



Special Instructions for Captains

Captains are asked to play a leadership role. It is important that they keep their judging group on schedule, resolve any conflicts, help to reach a consensus when rating projects and hand in all necessary paperwork in a timely fashion.

NEW THIS YEAR ! – While projects will be assigned to a judging group ahead of time, Captains and other judge members will not. One Captain's packet per judging group, to be claimed on a first-come first-served basis, will be placed out on (new!) tables in the judges' area organized by science category. At the **end** of orientation, after we have ensured each science category has enough judges, Captains will be asked to organize equal-size judge groups among the judges at their category table(s) and distribute forms to their judge group members.

Verification ~ 9:00-9:15 a.m.:

Before the other judges begin interviewing, you will be asked to verify that all students in your group have arrived and set up their projects. Please ask students for a phone number where they can be reached later that afternoon. (The purpose of this is to be able to phone all first-place winners to ask them to return to the Automobile Building in Fair Park for Final Round interviews.) Indicate any student no-shows on the copy of the Master List you will receive in the Captain's packet that morning. Also, note any projects that have been assigned to an inappropriate category. Turn in your Master List with no-shows and/or corrections to the central administration desk **no later than 9:30 a.m.**

Round One ~ 9:15 - 12:30 p.m.

We suggest your judges individually interview students during the ~ 9:00 -11:00 a.m. period, allowing around 8-10 minutes for each project, and then you use the period ~ 11 a.m. – Noon to confer, compare notes, and revisit projects as a group if needed. At the end of this process, the captain will fill out a Round One Results Forms for their group and hand it in **no later than 12:30 p.m.** It will include the top three projects (in no particular order) which will be eligible for Round Two; plus, two (optional) suggestions for Honorable Mention.

Note: If there is only one judge group for a science category, you will bypass the Round One Results Form and turn in the Round Two form (provided in the Captain's packet that day) instead. In this case, the Round One judges will be responsible for selecting First-, Second- and Third-place and up to six Honorable Mentions in their science category.

Round Two ~ 1:00 – 2:30 p.m.

All Judge Captains will be asked to judge in Round Two. If a Captain is unable to stay, it is imperative that he/she find a representative from his or her group that can stay. Judges' decisions will be based on the scores generated during Round One and further review of the project displays. During Round Two, judges will select the First-, Second- and Third-place winners plus up to six Honorable Mentions in their entire science category. Give first consideration for Honorable Mentions to projects designated as one of the "top three in group" during Round One but do not win First-, Second- and Third-place in science category. We encourage your to **give out six honorable mentions whenever possible.** The more students we are able to reward, the better.