

Partner/Judge Advisor Checklist



Before the Event:

- ☐ **Designate your judge advisor:** The judge advisor facilitates the required judge training before the event and will be responsible for supporting judges and the award allocation process at the event.
- ☐ **Review season materials and judging toolkit:** Familiarize yourself with the season theme, challenge materials, and all components of the judging toolkit including all printed documents and training videos.
- ☐ **Recruit volunteer judges:** Confirm the number of judging pods and judges needed for your event with your tournament organizer and volunteer coordinator. 3 judges per pod is recommended, but it is required to have at least 2 judges per pod. When assigning your judging pods, try to pair experienced judges with first-time judges.
- ☐ **Create the schedule:** Coordinate with the tournament organizer to schedule judging sessions, allowing at least 30 minutes per team with extra time for judges to complete the rubrics. For additional scheduling guidance, review the **Tournament Manual**.
- ☐ **Communicate with judges:** Send your judges the following documents to pre-read, but be sure to go over the same material in your judge training session:
 - ☐ **Season Overview**
 - ☐ **Rubrics**
 - ☐ **Judging Session Flowchart**
 - ☐ **Judging Script & Questions**
 - ☐ **Awards List**

You may also choose to share event-specific information with judges at this time, such as the day and time of your judge training session.

- ☐ **Communicate with teams:** Work with your tournament organizer to send the teams

competing at your event the following, along with any event-specific information that teams will need to know (ex: if there screens/projectors or power in the judging spaces):

- ☐ **Rubrics**
- ☐ **Judging Session Flowchart**
- ☐ **Awards List**
- ☐ **“Preparing for Your Event” Video**

You may wait to share the schedule until the day of the event in case any changes need to be made.

- ☐ **Determine your awards:** With your tournament organizer, determine how many and which type of awards to present, how many teams will advance (if applicable), and ensure the correct number of trophies are obtained.
 - ☐ 30-50 percent of the teams should win an award.
 - ☐ Choose if you will use the words “Winner” and “Finalist” or 1st, 2nd, 3rd, and 4th place.
 - ☐ Choose how many Champion’s Awards will be presented.
 - ☐ Choose how many of each required award will be presented. This may differ from the number of Champion’s Awards, but each of the core areas should have the same number of awards.
 - ☐ At least one Coach/Mentor Award is required.
 - ☐ You may choose to give all or none of the optional awards.

- ☐ **Print judging documents:** Even if the rubric scores are being collected digitally, the following paperwork will be needed in each pod: at least one **Rubric** (three pages) per team, the **Judging Session Flowchart**, **Judging Script & Questions**, and the **Awards List**.

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Judge Training:

- ☐ Decide whether to use the provided **judge training videos**, **Judge Training Slide Deck**, or how you will present the material yourself. Training takes about one hour (see **Judge Training Script**) and is mandatory for all judges. If possible, hold the training before tournament day; otherwise, conduct it on the event day before judging begins.

On the Day of the Event:

- ☐ **Set up judging spaces:** Ensure tables, chairs, printed documents, and any other equipment are ready. Refer to the **Tournament Manual** for more details on judging spaces.
- ☐ **Prepare for scorekeeping:** Confirm team and judge information in the **Event Hub** and/or download and set up the **Official Judging Spreadsheet (OJS)**. Assign a scorekeeper to input scores from rubrics and the robot game during the event.
- ☐ **Collect coach/mentor nominations:** Collect nomination forms at check-in or provide paper forms to be filled out at the event. Designate a place for collection and someone to select finalists. If you are using the Peer Award, organize these nominations similarly.
- ☐ **Observe sessions in each judging pod:** Throughout the day, check on judges and team scores. Watch for inconsistency between pods and consider rotating judges throughout the day to normalize judge scoring, if needed. If concerns about rubric scores arise, facilitate discussion with the judges before allocating awards.
- ☐ **Check score data:** As the judges finish each session, check the scores are entered into the Event Hub or the **OJS** and ensure you have enough time to locate and input missing data before allocating awards.
- ☐ **Lead award allocations:** Follow the process outlined in the **Awards and Allocation** document for all required and any optional awards. Once allocation is complete, thank your judges and encourage them to attend the ceremony with the teams.
- ☐ **Prepare for the award ceremony:** Make sure you have an accurate list of the winners for each award, then feel free to customize your ceremony and script. You may want to thank your judges publicly at the ceremony or have them present awards to the teams.

At the End of the Event:

- ☐ **Organize rubrics and nomination forms:** Ensure that final rubrics and any coach/mentor or peer award nominations are organized so they can easily be distributed to the teams.
- ☐ **Share awards list and OJS:** Send the list of award winners, finalists, and the completed **OJS** (if used) to your regional partner. Do not share the complete list of scores and rankings with teams.
- ☐ **Give event feedback:** It is important to communicate both positive and constructive feedback with your regional partner. This helps to improve future events and address any issues promptly.

Thank you and well done!