



**BOARD OF IRISH
COLLEGE SOCIETIES
NATIONAL SOCIETY
OF THE YEAR
AWARDS
2011**

**TIPS & ADVICE FOR
BICS ADJUDICATORS**

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

Adjudicators Training

All participating colleges must provide at least one judge.

All judges must attend all of the training, which starts in the Galway Bay Hotel promptly at 11am on the 20th April 2011, the day before the awards.

The role of the adjudicator

The role of adjudicator on a BICS panel is a very responsible position. You will represent your own college as well as BICS overall. It is a great opportunity to meet outstanding students and representatives from other third level institutions.

Each judge must follow the BICS marking schemes. This marking scheme has been developed and adapted by BICS 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 one of the three the chief adjudicators.
Please do not make up rules as you go along!!

Judging guidelines

Step 1: Nominate a Head Adjudicator.

- It is the role of the head Adjudicator to ensure that all the material provided has been looked at and that the panel is correctly using the marking sheets.
- The head Adjudicator must ensure that all material as requested below is returned, filled out correctly to the chief adjudicator.
- At the interview it is the role of the Head Adjudicator to ensure that every nominee gets a fair and equal opportunity to tell the panel about their achievements.
- The Head Adjudicator 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 latter nominees suffer because their interviews are hurried.
- The Head Adjudicator must ensure that the judging panel has the opportunity to obtain all the information that they require to make a decision.

Step 2: Nominations & Portfolio

Read each nomination in your category thoroughly, several times if necessary. Take notes if you are unclear of anything or if there are any areas you wish to ask the nominee about. You will also be provided with a portfolio of supporting material which is used for marking during this process make sure you have read the portfolio and watched any CDs or DVDs. After you have assimilated all this information for all of the nominees and spoken about the nominations with your fellow

judges do your first actual marking on the sheet provided.
 If any of your judges know additional information about a particular society this cannot be volunteered to the group as this would give an unfair advantage/ disadvantage to this society.

On the first marking sheet you have one per nominee and boxes to mark in each mark. At this stage mark the Application and Portfolio row.

'Individual Scoring Sheet'

		Best Society Marking Scheme.																					
Marks	Society	Extracurricular	Objectives	Committee	Membership	Events	Difficulty	Continuity	Contribution	Finance	Submission	Success	Innovation	Non Financial	Promotion	Variety	On Campus	Campus Profile	Outside College	Presentation:	Portfolio:	TOTAL	
			40mk	5mk	4mk	4mk	10mk	8mk	4mk	5mk	20mk	5mk	5mk	5mk	5mk	25mk	10mk	5mk	5mk	5mk	5mk	10mk	100mk
Application & Portfolio																							
Interview																							
TOTAL out of 200																							

Note: Please Mark for the Application and Portfolio first then you mark again for the interview.
 To get the final mark: The 3 adjudicators score out of 200 will be added together for each entrant. The mark out of 600 will then be divided by 6 to get the final tally.

Take time before you start 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.

Note not all marks are out of 10 so make adjustments as necessary.

You also have a tally scoring sheet which you can use to compare marks for all your nominees you can fill in each nominees name in the first Column. This can be useful as marking will also be about placing the societies in order for each question. Some you feel will deserve the same mark for a particular question and so on.

'Tally Scoring Sheet'

		Best Society Marking Scheme.																					
please use this sheet for the final scoring	Society	Extracurricular	Objectives	Committee	Membership	Events	Difficulty	Continuity	Contribution	Finance	Submission	Success	Innovation	Non Financial	Promotion	Variety	On Campus	Campus Profile	Outside College	Presentation:	Portfolio:	TOTAL	
			40mk	5mk	4mk	4mk	10mk	8mk	4mk	5mk	20mk	5mk	5mk	5mk	5mk	25mk	10mk	5mk	5mk	5mk	5mk	10mk	100mk
1																							
2																							
3																							
4																							
5																							
6																							
7																							
8																							
9																							
10																							

Each award is different so judging in each category is varied. Ensure that you are clear about the category you are judging, the criteria involved in your section and always stick to the marking scheme provided.

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

As part of the training process you will be familiarised with the challenges facing societies in both large and small colleges and the different experiences of societies in the Universities and institutes of technology if you are adjudication for example a small college category and are only familiar with large college societies you must familiarise yourself with these differences.

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 outweigh 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.

Portfolios must be presented on time by the deadline any portfolios presented after this time will automatically forfeit 10%. There is 10 marks specifically for the portfolio but its content helps you in your marking in stag one.

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

You will have 2 opportunities to mark:

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

50%	Application Form & portfolio
50%	Interview

Step 3: The Interview

The interview you will get an opportunity to mark the entry after 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 only take place after all candidates have been interviewed – this avoids a situation arising where the panel “decides” on a winner before seeing everyone.

After the interview your original marks for application and portfolio should stand unless you have discover a discrepancy during the interview which calls into question the information provided if in doubt consult with your chief adjudicator.

When you have given your second set of marks after the interview add up your 2 columns this is your final mark out of 200.

Step 4: Choosing A Winner

Each panel will also be supplied with a ‘**totals sheet**’ (in the Head Adjudicators folder) in which the final mark from all the judges should be entered. These accumulated marks are now out of 600. These marks must now be divided by 6 to give the total mark out of 100. Please fill in the total for each section as well as the breakdown marks.

Use one of the ‘tally scoring sheets’ to fill in each of the entrants final marks so you can put them in order of where they are placed.

Clarity and use of a clear and proper marking system is vital. You may be asked questions or asked to justify your decision. Marks from each category will be given to the nominee following the awards, this is to aid transparency and show nominees potential areas for improvement.

‘Totals Sheet’

Totals Sheet		Best Society Marking Scheme.												Society Name:		Institution:						
please use this sheet for the final scoring		Regulation	Objectives	Committee	Membership	Events	Difficulty	Continuity	Contribution	Finance	Submission	Success	Innovation	Non Financial	Promotion	Variety	On Campus	Campus Profile	Outside College	Presentation/Impression	Portfolio	TOTAL
		40mk	5mk	4mk	4mk	10mk	8mk	4mk	5mk	20mk	5mk	5mk	5mk	5mk	25mk	10mk	5mk	5mk	5mk	5mk	10mk	100mk
Adjudicator 1 Name:																						
Adjudicator 2 Name:																						
Adjudicator 3 Name:																						
TOTAL out of 600																						
Final Mark																						
<i>Divide by 6 to get final result</i>																						

Step 5: Final Nominee Feedback Form

At the end of the marking process you must fill in each nominee’s scoring sheet (copies in your head Adjudicators folder) in then you fill in their marks and the winning entries marks and include an adjudicators comment plus where they were placed. Please be constructive in your comments. All your marking sheets and this sheet must be returned to your chief Adjudicator in your ‘Final Marking Envelope’.

‘Nominees Scoring Sheet’

Nominees Comment Sheet		Society Name										Institution										
Best Society Marking Scheme		Society Name										Institution										
please use this sheet for the final scoring		Organisation 40mk	Open entry	Committee	Membership	Events	Difficulty	Continuity	Contribution	Finance 20mk	Submission	Success	Innovation	New Financial	Promotion 25mk	Variety	Creativity on Campus	Campus profile	Outside	Overall Impression	Portfolio	TOTAL
		5mk	4mk	4mk	10mk	8mk	4mk	5mk	5mk	5mk	5mk	5mk	5mk	5mk	10mk	5mk	5mk	5mk	5mk	5mk	10mk	100mk
Society																						
Winning Society Marks																						
Your Marks																						
You were placed		out of										entries										
Adjudicator's Comments																						
Adjudicators Names:																						

Step 6: Award Presentation Envelope

You must complete the presenter’s envelope which is in the Head Adjudicators folder with the one short sentence for them to read out with an encouraging positive tone ie. ‘The adjudicators were very impressed with the high standard of all the applications but for their the winner is.....’

Please Note:

Under no circumstances should a judge speak to any of the nominees about how their interview went. Their marks will be sent out to each college so they will have an opportunity to see how they did and on where they need to improve.

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.

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

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

Remember - What is discussed in the interview panel is confidential.

Best Individual and Best Fresher may bring someone into the interview; this should not affect their marks.

The award for '**Civic Contribution**' has been established especially for societies who make a charitable contribution. Therefore if you are judging another category and the entry has a charitable element, please ensure that you remain focused on the marking system and criteria for your section. This does not mean they should be discriminated against, but no extra marks should be given.

Having a sabbatical auditor shouldn't be counted for or against societies/Individuals

Everything discussed during the adjudication process is confidential and all decisions agreed upon must be supported by all adjudicators

The adjudication panel must act with dignity and professionalism and must reach a decision which all adjudicators support.

Panels will comprise of 3 judge you may also be allocated an observer, this is someone with no judging experience who can observe and participate but has no voting rights, this is to train in future judges.

BICS National Society Awards Rules as given to the Nominees

BICS National Society Awards Rules

1. Check with your college society officer as to your society's eligibility to enter the BICS awards.
2. Your college must be a member of BICS. You must be nominated by your college and there can be only one nomination in each category from each member college.
3. You must fill out the on line nomination form and submit it by the deadline of 2pm Monday 18th April 2011.
4. It is very important if you are representing more than one category that you inform BICS at the time of submitting your nomination, so that we can ensure that your interview times do not clash.
5. You must attend an interview.
6. Maximum of four people permitted to attend each interview.
7. Nominees in the best Individual and Best Fresher category may attend alone or may bring someone to the interview with them.
8. You must fill in your brief description for the awards booklet at the time of nomination.

9. Each nominee must provide just one portfolio, which includes all back up material and also attend an interview. If you are nominated in more than one category you must have one portfolio for each nomination.
10. 10% of your marks will be docked if your portfolio is not in by the deadline of 2pm Wednesday the 20th April 2011
11. Your society must be operational for minimum two years in order to be nominated in the categories of Best Society and Most Improved Society.
12. A society may not be nominated for more than one of the following awards: Best Society, Most Improved Society or Best New Society.
13. A new society must be in its first two academic years from receiving any recognition and its first academic year receiving full society funding from its institution.
14. A best Fresher is deemed to be a society member who is in their first year in a third level institution it is up to each college to nominate an individual who adheres to this criterion.
15. A group whose main activity is recognised by CUSAI as a sports club may not enter for an award at BICS.

Note: the adjudicators will be judging and awarding marks for your application, your portfolio and your interview so you must complete each process.

Note: Each nominee must provide an online application, one portfolio and attend an interview. The adjudicators will be judging and awarding separate marks for each section - your application and portfolio and your interview, so you must complete each process.

Markingschemes for BICS Awards

Best Society Marking Scheme

A best society must have been in existence for at least 2 years.

Organisation [40 marks per judge]

- Fulfilment of aims and objectives - 5 marks per judge
- Committee structure and how you functioned as a team - 4 marks per judge
- Membership (comparison with previous year) and recruitment methods - 4 marks per judge
- Number and variety of events held - 10 marks per judge
- Difficulty of organisation - 8 marks per judge
- Systems set in place to ensure continuity - 4 marks per judge
- Contribution to college life - 5 marks per judge

Recommended inclusions in Portfolio:

- *Aims and objectives as per your constitution or a letter of confirmation from your Societies' Officer should be included.*
- *Proof of membership numbers: a letter from Societies officer will suffice.*
- *Backup material of events e.g. calendar, photos, posters, tickets, programmes, videos etc (this is also relevant for your publicity section), Anything else you think might be relevant*

Finance [20 marks per judge]

- Income & Expenditure submission (*just include balance sheet, additional info on income and expenditure to be included in your portfolio*). - 5 marks per judge
- Elaborate on your success with fundraising and sponsorship. State what % is this of your overall income. - 5 marks per judge
- Outline Innovation used in fundraising and sponsorship. - 5 marks per judge
- Elaborate on the events which enhanced your members experience in your society but which did not have a financial element. - 5 marks per judge

Mandatory inclusions in Portfolio:

- *Bank statements if available, otherwise confirmation letter from Societies' Officer that your balance sheet is accurate.*
- *Letter from Societies' Officer confirming grants received from your institution. Also useful is a detailed breakdown of income and expenditure, sample of receipts, sponsorship request letters and replies if any.*

Promotion and Publicity [25 marks per judge]

Inside College:

- Variety of methods used to publicise your society - 10 marks per judge
- Innovation and creativity used in promoting your society - 5 marks per judge
- Success at raising on-campus profile - 5 marks per judge

Outside College:

- Overall publicity outside of college - 5 marks per judge

Recommended inclusions in Portfolio:

- *Publicity material e.g. posters, flyers, publication, press cuttings, website screen shots, sample e-mails, texts,, radio, TV clips, video etc.*

Presentation and Overall Impression [5 marks per judge]

- Why do you deserve this award? (200 words max) - 5 marks per judge

Portfolio [10 marks per judge]

TOTAL: 100 marks per judge

Most Improved Society Marking Scheme

A most improved society must have been in existence for at least 2 years.

Organisation [40 marks per judge]

- Fulfilment of aims and objectives - 5 marks per judge
- Committee structure and how you functioned as a team - 4 marks per judge
- Membership (comparison with previous year) and recruitment methods - 4 marks per judge
- Number and variety of events held - 10 marks per judge
- Difficulty of organisation - 8 marks per judge
- Systems set in place to ensure continuity - 4 marks per judge
- Contribution to college life - 5 marks per judge

Recommended inclusions in Portfolio:

- *Aims and objectives as per your constitution or a letter of confirmation from your Societies' Officer should be included.*
- *Proof of membership numbers: a letter from Societies officer will suffice.*
- *Backup material of events e.g. calendar, photos, posters, tickets, programmes, videos etc (this is also relevant for your publicity section), Anything else you think might be relevant*

Finance [20 marks per judge]

- Income & Expenditure submission (*just include balance sheet, additional info on income and expenditure to be included in your portfolio*). - 5 marks per judge
- Elaborate on your success with fundraising and sponsorship. State what % is this of your overall income. - 5 marks per judge
- Outline Innovation used in fundraising and sponsorship. - 5 marks per judge

- Elaborate on the events which enhanced your members experience in your society but which did not have a financial element. - 5 marks per judge

Mandatory inclusions in Portfolio:

- *Bank statements if available, otherwise confirmation letter from Societies' Officer that your balance sheet is accurate.*
- *Letter from Societies' Officer confirming grants received from your institution. Also useful is a detailed breakdown of income and expenditure, sample of receipts, sponsorship request letters and replies if any.*

Promotion and Publicity [25 marks per judge]

Inside College:

- Variety of methods used to publicise your society - 10 marks per judge
 - Innovation and creativity used in promoting your society - 5 marks per judge
 - Success at raising on-campus profile - 5 marks per judge
- Outside College:
- Overall publicity outside of college - 5 marks per judge

Recommended inclusions in Portfolio:

- *Publicity material e.g. posters, flyers, publication, press cuttings, website screen shots, sample e-mails, texts, radio, TV clips, video etc.*

Presentation and Overall Impression [5 marks per judge]

- Why do you deserve this award? (200 words max) - 5 marks per judge

Portfolio [10 marks per judge]

TOTAL: 100 marks per judge

Best New Society Marking Scheme

A new society is one which is in its first year of full recognition as a society

Organisation [40 marks per judge]

- Fulfilment of aims and objectives - 5 marks per judge
- Committee structure and how you functioned as a team - 4 marks per judge
- Membership and recruitment methods - 4 marks per judge
- Number and variety of events held - 10 marks per judge
- Difficulty of organisation - 8 marks per judge
- Systems set in place to ensure continuity - 4 marks per judge
- Contribution to college life - 5 marks per judge

Recommended inclusions in Portfolio:

- *Aims and objectives as per your constitution or a letter of confirmation from your Societies' Officer should be included.*
- *Proof of membership numbers: a letter from Societies officer will suffice.*
- *Backup material of events e.g. calendar, photos, posters, tickets, programmes, videos etc (this is also relevant for your publicity section), Anything else you think might be relevant*

Finance [20 marks per judge]

- *Income & Expenditure submission (just include balance sheet, additional info on income and expenditure to be included in your portfolio). - 5 marks per judge*
- *Elaborate on your success with fundraising and sponsorship. State what % is this of your overall income. - 5 marks per judge*
- *Outline Innovation used in fundraising and sponsorship. - 5 marks per judge*
- *Elaborate on the events which enhanced your members experience in your society but which did not have a financial element. - 5 marks per judge*

Mandatory inclusions in Portfolio:

- *Bank statements if available, otherwise confirmation letter from Societies' Officer that your balance sheet is accurate.*
- *Letter from Societies' Officer confirming grants received from your institution. Also useful is a detailed breakdown of income and expenditure, sample of receipts, sponsorship request letters and replies if any.*

Promotion and Publicity [25 marks per judge]

Inside College:

- *Variety of methods used to publicise your society - 10 marks per judge*
- *Innovation and creativity used in promoting your society - 5 marks per judge*
- *Success at raising on-campus profile - 5 marks per judge*

Outside College:

- *Overall publicity outside of college - 5 marks per judge*

Recommended inclusions in Portfolio:

- *Publicity material e.g. posters, flyers, publication, press cuttings, website screen shots, sample e-mails, texts, radio, TV clips, video etc.*

Presentation and Overall Impression [5 marks per judge]

- *Why do you deserve this award? (200 words max) - 5 marks per judge*

Portfolio [10 marks per judge]

TOTAL: 100 marks per judge

Best Society Event Marking Scheme

Organisation [40 marks per judge]

- Number of society members involved in organisational structure - 5 marks per judge
- Number of people who participated in/benefited from the event - 5 marks per judge
- Difficulty of organisation - 10 marks per judge
- Originality and innovation - 10 marks per judge
- Contribution to college life - 5 marks per judge
- Relevance of this event to your society's aims and objectives - 5 marks per judge

Recommended inclusions in Portfolio:

- *Aims and objectives as per your constitution or a letter of confirmation from your Societies' Officer should be included*
- *Backup material of the event e.g. calendar, photos, posters, tickets, programmes, videos etc (this is also relevant for your publicity section), anything else you think might be relevant*

Finance [20 marks per judge]

- Income & Expenditure submission (*just include balance sheet, additional info on income and expenditure to be included in your portfolio*). - 5 marks per judge
- Elaborate on your success with fundraising and sponsorship. State what % is this of your overall income - 10 marks per judge
- How successful were you with budgeting and meeting your targets - 5 marks per judge

Mandatory inclusions in Portfolio:

- *Bank statements if available, otherwise confirmation letter from Societies' Officer that your balance sheet is accurate.*
- *Letter from Societies' Officer confirming grants received from your institution. Also useful is a detailed breakdown of income and expenditure, sample of receipts, sponsorship request letters and replies if any.*

Promotion and Publicity [25 marks per judge]

Inside College:

- Variety of methods used to publicise your society - 10 marks per judge
 - Innovation and creativity used in promoting your society - 5 marks per judge
 - Success at raising on-campus profile for the event - 5 marks per judge
- Outside College:
- Overall publicity outside of college - 5 marks per judge

Recommended inclusions in Portfolio:

- *Publicity material e.g. posters, flyers, publication, press cuttings, website screen shots, sample e-mails, texts, radio, TV clips, video etc.*

Presentation and Overall Impression [5 marks per judge]

- Why do you deserve this award? (200 words max) - 5 marks per judge

Portfolio [10 marks per judge]

TOTAL: 100 marks per judge

Best Civic Contribution Marking Scheme

This award is for a society and not an individual. A civic contribution is one which engages with an entity or entities other than your members and must be an off campus entity or entities. Ideally the benefit or benefits should include the following: financial, volunteering, education and raising awareness for your target entity or entities.

It can be a one-off activity, a series of activities, benefit one or more entities or be the integral part of your society's aims and objectives.

For example if your event/s or societies aim was to raise money for charity did you also use any opportunity to inform your members/ attendees of the work of the charity and raise its awareness on/ off campus and thereby educate and enlighten your attendees/ participants, and how many of your members helped out/ volunteered to make you event a possibility.

There is no distinction or value judgement made on the thematic area or perceived value of the target entity or whether the target entity is local, national or international.

1. Organisation [30 marks per judge]

- Who participated in your civic contribution? – **5 marks per judge**
- Difficulties overcome - **5 marks per judge**
- Originality and innovation - **5 marks per judge**
- Contribution to college life - **5 marks per judge**
- Methods put in place to ensure continuity and training - **5 marks per judge**
- Income & Expenditure submission (*just include a balance sheet - additional info on income and expenditure should be included in your portfolio*) - **5 marks per judge**

Recommended inclusions in Portfolio:

- *Aims and objectives as per your constitution or a letter of confirmation from your Societies' Officer should be included*
- *Proof of membership numbers: a letter from your Societies' Officer will suffice*

- *Backup material of the event/s e.g. calendar, photos, posters, tickets, programmes, videos etc, reports, letter from your target entity (this is also relevant for your publicity section), anything else you think might be relevant*
- *Bank statements if available, otherwise a confirmation letter from Societies' Officer that your balance sheet is accurate.*
- *Letter from Societies' Officer or copy of on line finance system which confirming grants received from your institution.*

2. Promotion and Publicity [15 marks per judge]

- **Variety of methods used to publicise the civic contribution in College - 5 marks per judge**
- **Innovation and creativity used in promoting your society and in specific your civic contribution activity within College - 5 marks per judge**
- **Overall publicity outside of college - 5 marks per judge**

Recommended inclusions in Portfolio:

- *Publicity material e.g. posters, flyers, publications, press cuttings, website screen shots, sample e-mails, texts, radio clips, TV clips, video etc.*

Answer only 2 of the questions in section 3 a,b,c,d.

What were the strengths of your activity, decide which of the following areas you believe were your strongest and answer only in two the following categories.

Please include number of students in your college and number of registered members in your society so numbers can be compared as a percentage of total students in your college.

Number of full time students in your institution

Number of registered members in your society

3a Finance [20 marks per judge]

- **Describe the purpose of your fundraising and your goals/ targets. Elaborate on the impact your fundraising had on your target entity - 10 marks per judge**
- **Elaborate on your success with fundraising and sponsorship. State what % is this of your overall income. 5 marks per judge**
- **Outline innovation used in fundraising and sponsorship - 5 marks per judge**

3b Volunteering [20 marks per judge]

- **Describe the voluntary aspect of your civic contribution and the impact of your volunteering had on your target entity. 10 marks per judge**
- **Number of your members who volunteered with the target entity directly and number of hours volunteered by these members what % is this of the total number of full time students on your campus and % of your registered members - 5 marks per judge**

- Number of participants in the target entity who benefited by your volunteering. **5 marks per judge**

3c Education [20 marks per judge]

- Describe the educational aspect of your civic contribution and the impact of this on your target entity. **10 marks per judge**
- Describe the impact of this education initiative on your members and the wider campus- **5 marks per judge**
- How many of your members participated in the educational activity and how many in your target community participated directly in your educational activity - **5 marks per judge**

3d Raising Awareness/ Advocacy [20 marks per judge]

- Describe how your activity/ies raised awareness/ **advocated on behalf** of your target entity/ cause on and off campus. **10 marks per judge**
- Describe how you raised awareness **of** your involvement in that civic contribution/awareness raising on and off campus. **5 marks per judge**
- What targets/ goals did you set, how did quantify your success at reaching the targets/ goals. Elaborate on tangible evidence of this success. **5 marks per judge**

Presentation and Overall Impression [5 marks per judge]

- Why do you deserve this award? (200 words max) - **5 marks per judge**

Portfolio [10 marks per judge]

TOTAL: 100 marks per judge

Best Individual Marking Scheme

Two written references should be submitted - they can come from any source, e.g., a fellow society member, an academic, etc. and should not exceed 500 words each.

Nomination [80 marks per judge]

1. Which societies are you involved with and detail your roles and achievements? - 10 marks per judge.
2. What events have you been involved in organising and of which are you most proud? Give reasons. -10 marks per judge

3. What significant contribution do you feel you have made to your society(ies) this year? - 20 marks per judge
4. What significant contribution do you feel you have made to your society(ies) in previous year in college? - 10 marks per judge
5. What difficulties have you overcome? - 10 marks per judge
6. Give examples of how you have worked a part of a team and have motivated your team members. - 15 marks per judge
7. Why do you think your peers selected you for this award? -5 marks per judge.

Discretionary marks for overall impression [10 marks per judge]

Portfolio [10 marks per judge]

TOTAL: 100 marks per judge

Best Fresher Marking Scheme

Two written references should be submitted - they can come from any source, e.g., a fellow society member, an academic, etc. and should not exceed 500 words each. A best fresher is a student in their first year in third level.

Nomination [80 marks per judge]

- Which societies are you involved with and detail your roles and achievements? - 15 marks per judge.
- What events have you been involved in organising and of which are you most proud? Give reasons. -10 marks per judge
- What significant contribution do you feel you have made to your society(ies) this year? - 20 marks per judge
- What difficulties have you overcome? - 10 marks per judge
- Give examples of how you have worked a part of a team and have motivated your team members. - 15 marks per judge
- Why do you think your peers selected you for this award? -10 marks per judge.

Discretionary marks for overall impression [10 marks per judge]

Portfolio [10 marks per judge]

TOTAL: 100 marks per judge

Best Poster Marking Scheme

Posters will be judged on the basis of information, impact and originality, style and artistic impression. All posters must be designed by a member/s of the society and not a professional company.

1. Visual Impact – 25 marks per judge.
2. Informational – 25 marks per judge.
3. Originality – 25 marks per judge.
4. Content/purpose – 25 marks per judge.

TOTAL: 100 marks per judge

Best Online Presence Marking Scheme

The Best Online presence will be judged under the following headings and order:

This will include the societies' own purpose built website, plus all other on line presence eg face book twitter etc.

1. Quality and accuracy of the information delivered by the society on line. Use of the web as a communication medium to impart useful society (or other) information - 20 marks per judge
2. Use of graphics and design features in the creation of an attractive web presence - 15 marks per judge
3. Clear navigation structure and good categorisation of information - 15 marks per judge
 - a. How close is the web used to the central running of the society and how does it improve their communication? 15 marks per judge
 - b. Inclusion of any novel, ground breaking, impressive features, modules & tools that push the boundaries of the way the web is used - 10 marks per judge
 - c. Level of student effort/work by the webmaster/ committee in using the web - 10 marks per judge
4. Does the web support the existence of an active user community? - 10 marks per judge
5. Scope of the society's online audience - 5 marks per judge

TOTAL: 100 marks per judge

Awards Time Table

Wednesday 20th April

Please note all Adjudicators must be on time for training.

- 11:00 – 1:30: Adjudicator Training (Inishmaan Suite)
- 1:30 – 2:30: Lunch (Cafe Lido)
- 2.00: Deadline for submission of Portfolios from nominees.
- 2:30 - 6:00: Break into groups and review nomination forms and portfolios (Ballyvaughan Suite)
- 6.00 – 6.30: Questions and answers session on the process feedback and review all adjudicators must attend this session. (Ballyvaughan Suite)
- 6.30 - 8.30: This is free time to book in to the hotel if you have not already done so there will also be an opportunity to go for a swim or a walk. You will also have time in the morning to review material an adjudication panel but if you have a lot of material you may also use some of this time to continue working on applications this is at the discretion of each adjudication panel.
- 8:30pm Dinner (Cafe Lido)

Thursday 21st April

9am Sharp Bus departure for NUIG from main road in front of hotel.

Each Panel will go to their own room to have all nominations and portfolios with you.

Panel 1: Bailey Allen Hall

Panel 2: The Space

Panel 3: Meeting Room 1

Panel 4: Meeting Room 2

Panel 5: Large Acoustic Room

Panel 6: Small Acoustic Room

Panel 7: Art Room

Panel 8: Health Promotion Room

Panel 9: Bank of Ireland Theatre

Panel 10: Bank of Ireland Theatre 2

Panel 11: The Stage

Panel 12: The Cube

Panel 13: 1st floor Office

Panel 14: ALIVE Office

- 12.00pm Sandwiches, tea and coffee for Adjudicators (The View)
- 12.30pm – 3.00pm. Interviews will take place in your interview room
- 3.00pm – 4.30pm Complete marking process, choose your winners and return the society portfolios to chief adjudicator.
- 4.45 pm Last Bus to Hotel
- 7.00 pm – Reception in Hotel Lobby
- 7.30pm Awards Ball and Banquet (Lettermore Suite, Galway Bay Hotel)



1. Bailey Allen Hall
2. The Space 1st floor
3. Meeting Room 1 1st floor
4. Meeting Room 2 1st floor
5. Large Acoustic Room
6. Small Acoustic Room
7. Health Promotion Room
8. ALIVE Office
9. The Cube
10. The Stage
11. 1st floor Office
12. Art Room 1st floor
13. The View
14. The Hub
15. College Bar
16. Arus ui Cathaill Lecture Theatre
17. Bank of Ireland Theatre
18. Bank of Ireland Theatre 2