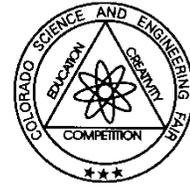


Colorado Science and Engineering Fair



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March 8, 2022

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 7, 2022**. 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 **11:30 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 12:30 p.m.** in the North Ballroom. Judging will be from **1:00 – 4:15 p.m.**

In order to expedite the judging process, project abstracts will be available on-line after March 7th 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. Pdf files of the Junior & Senior Division abstracts will be available after March 20th. 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. Also this year, you will be able to preview digital project presentations that are parts of what you will find on their board during interview at <https://symposium.foragerone.com/2022-csef>. Please note that you do NOT need to register in order to view the projects – simply click on the Presentations link at the top of the page and sort by category if you'd like.

Upon completion of judging please submit the completed official CSEF Special Award Judging Form to the Judges Station just outside the **North Ballroom**. 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 a letter explaining the award payment 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 8th. 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 **Timberline Church** and the Lory Student Center from 7 a.m. to 6 p.m.

To reach Timberline Church (2908 S. Timberline Road) from I-25, take Exit 265 (Harmony Road) West, to South Timberline Road. Turn North (right) onto S. Timberline Road to Custer Drive which is just past the church. Take the second right (Illinois Drive) into the **Timberline Church**. Park in the first two parking areas on the **left**. The attached maps should be of some help in finding the church.

Thank you for your assistance in making the 67th Annual Colorado Science & Engineering Fair a great success. Please feel free to contact me if you have any questions, comments or suggestions.

Sincerely,


Samuel R. Bartlett, Special Awards Coordinator

Colorado Science & Engineering Fair - Instructions to Special Awards Judges

Thursday, April 7, 2022

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

SCHEDULE:

11:30 a.m. - 12:30 p.m. – Check-In (pick up name tag and judging form) – **North Ballroom**

12:30 -1:00 p.m. – SAO Judges' Briefing – **North Ballroom**

1:00 p.m. – 4:15 p.m. – Student Interviews – **Grand Ballroom**

4:30 p.m. – Exhibit Hall is Closed to Special Award Judges

5:00 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. Any changes to the awards being given on the day of judging need to be approved by Sam Bartlett or Courtney Butler **PRIOR** to completing the judging form!!

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.

Special Award Judges SHALL NOT take photos of projects or students – CSEF can provide the special award organization with copies of the official photos.

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.