Judging Quick Start Guide

Overview

In *FIRST* Tech Challenge, Judges work together to identify and celebrate teams for their achievements over the season. Teams advance to the next level of competition through a combination of award recognition and match results. Judges are led through the judging process with the help of a Judge Advisor (JA). The JA does not pick the award winners, but they do act as a facilitator for the judging process by:

- Ensuring that an Initial Interview schedule exists, and teams and judging panels are assigned.
- Helping Judges identify top candidates by facilitating conversations around each award.
- Identifying teams nominated in multiple award categories to create the Inspire Award candidate list.
- Assigning Judges to award-specific panels for follow-up interviews and Portfolio reviews.
- Helping the Judges with deliberations for final awards decisions, as well as with script writing.

Judging is a full day experience, and Judges should be prepared to move from the deliberation rooms to the judging rooms and pit areas to meet with teams. Closed toed/heeled shoes should be worn on event day. Safety glasses must be worn in areas that are specific safety glasses are required.

Judges have an enormous impact on the student experience at the event. Before you start the day, spend some time thinking about your state of mind to ensure that you can be fair, unbiased, a positive role model and what verbal and non-verbal feedback you are giving as you interact with teams and other volunteers. Judges who are affiliated with teams must disclose their affiliation to the Judge Advisor.

> This is not a complete substitution for completing the training covered in the Judge Manual, but is intended to give you a quick overview.

Process Summary

JA conducts Morning Orientation Meeting	Conduct Initial Interviews	Create Initial Award Nominee Lists	JA forms Awards-Specific Judging Panels	Follow-up Pit Interviews & Portfolio Reviews	Deliberate and select Award Winners and Finalists	Create Awards Scripts

Conduct Initial Interviews

- Judges, working in groups of 2 or 3, talk with students on teams, review the team Portfolio, and complete the Judging Feedback Form.
- Initial Interviews may be scheduled in a dedicated judging space, conducted as unscheduled interviews in the pits, or be prescheduled and held in a virtual fasion, depending on the event's judging format.
- Each judging panel interviews a set number of teams during the Initial Interview phase. All Judges do not interview all teams.
- Give your full attention to the team during the Initial Interview. Do not review the Portfolio at this time unless a team points to a specific page to reference, in which case it is reasonable to take a very quick look at the example. A Portfolio review should be conducted separately from the team's interview, following the event's established judging process.
- Give each team a consistent opportunity to share their work. Follow the event's established interview timing and process.

- Judges must only consider content shared at the event.

Portfolios

- Portfolios may be submitted digitally through FTC Scoring or collected at the event, depending on the process established for the event.
- Follow the Judge Advisor's instructions for when and how Portfolios are accessed and reviewed.
- Use Portfolio content only as permitted by the current Competition Manual and judging guidance for the award being considered.

Create Initial Award Nominee Lists

- Once judging panels have completed all their assigned Initial Interviews, they return to a judging deliberation room, where they nominate teams for specific awards.
- Teams can be nominated for more than one award. No team is nominated directly for the Inspire Award.

Follow-up Pit Interviews & Portfolio Reviews

- Judges are then re-assigned into award-specific panels, and Judges may conduct Pit Interviews to gather additional information or review Portfolios.

Deliberate and select Award Winners and Finalists

- After all Pit Interviews have been completed, the Judges return to the deliberation room, compare notes on the teams they interviewed, and provide a ranked list for their award to the JA. Judges should keep all rankings, discussions, notes, and decisions confidential.
- The JA will then facilitate the award deliberations.

Create Awards Scripts

- After all award decisions are made, award scripts will be written to highlight what stood out to the Judges about each team.

Rule Reminders

- [A205, A207] Judges look for team alignment to specific award criteria based on the content the team provides during their presentation (5 minutes), the Judges' questions (minimum of 5 minutes), and [A201] the content included in the 15-page portfolio, if provided.
- [A211] The number of awards is scaled based on the number of teams participating at the event. The JA will facilitate the process to hand out the correct number of awards.
- Every award has specific required and encouraged elements. Section 6.3.

Portfolio Required	Portfolio Optional
Think, Control, and Inspire	Connect, Reach, Sustain, Design, Innovate, and Judges' Choice