

Judge Advisor Checklist

The Judge Advisor is a key planning role for every *FIRST*® LEGO® League event. The Judge Advisor facilitates required judge training before the event and is responsible for supporting judges, promoting consistency across judging rooms, and leading the award allocation process.

Before the Event

- ☐ Complete Judge and Judge Advisor training through the *FIRST* Dashboard or with your regional partner.
- ☐ Review Future Edition season materials and judging resources.
- ☐ **Recruit volunteer judges:** Confirm the number of judging rooms and judges needed with the Tournament Organizer and Volunteer Coordinator.
 - Requirement: at least 2 judges per room. Pair experienced judges with first-time judges when possible.
- ☐ **Create the judging schedule:** Coordinate with the Tournament Organizer to allow for at least 25 minutes per judging session with at least 10 minutes between teams for judges to complete the rubrics.
 - For ease in scheduling, organizers may wish to schedule 30 minutes per judging session, which could also prove helpful for staying on time.
- ☐ **Communicate with judges:** Provide required pre-event resources and event-specific information, including training date/time, arrival instructions, judging assignments, rubrics, flowchart, script/questions, awards information, and relevant season overview materials.
 - Pre-reading does not replace required judge training.
- ☐ **Communicate with teams:** Work with the Tournament Organizer to provide event-specific judging information that teams need ahead of the event.
- ☐ **Determine awards:** Work with the Tournament Organizer to confirm which awards will be presented and how many of each will be available.
- ☐ **Prepare judging documents:** Ensure each judging room has access to the Project Rubric, Engineering Design Rubric, Judging Feedback page, Judging Session Flowchart, Judging Session Script & Questions, Awards List, and team/judging schedule, whether paper or digital.
- ☐ Determine whether you will use the *FIRST* LEGO League Event Portal (online) or Official Judging Spreadsheet (Excel) to input scores and determine awards and ranking at your event:
 - If your event is using the Event Portal to score rubrics and assign awards digitally, work with your Tournament Organizer to set up your event. Additional training on using the Event Portal is available for volunteers.
 - If you will be using the Official Judging Spreadsheet (Excel) to input rubric scores and assign awards, download the spreadsheet and update the team information sheet before the event.

Judge Training Requirements

Conduct required judge training for your event using the current official training resources and ensure all judges receive consistent training through their *FIRST* Dashboard or regional partner. Judge Advisors should also conduct their own judge training with reminders and event-specific updates on the following items:

- ☐ **Review the Future Edition Judging Flowchart and timing.** Emphasize that the Project and Engineering Design presentations belong to the team; judges should avoid unnecessary interruptions and use Q&A periods for clarification.
- ☐ **Review the rubric scale:** Beginning = 1, Developing = 2, Achieves = 3, Exceeds = 4. An Exceeds rating requires a written comment for that criterion.
- ☐ **Explain how Core Values are evaluated throughout the team's work and event experience,** not only during the Core Values Q&A. Review any Project and Engineering Design criteria that also contribute to Core Values rankings.
- ☐ **Review the Project rubric criteria** and the season's four project paths.
- ☐ **Review the Engineering Design criteria** and the season's game materials, including the missions and player roles.
- ☐ **Train judges to ask clarifying questions** rather than follow a question checklist. If a team has already provided the information needed for a rubric area, move to another question or ask an appropriate follow-up.
- ☐ **Review feedback expectations.** Verbal and written feedback should recognize accomplishments and recommend next steps. Ensure judges understand that feedback is required and that it should be encouraging, age-appropriate language.

On Event Day

- ☐ **Set up judging spaces** with the necessary tables, chairs, schedules, rubrics, writing materials, and any event-provided technology.
- ☐ **Brief judges on event-day updates,** including schedule details, team information, judging assignments, and other information needed before the first team arrives.
- ☐ **Confirm that each judging room has a way to track time** without making teams feel rushed. This may be judge cell phones but remind judges that cell phones should only be used for timing purposes during a session.
- ☐ **Judge Advisors should try to observe judging sessions in each room.** Monitor session timing, consistency among judging groups, appropriate use of clarifying questions, rubric interpretation, quality of feedback, and overall team experience.
- ☐ **Be available for judge and coach questions.**
- ☐ **Make sure judges complete rubrics** including scores, comments for Exceeds ratings, and all three feedback areas before submitting.
- ☐ **Coordinate with the Head Referee** and establish a process for sharing match scores and relevant Core Values observations from the game field.
- ☐ **Check scoring data** and verify that all required scores and award nominations have been entered or collected before award allocation begins.
- ☐ **Lead the allocation process using the Award Allocation Instructions.** Ensure decisions are based on rubric evidence and approved allocation procedures.
- ☐ **Thank judges for their time and contribution** to the team experience and invite them to stay for the closing award ceremony.
- ☐ **Prepare for the award ceremony** by listing final award recipients, advancements, and assisting with ceremony scripts as needed.

At the End of the Event

- ☐ Organize completed rubrics and feedback so they are complete, organized, and ready to be returned to teams.
- ☐ Verify award and advancement information and confirm results have been accurately recorded and provided to appropriate event/program leadership.
- ☐ Share event feedback. Document questions, unusual situations, rubric concerns, or other observations that may help improve future events.

Thank you for being a Judge Advisor! Additional planning materials and requirements for Judge Advisors can be found in the Judging Toolkit and Future Edition Grades 3-8 Event Planning Guide.