



Dear Regional Fair Judges,

Thank you for volunteering to judge at the **2019 Northeast Indiana Regional Science and Engineering Fair**. Please see the information below for details regarding the fair this year.

NORTHEAST INDIANA REGIONAL SCIENCE AND ENGINEERING FAIR: SATURDAY, MARCH 16, 2019

8:00 - 8:15 Judge Check-in: Walb Union, Rm 114
8:10 - 8:15 Judge Welcome and Meeting: Walb Union, Rm. 222 (coffee & pastries available);
8:15 - 8:30 General Judge Procedures for Grade/Category: Dr. Michael Columbia; Special Awards: Dr. Jordan Marshall
8:30 - 8:50 Lead Judge Meetings
9:00 -12:00 Judging Locations; International Ballroom: Grades 4 and 5; Walb Classic Ballroom: Middle/High School
12:00-12:30 Judge Lunch; Grade Level Award Deliberations: Walb 222
12:30- 2:30 Lead Judges in Middle/High School Categories ONLY: final award deliberations in the Ballroom

*Time is approximate depending on each judging group's completion of judging and award deliberations.

JUDGE PROCEDURES: Fair judges for grades/categories will be organized and guided by a Lead Judge. These judges will also be further divided into two person judge "teams" within each grade/category and assigned a group of students to interview. Special award judges from sponsoring organizations will review the list of projects associated with their award and determine how to best divide up interviews.

Round 1 judging 9:00-10:30: Each grade level, category, and special award judge team will strive to complete initial interviews of projects assigned to them (grade/category) or associated with a special award category (sponsored award judges). Grade/Category judges will complete a score sheet for their assigned projects. Grade/Category Judge teams will rank projects and recommend the top one or two, as appropriate, for remaining during Round 2 for a second interview. If any project was not visited during Round 1 or if a student arrives for late judging, they will be interviewed in Round 2. Special award judges will also determine the projects they would like to revisit during Round 2 judging or to interview if they have not yet interviewed a project associated with their award.

Round 2 Judging 11:00-Noon: Lead judges will provide guidance as to how grade/category judges should proceed in Round 2 judging. All judges must complete their judging by noon.

Noon Lunch: Special Award judges may leave as soon as award winners are selected even if before noon. Elementary Judges and any Special Award judges, who still remain, will meet over lunch to deliberate and select award winners. Category judges will meet over lunch to determine the projects that are in contention for advancement. Lead judges will remain after lunch for final deliberations.

GRADE CATEGORY JUDGE MATERIALS: Judges receive a name badge, judge ribbon, clipboard, score sheets, schedule, and a diagram of student displays. Please bring a pen or pencil. The evaluation tools used to judge are the same as in previous years. Judges use a score sheet with a rubric associated with their divisions which are important resources to achieve consistency between judging teams. Please review rubrics, score sheets, and Tips for Judging sent by email and located on the Regional Fair Website under "Judging" prior to the Regional Fair at the NEIRSEF home page: www.pfw.edu/scifair The Lead Judges will provide guidance about procedures and additional forms for ranking and award recommendations. Judges will receive their Judge Assignment for all grades/categories when you arrive. All Lead Judges will report their results and share concerns/questions with the Grade/Category Judge Coordinator. During the Round 2 judging, when Category Lead Judges begin deliberation, Dr. Michael Columbia will facilitate the second portion of the judging process for the older divisions.

SPECIAL AWARD JUDGE MATERIALS: Judges who represent a sponsoring organization will receive a name badge, judge ribbon, clipboard, display diagram, a list of student projects related to their award category, and a results sheet that describes your specific award. Each special award is assigned a number for the regional fair. The use of this number and the results procedure will be discussed on Saturday when Special Award judges meet with Dr. Jordan Marshall, Special Award Judge Coordinator.

For all judges: Dress is business casual. Judges may use Parking Garage 2: exit the door by the elevator, walk across into the inter-connecting walk-way, and turn left toward Walb Student Union, Rm. 222. A campus map can be found at: <http://www.pfw.edu>

Thank you again for your volunteer time and sharing your expertise as a judge. **If you encounter any difficulty attending, please contact me at my office or, on the day of the event, on my cell. We will count on seeing all of you on Saturday, March 16!**

Sincerely,
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