

Student Research Week 2019

Judges Guidelines

Instructions for Check-in:

Judge check-in is 30 minutes before the session start time. Check-in be hosted in MSC 2401, the Judges' Lounge. Please feel free to enjoy light refreshments in the Judges' Lounge while completing rubrics. This room will also serve as check-out for completed rubrics.

You will receive a check-in folder and a nametag. If you are judging a Poster Session, you will also receive a clipboard.

Judges Check-In Folder:

You will receive a folder which will contain hard copies of the following:

- Judging procedures
- Special award criteria
- Competitors abstracts
- Rubrics for each competitor

Judges Lounge:

The Judges' Lounge will be MSC 2401. Please return your completed forms there. Forms are to be specifically return to designated officers or any member of the SRW planning committee and NOT to the volunteers.

Parking

We will validate Judge parking for the assigned session in Cain Garage or University Center Garage. You will park in either garage like normal, taking a parking tab upon entrance. When you check-out in the Judges' Lounge, MSC 2401, after your session we will provide you with a green Chaser card. When you return to the parking kiosk to pay for parking, you will enter your parking tab that you received when you entered the garage then, instead of payment, enter the green Chaser card. This card will validate the parking tab and return it to you. The parking tab can then be used to exit the garage without payment required.

ORAL COMPETITION JUDGING PROCEDURES

Thank you for volunteering to judge at SRW 2019! Please review the judging procedures and discuss any questions you might have with a volunteer in the Judge's Lounge (MSC 2401).

- Volunteers will serve as moderators and timekeepers in your session room. If there is no volunteer working in the competition room, please decide among the two judges who will be the moderator and who will be the timekeeper.
- The moderator will inform the students of the order. All students are required to stay and listen to all presentations for their group. If a student leaves without approval from the SRW Planning Committee, he/she is not eligible for a prize. Please mark their rubric accordingly.
- Please begin the presentations as promptly as possible. Each oral presentation is allotted **12 minutes** for the presentation and **2-3 minutes for questions**. Your timekeeper will call time at 15 minutes.
- Please write as many comments as possible on the rubric. Each student will receive his or her rubric at the closing ceremony. One very important goal of SRW is to provide valuable feedback to students. Your comments are important to the students, so please take time to offer constructive feedback that is appropriate for each student's learning stage (undergraduate/graduate, master's student/doctoral student, beginner/fellow). Please take into account that some students may be presenting research that is still in progress and not in its final stage.
- After listening to each presentation, please complete the rubric score sheet. **Do not** calculate the numerical score- all calculations will be done by the SRW Committee. When you are finished judging, both judges should confer with each other and rank the presentations within the group. Ties are highly discouraged. Please do not discuss ranked results with competitors. The Judge's Lounge, **MSC 2401**, is available for you to confer privately.
- **When you have completed the scoring, please return all materials to the Judge's Lounge, MSC 2401.**
- Please review the Special Awards Criteria located in your folder and if the student qualifies for a special award, please check **yes/no** on the rubric.

POSTER COMPETITION JUDGING PROCEDURES

Thank you for volunteering to judge at SRW 2019! Please review the judging procedures and discuss any questions you might have with a volunteer in the Judge's Room (MSC 2401).

- We have allotted approximately **10** minutes for you to review each competitor's poster and ask questions.
- Unless special circumstances are listed in your packet, there is no set order to review the poster entries. Each judge can review the posters simultaneously or separately.
- If a student is not present at their poster, please mark that student as not in attendance on their rubric.
- Please write as many comments as possible on the rubrics. Each student will receive his or her rubric at the closing ceremony. One very important goal of SRW is to provide valuable feedback to students. Your comments are important to the students, so please take time to offer constructive feedback that is appropriate for each student's learning stage (undergraduate/graduate, master's student/doctoral student, beginner/fellow). Please take into account that some student's may be presenting research that is still in progress and not in its final stage.
- After viewing each poster, please complete the rubric score sheet. Do not calculate the numerical score- all calculations will be done by the SRW Committee. When you are finished judging, both judges should confer with each other and rank the presentations within the group. Ties are highly discouraged. Please do not discuss ranked results with competitors. The Judge's Lounge, **MSC 2401**, is available for you to confer privately.
- **When you have completed the scoring, please return all materials to the Judge's Room, MSC 2401.**
- Please review the Special Awards Criteria located in your folder and if the student qualifies for a special award, please check yes/no on the rubric.

On behalf of the student participants, the Student Research Week Committee and the Graduate and Professional Student Council, we sincerely appreciate your time and the commitment you have made to Student Research Week and all student researchers at Texas A&M. Without your support, we would not be able to provide this opportunity for our students.