



Dear Regional Fair Judges,

Thank you for agreeing to judge for the **2014 Northeast Indiana Regional Science and Engineering Fair**. Please see the general schedule below. A more detailed Judges' schedule is at the Regional Fair website under the Judge home page.

Northeast Indiana Regional Science and Engineering Fair: Saturday, March 22, 2014

8:00 - 8:15 AM: Judge Check-in (coffee & pastries available); IPFW, Walb Ballroom
8:10 - 8:15 AM: Welcome
8:15 - 8:30 AM: General Judge Procedures
8:30 - 8:50 AM: Lead Judge Meetings
9:00-12:30 PM: Judging: Athletics Center Fieldhouse (Time is approximate depending on each judging group's completion of their judge assignment and deliberation of award recipients. For those ordering lunch, it will be served between 11:30 and noon in Walb Ballroom.)

JUDGE PROCEDURES: All Fair judges will be grouped by grade or category under the leadership of a Lead Judge. Each judging group will be divided into **two person teams** and assigned a designated group of students to visit and evaluate. The number of students each judging team evaluates fluctuates yearly depending on the registered students but typically it is six to nine students during the first round of judging from 9:00 to 10:30 a.m. Following round one evaluations, each judging team will confer and recommend the projects for award consideration or for a second review following a short mid-morning break. Lead judges will provide guidance as to procedures during the second round of judging. At the completion of judging, the grade/category groups will meet individually to deliberate and select award winners. **Please also take time to review the detailed judge schedule and the Tips for Judging found at the Regional Fair Website.** On that site you will also see the display rules that students must follow under Display Guidelines. At the fair you will be given a name badge and judge ribbon, a clipboard with score sheets, schedule, and a map layout of the student display location. Please bring a pen or pencil. Dress is business casual. Judges may use Parking Garage 2: exit the door by the elevator, and walk across into the inter-connecting walk-way. Once in the walk-way, turn left to go toward Walb Student Union. A map of the campus can be found at: <http://www.ipfw.edu> by scrolling to the bottom of the home page under Maps.

GRADE CATEGORY JUDGE MATERIALS: Judges use a score sheet and rubric related to their division. The Regional Fair has three divisions: elementary, junior (middle school), and senior (high school). The evaluation tools are important resources to achieve consistency between judging teams. **Please review them prior to the Regional Fair** at the NEIRSEF home page where you will find a link to judging at the top of the page: www.ipfw.edu/scifair. The Lead Judges will provide score sheets and other forms for your recommendations on Saturday morning. You will also find out your assigned judging grade/category when you arrive. All Lead Judges will report their results and share concerns or questions with the Head Grade/Category Judge, Dr. Eric Tippmann. During the Round 2 judging, when Junior and Senior Division 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 clipboard with a map of the displays, 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 special award number for the regional fair. The use of this number and the results procedure will be discussed on Saturday after the general judge meeting when you meet with Dr. Jordan Marshall, Special Award Head Judge.

Thank you again for your volunteer time and willingness to use your expertise to interview and recognize students on Saturday. If you encounter any difficulty with attending, please don't hesitate to contact me at my office or on my cell on the day of the event.

Sincerely,

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