

National Space Club  
Science Fair Judging Instructions, Hints and Tips

- Make sure you have your judging team's cell phone numbers.
- Arrive on time for Organization Judge check-in.
- If you have the time beforehand, review the projects on the Science Fair website in advance of judging day to select those most appropriate for a National Space Club award (i.e., most related to Space Science and Engineering). If not, you will probably be provided a book summarizing each project when you arrive at the Science Fair.
- There may be specific categories, such as Earth Science, that seem appropriate, but many relevant entries will also be listed under Mathematics, Physics, Chemistry, or Engineering.
- Make a preliminary list of ~20 candidate projects.
- Split the candidate projects list among the judging team and make a quick, cursory run-through of the candidate projects to eliminate all but the top 10 or so (e.g., if 2 judges, each will get about 10 projects). This should take no more than 20 minutes.
- Regroup and reduce the list to a maximum of 10 for more in-depth review.
- As a group, conduct reviews of the top 10 projects. Introduce yourself to students as a representative of the National Space Club, a professional organization representing the Space Science and Engineering community, and hand out the NSC background material. Be cognizant of the time, as you will find yourself becoming engrossed in the interesting projects.
- After each project review, grade the project (on a scale of 1 to 10 for each category) before moving on to the next review (see attached National Space Club Science Fair Scoring Form).
- Complete all reviews before the end of the judging time.
- Caucus in the judging room that you've been assigned and rank the projects by adding the scores.
- The first place winner may be clear or there may be several that are very competitive. Consider the grade level of entrants (e.g., if two 12<sup>th</sup> graders and one 8<sup>th</sup> grader are clustered together at the top, you might want to consider awarding first place to the 8<sup>th</sup> grader) or use some other rational approach to determining first place and two or three Honorable Mentions.
- Fill out the appropriate Science Fair judging form and let them know that the National Space Club will mail checks and certificates.
- Fill out the National Space Club Awards forms for winners (Note: You will not be provided the students' contact information – that's ok, just get their name, school info, and project description).
- Please scan your award forms and email them to [eric.webster@itt.com](mailto:eric.webster@itt.com)
- Have fun, and thanks for volunteering!