

## Quick Start Sheet for Judges

In *FIRST* Tech Challenge, Judges work together to identify and celebrate teams for their achievements over the season. Teams advance to the next level competitions either through Award recognition, or through their competition results. Judges are led through the judging process with the help of a Judge Advisor

Judging is a full day experience. A judge must be prepared to move from the deliberation rooms to the judging rooms and pit areas to meet with teams. Closed toe shoes and safety glasses are required for all attendees in the pit area, walkways, and competition field area.

- Judges, working in pairs or in threes, interview teams, review the team Engineering Portfolio and Control Award Submission Form, and complete a Judging Summary Sheet and a Judging Feedback Form.
  - It is helpful to review these documents before an event:
    - [Judge Manual](#), including the following appendices:
      - Judging Summary Sheet (Appendix C)
      - Sample Interview Questions (Appendix B)
    - [Award Definitions](#)
    - [Award Descriptions](#)
    - [Judging Feedback Form](#)
- Each Judging Panel interviews a set number of teams. All judges do not interview all teams. The Judge Advisor will provide an interview schedule to each judging panel.
- Judges look for team alignment to specific award criteria based on the content the team provides during their formal presentation (5 minutes), the Judge's questions (minimum of 5 minutes), and the content included in the 15-page Engineering Portfolio.
- Once Judging Panels have completed their interviews, they return to a Judging Deliberation room, where they nominate teams they have interviewed for specific awards.
- Teams can be nominated for more than one award, but each team can only win one award. No team is considered for the Inspire Award until the nominations for all other awards are done.
- The Judge Advisor walks Judges through the process of identifying top candidates for each award and facilitates conversations with the judges about the attributes of nominated teams.
- The Judge Advisor identifies teams who have been nominated for multiple awards and creates a short list for the Inspire Award Candidates.
- The Judge Advisor assigns judges to Award Panels, and the judges go out to the pit area to interview the teams on their list to gather additional information. This information can be shared by the team through documentation, or through conversation.
- The Judges return to the deliberation room, compare notes on the teams they interviewed, and rank the teams that have been nominated for each award.
- The Judge Advisor will walk through the ranked lists with the Judges, facilitating further conversation.
- Some teams will rank highly for multiple awards. The Judge Advisor will help the judges to assign teams to the category that best suits their achievements.
- Once the winners of each award have been identified, judges will write an award script. The award script should be about the positive attributes of the team and should be written with a bit of suspense in mind. Sentence one should give a hint about who the team is. Sentence two should give a little bit more information about the team. The final sentence should give the team's name and number. The Judge Advisor will help to walk judges through this exercise.