



## Special Instructions for Captains

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

This year, we will be emailing judges to remind them of the dates and times

Coffee and donuts will be available by 7:15 a.m.  
Orientation will begin promptly at 8:00 a.m.

- On the day of the Fair, 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 that morning. Students with a project but no interview are eligible for Honorable Mention and Special Awards, but are not eligible for the First-, Second- and Third-place Fair Awards. Also, note any projects that have been assigned to an inappropriate category. This procedure will take place from 9:00-9:15 a.m., before the other judges begin interviewing students.
- Turn in your Master List with no-shows and/or corrections to Judging Headquarters no later than 9:30 a.m.**
- Each judge should interview each student in their group between 9:00 a.m. and 11 a.m. Plan on talking to students one-on-one during this two-hour period. Interviews are followed by the completion of Round One.
  - During Round One, it is up to the judges to confer with their team members, compare notes based on interviews, revisit and review all the exhibits and rank the projects (lowest score will be the top project) on the Round One Ranking Form (see attached). At the end of this process, the Captain will fill out one of these Round One Ranking Forms for their entire group. It will include the top three projects (in no par-

ticular order) which will be eligible to win a prize during the second round; plus, two optional projects which can be considered only for an Honorable Mention during Round Two — the deciding round of judging.

**All students will be dismissed at noon. Judges should use this 11:00 a.m.-Noon hour to revisit with students, as a group, to clear up any questions/ disagreements they might have about the ranking of projects.**

- The Captain is responsible for handing in the Round One Results Form no later than 12:30 p.m.

**Note:** If there is only one judging team for a category, you may bypass the Round One Results Form and turn in the Round Two form (provided 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 category. All other procedures, up to this point, remain the same.

- **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.** During this round, judges will select the First-, Second- and Third-place winners plus up to six Honorable Mentions in their category. (During the first round, each science is divided up into several groups. During the second round, you'll be reviewing the science as a whole.) Judges' decisions will be based on the scores generated during Round One and a review of the top projects in a given category. We are going on the assumption that the Round One judges have done a thorough and effective job of highlighting the top projects in their group. There is a separate form for Round Two. Please note: A student cannot win First-, Second- and Third-place plus an Honorable Mention. If projects designated as "top three" during the first round do not win First-, Second- and Third-place in the second round, these should receive first consideration for Honorable Mentions. Honorable Mentions are given only to deserving exhibits that did not win a prize. We encourage you to give **out six honorable mentions whenever possible. The more students we are able to reward, the better.**

Please note any comments or questions you may have. There will be time during the judge orientation to discuss your ideas.

Thank you again for agreeing to be a Captain! See you on Saturday, March 25.

# TO ALL CAPTAINS:

Attached is a VIP Parking Pass for Captains. This Pass entitles you to park in the lot immediately adjacent to the Automobile Building all day on March 24, 2007.

Enter the First or Grand Avenue entrances

**The Beal Bank Dallas Regional Science and Engineering Fair**