



BICS

Board of Irish
College Societies

BICS National Society Awards 2009

Adjudicator information

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Awards 2009

*15th April 2009
Hodson Bay, Athlone*

Tips and Advice for Adjudicators

The purpose of the BICS Awards is to encourage participation in Societies and to reward those who have contributed significantly to the life of their College through their involvement in Societies.

Training

All participating colleges must provide at least one judge.

All judges *must* attend all the training which starts at 11pm on the 14th April, the day before the awards.

Your role

The role of adjudicator on a BICS panel is a responsible position. You will represent your college as well as BICS overall.

It is a great opportunity to meet outstanding students and representatives from other third level institutions.

The BICS marking schemes have been developed and adapted over a number of years with the aim of facilitating a fair and transparent judging process.

If you are unsure about anything please consult with the chief adjudicator. Please do not make up rules as you go along.

Judging guidelines

First step is to nominate a Chairperson. It is the role of the Chairperson to ensure that every nominee gets a fair and equal opportunity to tell the panel about their achievements. The Chairperson must ensure that the interviews keep to the time schedule as much as possible. Past experience has shown that where earlier interviews run over schedule, the later nominees suffer because their interviews are hurried.



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The Chairperson must also ensure that the judging panel has the opportunity to obtain all the information that they require to make a decision.

Judging each award varies so make sure that you are clear about the one you are judging, know the criteria involved in your category and always stick to the marking scheme provided.

Do not allow yourself be influenced by anyone canvassing on behalf of a society.

Under no circumstances talk to any of the nominees about their interview before the award ceremony.

Marking Scheme

What is discussed in the interview panel is confidential.

Remember that your final marking scheme should take into account all the information to hand – the application form, the portfolio, the interview and any additional material/information.

Make sure that you mark each section as you go along and not all after the interview.

25%	Application Form
25%	Portfolio
25%	Interview
25%	Final Impression

There are a set number of discretionary marks for General Impression and for Presentation.

Each adjudicator will be supplied with a totals sheet in which you mark for each question after you have reviewed the nomination forms, the portfolios and the interview plus a space for general impression and your overall marks.

Each panel will also be supplied with a totals sheet in which the average mark from all the judges should be entered.



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Marks from each category will be given to the nominee; this is to aid transparency and show nominees potential areas for improvement.

Clarity and use of a clear and proper marking system is vital. You may be asked to justify your decision after the awards ceremony.

Portfolios

Portfolios take many forms and their purpose is to provide you with back up material. Many will be very artistic and some more functional. They should include photos, posters, bank statements (where a society has their own bank account) and other concrete evidence to back up their nomination form. While a beautiful, creative portfolio shown the creativity of the society content should out weigh beauty when marking. Has the portfolio given you more information on which to mark in the categories in the marking scheme? You must look at all CDs and DVDs and give the information the time it deserves.

Note all portfolios must also be given to the chief adjudicator so they can be returned to the societies.

The Interview

The tone of the interview should be welcoming and informal. Judges should introduce themselves and attempt to put the nominees at ease.

BICS will try to ensure that judges are not adjudicating on students from their own college, but this may not be possible in all cases. In the event that you are judging someone or some group that you know:

- Do inform the panel that you know the person/group involved.
- Do be impartial
- Do not reveal any information about the nominee(s) which is not already available to the panel.

Make sure you are paying attention during the interview. Nominees must feel that they were given a fair hearing and never walk away thinking they weren't given a chance.

It is best practice that following each interview each judge marks the candidate. This will ensure that no member of the panel dominates the discussion and sways other judges. Discussion of the candidates should



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only take place after all candidates have been interviewed – this avoids a situation arising where the panel “decides” on a winner before seeing everyone.

Take time before you start the interviews to check your individual marking styles. It is important that all judges work from the same scale and that one judge does not award consistently high marks while another consistently marks low. See the table below as a guide:

1 - 3	Fair, definite room for improvement.
3 - 6	Average, lacks wow factor
6 - 8	Competent, well organised society
8 - 10	Has the wow factor, ticks all the boxes.

Also Note:

Do not discuss anything relating to your adjudication in a public place during the process as it can be upsetting for nominees to hear their application being discussed.

Having a sabbatical auditor/committee member shouldn't be counted for or against nominated societies.

If you are concerned that you are misinterpreting or very unclear about any information supplied please consult with the chief adjudicator who can seek clarification from the society administrator in the particular college.

If you are judging '**Most Improved**' you must continually compare with the previous year.

The nominees for **Best Individual and Best Fresher** may bring someone into the interview with them if they wish.

There is a new award for '**Civic Contribution**' especially for charitable contribution. So if you are judging a category other than this, and are



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interviewing societies that highlight a charity element, please ensure that you remain focused on the marking system and criteria for your category. This does not mean they should be discriminated against, but no extra marks should be given.

When you have chosen your winner

You must provide a few sentences for the person who is presenting the award. For example: *The standard in this category was very high and we were particularly impressed by the innovation shown by many of the nominees. The nominees in this category are.... And the winner is....* Please place this in the envelope provided and give to the Chief Adjudicator.

Awards Time Table

Tuesday 14th April

Please note all Adjudicators must be in time for training.

11:00 – 1:30 Adjudicator Training (Killinure Suite)

1:30 – 2:30 Lunch (Bar)

2:30-5:00 Break into groups and review nomination forms (Killinure Suite)

5pm Coffee Break

5.15pm-7.00pm Review Portfolios and nomination forms (Killinure Suite)

7:00pm – 7.30pm Meet in large group to review progress for feed back and questions (Killinure Suite)

8:30pm Dinner (Conservatory)

After dinner if needed you can use this time to complete reading all nomination forms and portfolios.



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Wednesday 15th April

- 10.00am-12.30pm go to your interview rooms (see below) Please note Panel 10 in the Killinure Suite please share with panel 5 in the Ballybay Suite
- 12.30 pm Sandwiches, tea and coffee for Adjudicators (Winter Garden)
- 1.00pm - 3.45pm. Interviews will take place in various rooms around the Hotel.

Panel 1: Lough Ree 1

Panel 2: Lough Ree 2

Panel 3: Loughree 3

Panel 4: Rindoon

Panel 5: Ballybay

Panel 6: Syndicate Room 1

Panel 7: Syndicate Room 2

Panel 8: Syndicate Room 3

Panel 9: Syndicate Room 4

Panel 10: Killinure Suite

Panel 11: Lenihan Suite

Panel 12: Barrymore Suite

- 3.45 pm – Tea, coffee and cupcakes (Winter Garden)
- 4pm return to your groups to make final decisions note only the syndicate rooms will be available you can use the winter garden or a bedroom for your deliberations.
- 7.00 pm – Awards Ball and Banquet (Ball Room)
Dinner and Award Ceremony

Feed Back.

Please fill in the feedback form to help us improve the awards.

