



## SAMPLE AGENDA FOR JUDGES BRIEFING

8:30 a.m. Welcome

Distribute name badges

Complete Judges Information Sheet with complete address.

Special housekeeping instructions

**NOTE: Remind judges they are working with students who are under pressure. They must be strict, but fair and consistent. This is a competition of student's existing skills. Judges should not assist students if he/she is having difficulty. If there is a problem with equipment, the host teacher should be contacted.**

Who is authorized to be in contest area (i,e, no instructors)?

Make sure stations are properly prepared for next contestant.

Review Contest Problem(s)/Project(s)

Determine a tie breaker/PDP Test then???? (NOTE: Flipping a coin is not acceptable).

Review Rating Sheet

## CONTEST RESULTS

Postsecondary and secondary students may compete together but scores are separated on contest result sheet.

Review importance of not confusing contestant numbers with 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place rankings.

Recheck, recheck and recheck again additions on each judges rating sheet.

Recheck, recheck and recheck again the math on tabulation form. ***(Scoring mistakes is the most common mistake made at contest)***

Answer any question.