



NORTHEAST INDIANA **REGIONAL SCIENCE AND ENGINEERING FAIR**

Dear Regional Fair Judges,

Thank you for volunteering to judge at the 2024 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, February 24, 2024

- 8:00 - 8:15** Judge Check-in: Walb Union, Room 114 (downstairs across from the atrium)
8:10 - 8:15 Judge Welcome and Meeting: Walb Union, Rm. 222 (coffee & pastries available);
8:15 - 8:30 General Judge Procedures:
Grade: Mrs. Chris Lechleitner; Category: Dr. Arjun Sharma; Special Awards: Dr. Troy Tonner
8:30 - 8:50 Meetings with Lead Judges
9:00 - 12:00 Judging Locations
International Ballroom: Grades K-5; Walb Classic Ballroom: Middle/High School
***11:00-12:00** *Grades K-3:* Judge Lunch and Deliberations, International Ballroom Kitchen
12:00-12:30 *Grades 4-12:* Judge Lunch; Grade Level Award Deliberations: IB Kitchen or Walb 222
12:30- 3:00 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.

K-3 JUDGING 9:00-11:00 There is one round of judging for grades K-3. Each **Grade K-3** judge team must complete all assigned initial interviews of projects before 11:00am. Each K-3 judge will complete a *score sheet* for their assigned projects and as a pair determine which *superlative* to award. **Special award** judges must also complete interviews before 11:00am, when students are dismissed back to their parent or caregiver.

4-12 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). Each **Grade/Category** judge 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, to return in 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.

4-12 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.

LUNCH

- **Special Award** judges may leave as soon as award winners are selected even if before noon.
- **K-3 Judges** meet during lunch from 11 to noon to finalize superlatives and determine grade level places.
- **Grade 4-5** and **Category Judges** will meet over lunch at noon to deliberate placement award winners and determine which projects are in contention for advancement to the Hoosier Science and Engineering Fair.
- **Lead judges (6-12)** will remain *after* lunch for final deliberations for placement and advancement.

GRADE 6 CATEGORY JUDGE MATERIALS Judges receive a name badge, clipboard, score sheets, schedule, and a diagram of student displays. 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. Rubrics are important for achieving consistency between judging teams. Prior to the Regional Fair, please review rubrics, score sheets, and Tips for Judging sent by email. Copies of these documents can also be located on the Regional Fair Website under "For Judges" at http://www.neirsef.org/judges_fair.html. Lead Judges will provide guidance about procedures and additional forms for ranking and award recommendations. Judges will receive their judging assignments when they arrive. All Lead Judges will report the results and share concerns/questions with the Grade or Category Judge Coordinator. During the Round 2 judging, when Category Lead Judges begin deliberation, Dr. Arjun Sharma 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. Troy Tonner, 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 interconnecting walkway, and turn left toward Walb Student Union, Rm. 222. A map of campus can be found at <https://www.pfw.edu/campus-map>.

Thank you again for volunteering your 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, February 24!

Sincerely,



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