

WORKSHEET 6

JUDGING

Awards 101: The Missing Manual for Awards Professionals

OVERVIEW



The judging stage is critical because this is where the final decisions are made – decisions that make one a king and make others forgotten. Judging process is very sensitive, so judge selection, training (if necessary), and diversification should all be taken care of very responsibly.

JUDGE SELECTION



Determine who your judges will be, where they will come from, which composition of them will have the lowest risk of bias while maintaining the highest level of professionalism.

Questions	Answers
Which sources for your judge panel do you use?	<input type="checkbox"/> past winners <input type="checkbox"/> “celebrities” in the industry <input type="checkbox"/> business leaders in related companies <input type="checkbox"/> peer judging
If peer judging is used, how do you ensure unbiasedness and quality of the panel?	
Which type of judging do you use for your program?	<input type="radio"/> By criteria <input type="radio"/> Popularity vote <input type="radio"/> Ranking
How do you ensure you minimize the Halo effect (the aura surrounding what is being reviewed)?	
Are there general / summary questions on the scoring form that can be transformed into more specific / measurable ones?	
Why would it [not] be a good idea to introduce popularity vote for your program?	
Why would it [not] be a good idea to use ranking in the final round of your program?	

JUDGING PROCESS



Define how the judging will take place, how the judges are assigned to the entries, how confidentiality, verifiability and fairness are ensured, and how the winners are selected.

Questions	Answers
How many rounds of judging do you have?	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> Other: ____
Do you feel the round structure should be changed or modified?	
Which method of judging do you use?	<input type="radio"/> Online <input type="radio"/> In person <input type="radio"/> A combination of two
Which factors should be taken into consideration to make online judging efficient?	<input type="checkbox"/> specialized judge portal <input type="checkbox"/> how entries are displayed <input type="checkbox"/> intuitive controls <input type="checkbox"/> _____
If you rely on physical delivery, which fields do/would you include on the label that applicants must put in the package?	<input type="checkbox"/> Entry Title <input type="checkbox"/> Entry ID <input type="checkbox"/> First Name <input type="checkbox"/> Last Name <input type="checkbox"/> Company <input type="checkbox"/> Category <input type="checkbox"/> Number of physical pieces included <input type="checkbox"/> _____
If your judges evaluate physical entries, which information do/would you include on the display cards (for judges to see)?	<input type="checkbox"/> Entry Title <input type="checkbox"/> Category <input type="checkbox"/> Name (rarely used to avoid bias) <input type="checkbox"/> _____
If your program works with physical entries, how is their security ensured?	
Which of the following parameters do you account for when assigning judges to specific entries?	<input type="checkbox"/> time to assess the entry <input type="checkbox"/> conflict of interest <input type="checkbox"/> expertise

How many judges should each entry be assessed by?	
If judges have to travel, how are the travel expenses compensated?	<input type="radio"/> by judges themselves (in return for gifts/benefits) <input type="radio"/> by program organizers
Do you use blind judging to ensure confidentiality?	<input type="radio"/> Yes <input type="radio"/> No
Do you ensure you keep the audit trail for verifiability?	<input type="radio"/> Yes <input type="radio"/> No
What type of winner selection do you use?	<input type="checkbox"/> highest rated per category <input type="checkbox"/> best in show <input type="checkbox"/> judges' choice <input type="checkbox"/> people's choice <input type="checkbox"/> medals <input type="checkbox"/> winners & finalists