



49th Annual WKU Student Research Conference

Judges' Duties

Downing Student Union
Saturday, March 23, 2019

*Judges: Thank you for volunteering your Saturday to help out with this year's conference. Below is a synopsis of your duties for today. **If at any point you have questions or problems, stop by the judges' table outside DSU 3029 for assistance.***

Step 1: Before the session.

- Register at the judges' table outside DSU 3029 and pick-up your session packet.
- Proceed to the room where your session is being held.
- Meet your fellow judges, one of whom will serve as the session moderator.
- For oral/paper sessions...
Make sure that the equipment in the room is working. As presenters for your session arrive, ask if they are using PowerPoints or computer-based media for their presentations. If so, they are expected to pre-load their presentations to the display computer now.

Step 2: The session.

- Each judge will use a score sheet to score each student individually during presentations.
- Judges facilitate questions at the conclusion of each presentation.
- For oral/paper sessions...
Moderators should make sure that presentations begin and end on time. In paper sessions/talks, each student has fifteen minutes total. Students are instructed to plan about ten minutes for presentation and about five minutes for Q&A. If a student uses the entire fifteen minutes for the presentation, then Q&A should be skipped and the student evaluated accordingly. If a student does not show up, please **maintain the posted schedule** so that people who arrive to hear specific talks will not miss them.

Step 3: After the session.

- Judges may use the judges' room, DSU 3029, as a quiet place to convene and have refreshments.
- Based on the average presentation scores, judges should collectively determine the best single presentation in the session.
- Judges may discuss at this point student strengths and weaknesses.
- Moderators should collect all evaluation forms, place the forms for the winner on top of the stack of forms, and return them to the judges' table within 30 minutes of the session conclusion.
- Most importantly, moderators should let someone at the judges' table know the name of the session winner.
- **Concurrent Morning Sessions** winners should be reported and all session forms returned no later than 10:15 am. **Concurrent Afternoon Sessions I** winners should be reported and all session forms returned no later than 2:45 pm. **Concurrent Afternoon Sessions II** winners should be reported and all session forms returned no later than 4:30 pm.