreshments and consulting areas are available for Judges in the North Ballroom all afternoon.

JUDGING CRITERIA & GUIDELINES:

Special Award Organizations set up their own award criteria – please contact the organization contact if you have any questions. Recommended judging guidelines for special award judges and a sample-rating card used by Grand Award Judges are attached for your review. These guidelines may be modified as appropriate for your awarding organization.

STUDENT INTERVIEWS:

Personal contact between student and judge is important both for evaluation and for the student's learning experience. In consideration of the many judges needing to interview students, please try to limit each interview to 10 minutes. However, do not abbreviate interviews for projects that seem less competitive. Use a constructive tone in your interviews – remember to provide encouragement for the continued participation of all students. To further encourage students, please complete a judges’ comment card for EACH student (or project) you interviewed.

REPORTING RESULTS:

Results will be collected at the Judges Station just outside of the **North Ballroom**. **Before leaving**, complete, review, and sign the OFFICIAL Special Award Judging Form given to your organization at check-in and turn it in at the Judges Station. Other rooms will also be available for your judging team to hold conferences.

CAUTIONS:

All judges’ deliberations must take place in the North Ballroom or other designated areas and NOT in the Exhibit Hall or LSC hallways where parents, teachers, and students could overhear. Do not discuss projects in hallways, restrooms, etc. There is much curiosity at a science fair and your judge's badge will attract attention to offhand comments. Similarly, be careful with any notes you take – we are happy to collect and shred any personal notes you may want to discard at the end of the day.

Do not take students' notebooks or other parts of a display out of their project areas.
Do not write on or change students' notebook or displays.

PARKING:

We request that you use the shuttle service provided from the Equine Center. However if this arrangement is unworkable there are various Metered Parking spaces on campus (see the attached map for details).

Special Award Judging Recommended Guidelines

Judges should evaluate:

1. How well a student followed the scientific method or engineering design process;
2. The detail and accuracy of research data book;
3. Whether tools/equipment were used in the best way.

Judges should look for:

1. How well-thought-out the research is;
2. How significant the project is in its field;
3. How thorough the work was done;
4. Was something left out?
5. Did a student start with four experiments and finish only three?

Judges should applaud those students who can speak freely and confidently about their work. They are not interested in memorized speeches -- they simply want to TALK with the student about the research to see if the student has a good grasp of the project from start to finish. Besides asking the obvious questions, judges often ask questions to test insight into the project such as "What didn't you do?" and "What would be your next step?"

Scoring should be on the work done by the student(s) and not on the value of accessory equipment either borrowed or purchased.

Criteria for judgment should be based on scientific thought, originality or concept, thoroughness, clarity and dramatic value, and skill.

The decision of the judges is final.