BICS
Board of Irish College Societies
Supporting Student Societies

2019
NATIONAL SOCIETY AWARDS

ADJUDICATOR INFORMATION BOOKLET

#bics19
www.bics.ie
info@bics.ie
Notes

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BICS Adjudication

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.

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. Full training will be provided for all judges.

Adjudicators Training

All participating colleges must provide at least two judges (for small colleges) and four judges (for large colleges). Alumni judges (3+ years of experience) are welcome in addition from all Institutes.

All judges must attend all of the training sessions, which starts in The Sheraton, Athlone promptly at 11am on the 10th April 2019, the day before the awards ceremony.
BICS Adjudication and Awards Timetable

Wednesday 10th April

- **10:30 – 11:00pm**  
  **Registration**  
  Register with the BICS Crew in the main lobby of the hotel and receive your adjudication pack.

- **11:00 – 1:30pm**  
  **Adjudicator Training with Chief Adjudicators**  
  All adjudicators must attend this full session.

- **1:30 – 2:30pm**  
  **Lunch**  
  Lunch will take place in Le Provence Restaurant located on Floor 1 of the hotel.

- **2:30 - 6:30pm**  
  **Adjudication Period 1**  
  Panels split into their deliberation rooms.

- **6.30 – 7.00pm**  
  **Group feedback session with BICS Chief Adjudicators & Awards Team**  
  This is your chance to ask any questions, which you may have.

- **7.00 - 8.30pm**  
  **Adjudication Period 2**  
  Adjudication panels return to their deliberation rooms.

- **8:30pm**  
  **Dinner**  
  Dinner will be served in Le Provence Restaurant located on Floor 1 of the hotel.

- **9.30pm**  
  **Adjudication Period 3**  
  Final Adjudication period of the day.
BICS Adjudication and Awards Timetable

Thursday 11th April

- **9 – 11:45am** Final Adjudication Period
  Adjudicators must be present in their Interview Room for 9am

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<thead>
<tr>
<th>LARGE COLLEGE</th>
<th>SMALL COLLEGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Best Society (Cultural)</td>
<td>Burke 1 (2nd floor)</td>
</tr>
<tr>
<td></td>
<td>Best Society (Cultural)</td>
</tr>
<tr>
<td>Best Society (Civic)</td>
<td>Burke 2 (2nd floor)</td>
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<td></td>
<td>Best Society (Civic)</td>
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<tr>
<td>Best Event</td>
<td>Grace 1 (2nd floor)</td>
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<tr>
<td></td>
<td>Best Event</td>
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<tr>
<td>Most Improved</td>
<td>Grace 2 (2nd floor)</td>
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<td>Most Improved</td>
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<tr>
<td>Best New Society</td>
<td>Grace 3 (2nd floor)</td>
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<tr>
<td></td>
<td>Best New Society</td>
</tr>
<tr>
<td>Best Fresher</td>
<td>403 (2nd floor)</td>
</tr>
<tr>
<td>Best Individual</td>
<td>404 (2nd floor)</td>
</tr>
<tr>
<td></td>
<td>Best Individual</td>
</tr>
<tr>
<td><strong>Best Intervarsity</strong></td>
<td>405 (2nd floor)</td>
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</tbody>
</table>

- **11.45 – 1.00pm:** Interviews
  Interviews are set at 20-minute intervals.

- **1.00 – 1.30pm:** Adjudicators Lunch
  Adjudicator’s lunch takes place in the Hoey Suite (Main Ballroom). Judges are asked to stay in this area and not mix with nominees during this period.

- **1.30 – 3.00pm** Interviews
  Interviews continue.

- **3.00 – 3.30pm** Deliberation Period

- **7.30pm:** Awards Banquet begins
Judging – What to expect!
Day 1 – Wednesday 10th April

Training

• Adjudication training takes place on Wednesday 10th April @ 11am sharp
• BICS Chief Adjudicators will get you settled and talk you through the entire process.
• During this training, you will learn how to mark applications, you will practice this marking with some mock applications and you will get the chance to ask any questions you may have.
• It is essential for all adjudicators to attend this training even if you have judged before, as there may have been changes in procedure from the last time you judged.
• Any adjudicators who do not attend this entire training session will not be permitted to act as an adjudicator.

Your Judging Panel

• You will be split into panels of three judges all depending on experience level. If you are judging for the first time do not worry, you will be on a panel with a more experienced judge so you can learn from your peers as you go.
• Each panel will consist of a Head Adjudicator, (usually 2 or more years' experience) Judge 1 (usually 1 or more years' experience) and Judge 3 (the newbie)
• Do not be shy; feel free to ask any questions of your Head Adjudicator, that is what they are there for.
• Once assigned your judging panel you will also receive your category and a folder containing information on your category and most importantly a memory stick with the scoring spreadsheets. Guard this with your life!
• At this point, you will also be assigned a Chief Adjudicator who will be your point of contact throughout the judging. If you have any questions or concerns over the next two days they will most definitely be able to help you.
Adjudication Session 1

- At this stage, you will be assigned a group room where your judging will take place. There will be 3-4 other panels with you in this room so please be mindful of others. This is not a loud space; this is where the real work happens.

- Your Head Adjudicator will collect your categories applications and portfolios and you as a group will decide how to tackle your applications. Some groups will read their applications in their entirety and then view the portfolios after each application whereas some will utilise the portfolios during their reading process. The choice is completely up to you.

- Adjudication Session 1 is very information heavy so please make yourself comfortable, as you will be reading applications for the next few hours. Bring water and snacks, you will need them.

- Handy Hint – most judges like to pencil in provisional marks as they read during this first session. (see Marking section for further info)

Group session with Chief Adjudicators

- Once Adjudication Session 1 finishes it’s time to grab some tea/coffee with the other judges and the Chief Adjudicators.

- You may have some questions about your applications at this stage. The Chief Adjudicators will answer these through a group feedback session, which not only helps you but may also help other panels who have the same issues.

Adjudication Session 2

- After the group session with Chief Adjudicators you will return to your group judging room where you will either continue your first read of applications or if you have finished your first read you will move on to the reviewing and finalising corrections stage.
At this stage you will be familiar with all applications in your category and may realise you have marked some applications too high or too low when on par with others. This is perfectly normal as the day goes on.

You may find that you have finished your adjudication during this session. If you have then it is strongly advisable to look over everything again and be sure you have scored fairly and are happy to stand over all your scores!

If you are not finished, do not worry, there is no rush there is still loads of time available to you!

**Adjudication Session 3**

- Adjudication session 3 is the final adjudication slot of the day.
- If you are judging one of the larger categories, you will be making full use of this session.
- Please note that adjudication rooms will be required for the next day’s set up from 9.30pm, any panel still not finished with their category are advised to continue adjudication in one of the panel members rooms.
- Adjudication in common areas of the hotel is not permitted.

**Day 2 – Thursday 11th April**

**Pre Interview**

- You are required to present to your interview room at 9am on Thursday morning.
- During this stage, you and your panel will have a chance to finalise your scoring from the application and portfolio section of judging. These scores will be inputted into the scoring spreadsheet in advance of the interview.
- This is also time for the panel to decide a structure to your interviews and decide what questions you would like to ask and who is going to ask them.
- At 11.30 you should be prepared and ready for your first interview.
- Your full attention is required during the interview period so please turn off your phones and concentrate on the students.
• If you have any queries during the interview period, the Chief Adjudicators are on hand to help you.

**Interviews**

• All interviews are scheduled at 20-minute intervals. Interviews should last for 15 minutes and you should allow 5 minutes at the end for judge’s deliberation and scoring.
• The Interview is your opportunity to ask questions about the application forms. Often times it is difficult to understand events etc. when they are on paper but the interview gives you a chance to get a clearer picture of the people behind the application you have just read.

**Deliberation**

• Once the interview stage has concluded and your scores are entered to your spreadsheet the formulas will present you with the winning score.
• If all members of the committee are in complete agreement with the winning score then fill out the winners details on the card provided and return to the Chief Adjudicators.
• If your top scores are within 1 to 2 marks of each other and the entire committee do not agree, then the deliberation begins! You must double check all your scores, and come to a unanimous decision on the winner.
• At this point, it is vital that you record your feedback for the nominees. This will help them understand why they achieved their scoring.

**The Awards**

• The Awards dinner begins at 7.30pm. All delegations must be seated for the meal at this time.
• The presentation of Awards will begin after the meal.
• If you are chosen to present an award, please be mindful of your position in the running order and be at the side of the stage ready to take to the stage.
• Enjoy the night and relax after all your hard work!
Marking Hints & Tips

The marking scheme is broken into two parts:

Part 1: Application form & Portfolio (50% of total)

Part 2: Interview (50% of total)
Application Forms & Portfolio

- Each Head Adjudicator will receive a pack; this will include paper marking sheets to be used for early calculations. For each entry in your category, you will receive three application forms, one per judge, and 1 portfolio to share. You will also receive a USB key with the all-important marking spreadsheets.

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

- Read each application 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 videos which have been included.

- If any of the adjudicators on your panel 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.

- After you have assimilated all this information for all of the nominees, and spoken about the nominations with your fellow adjudicators, do your first actual marking on the sheets provided (“Application and Portfolio” section.) On the individual adjudicator's sheet, you have one row per nominee and boxes to mark in each score. At this stage just mark the Application and Portfolio row.

Note: the blue columns calculate the total marks for each section; the boxes with zeros are set to do the calculations, so only type in the blank squares. If you are doing marking on paper, transfer your final marks into the excel file. Each judge must enter the names of each society in the same order; alphabetical by college is recommended.

- Note: On your individual marking sheet, it will be easy to compare your marks for all of the applicants, this will help you to compare all of your marks and make adjustments upon reflection.
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 adjudicating, for example, a small college category, and are only familiar with large college societies, you must familiarise yourself with these differences.

There are also 10 points for Adjudicator’s Discretionary Marks at the end of each application. These are awarded for General Impression and Presentation and should follow the below table.

Please follow the below marking guidelines

<table>
<thead>
<tr>
<th>1 to 3 points</th>
<th><strong>Fair:</strong> definite room for improvement and lacks clarity</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 to 6 points</td>
<td><strong>Average:</strong> information is present but not complete, the application does not give the entire picture.</td>
</tr>
<tr>
<td>6 to 8 points</td>
<td><strong>Good:</strong> The application shows evidence of a competent, well-organised society.</td>
</tr>
<tr>
<td>8 to 10 points</td>
<td><strong>Excellent:</strong> The application and portfolio give you a vivid picture of the society. It is clear from the outset and has the wow factor.</td>
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</tbody>
</table>

Note: not all marks will be out of 10 on your application but you can adjust this scale as necessary. Always be mindful that a Society from a Small College will have a completely different set goals and achievements.

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 shows 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.
The Interview

You will get an opportunity to mark the society’s interview separately. Do this in the row “Interview (Day 2 Only)” in your excel marking sheet. You will start your interview day with the same scores as you gave for each section of the application form.

After the interview, your marks for the interview section will either:

<table>
<thead>
<tr>
<th>GO UP</th>
<th>The students have clarified certain elements of their application and helped you understand their application better and ultimately impressed you further.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GO DOWN</td>
<td>You have discovered a discrepancy during the interview which calls into question the original information provided or the interview has confused you even further</td>
</tr>
<tr>
<td>STAY THE SAME</td>
<td>The students have provided you with no new information</td>
</tr>
</tbody>
</table>

(This change will be reflected in the interview line of your scores only)

- You will also have 10 discretionary marks as part of the interview marking.
- 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 must never walk away thinking they were not given a chance.
• It is best practice that following each interview each adjudicator marks the candidates before any discussion with the other adjudicators. This will ensure that no member of the panel dominates the discussion and sways other adjudicators. 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.

**Head Adjudicators**

• It is the role of the Head Adjudicator on each panel 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 filled out correctly and returned to the Chief Adjudicators.

• 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. 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.
Score Sheets
**USB Key:**

On each USB key you will find one excel file with four tabs. There will be one tab for each adjudicator (Judge 1, Judge 2, and Judge 3). Each judge will fill in his or her individual scores for both application and interview. These scores will calculate into a final score on Tab 4, which is the results tab.

<table>
<thead>
<tr>
<th>Put the society name here</th>
<th>Put your individual marks in each section. These will automatically total at the end of each section</th>
<th>After completing the interview row the 3rd will automatically calculate your final average score for each section</th>
</tr>
</thead>
</table>

NOTE: this excel file is only available in soft copy, so bring a laptop, as each judging panel will need at least one.

The excel sheet will also rank the societies in order and insert the winning marks to facilitate you completing the feedback form. If you do not have a clear winner, you will need to go back and re-evaluate your individual marks to help you reach a decision that you are all happy to stand by.

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.
NB: Ensure that all your marks are entered into the spreadsheets. Even if a society/event/individual scores zero in a particular area, make sure that zero is entered on the spreadsheet (i.e. don’t just leave the cell blank) and make sure all adjudicators marks are tallied in the final scores sheet. If you need help with using the spreadsheets, ask the chief adjudicators or members of the adjudication admin team for assistance. Check them out in advance do not leave it to the last minute when you are under pressure.

Results & Feedback Form

Once you have completed the marking process you need to fill in the feedback comments section for each application. Note: the total marks, the winning societies total and the feedback comments will be given to each college. Please be constructive in your comments.
It is vital that the Head Adjudicator keeps a copy of the completed excel file on their laptop until the BICS admin staff verify they have successfully retrieved the information.

Award Presentation Envelope

You must complete the award presenter’s envelope, which is in the Head Adjudicator’s folder, with the one short sentence for the award presenter to read out with an encouraging positive tone, e.g. “The adjudicators were very impressed with the high standard of all the applications but for their….. The winner is….. “ Avoid ruining the suspense by referring to gender or Institute.
Very Important 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 for your panel, who can seek clarification on our behalf from the society administrator in that 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. Everything discussed during the adjudication process is confidential and all adjudicators must support all decisions agreed upon.

● Best Individual and Best Fresher nominees may bring someone into the interview; this should not affect their marks, neither should it have a negative impact on their marks if they do not bring anyone to their interview.

● The award for ‘Best Society in a Charity/Civic Field’ 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 should not be counted for or against societies/individuals.
● The adjudication panel must act with dignity and professionalism and much reach a decision which all adjudicators support.

● Panels will comprise of three adjudicators. 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 future adjudicators.

● In the first question of the finances section if the Society provide a correct version of their balance sheets that is clear and understandable they must be awarded full marks regardless of their financial position.

● Most importantly, it is your responsibility as a judge to read all the questions in the application carefully and understand what exactly is being asked!
BICS National Society
Awards Rules

1. Check with your college society officer as to your society’s eligibility to enter the BICS awards. If in doubt, e-mail chairperson@bics.ie.

2. Your college must be a member of BICS. Your college must nominate you and there can be only one nomination in each category from each member college.

3. You must meet all the award nomination criteria and meet all deadlines, see nominee information booklet.

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. If your category has an interview, you must attend the interview.

6. A 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. This will not influence scoring.

8. Each nominee must provide just one portfolio, which includes all back up material. If you are nominated in more than one category, you must have one portfolio for each category.

9. To be eligible to enter Best Society (in a Cultural or Social Field), Best Society (in a charity or Civic Field) and Most Improved Society categories your society must have been set up for a minimum of two years from March 13th. (I.e. for the 2019 awards, your society must have been set up before March 13th 2017.)

10. A society may not be nominated for more than one of the following awards in the one year:
Best Society (in a Cultural or Social Field)
Best Society (in a charity or Civic Field)
Most Improved Society
Best New Society.

11. To be eligible a new society must be in its first two academic years from March 13\textsuperscript{th} (i.e. for the 2019 awards, your society must have been set up after March 13\textsuperscript{th} 2017.)

12. Events must take place between March 14\textsuperscript{th} 2018 and March 13\textsuperscript{th} 2019

13. A Best Fresher is deemed 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.

14. A group whose main activity is recognized by Student Sports Ireland as a sports club and/or is an Olympic Sport may not enter for an award at BIC
Please Talk is Ireland’s student-led mental health movement. Please Talk urges students to understand that talking is a strength not of weakness, and if you are experiencing problems while at college, there are people there who you can talk to. It promotes this message through a collaborative effort involving the various support services present in colleges up and down the country such as: chaplains, counsellors, student support officers, students’ unions, disability support services and many, many, more. If students experience problems at home, college, or in their private lives, they can log on to www.pleasetalk.org select their college and identify what services that are available that they might want to access. Please Talk is supported by the HSE through the National Office of Suicide Prevention, and is part of the National Mental Health Strategy. Anyone can get involved with Please Talk either by wearing a badge or t-shirt, organising events or initiatives on campuses to encourage students to talk about their problems, or by contacting us directly at info@pleasetalk.ie.

BICS is a supporter of Comhlámh’s Code of Good Practice
Comhlámh are supporting good practice in international volunteering and are committed to a vision of international volunteers working in solidarity for a just, equitable and sustainable world. Forty two Irish Organisations have implemented Comhlámh’s Code of Good Practice for Volunteer Sending Agencies, ensuring that international volunteering has a positive impact on the volunteer and host community. Any queries about responsible international volunteering and the Sending Agencies that are implementing good practice, please visit www.comhlamh.org
An Taisce is a charity that works to preserve and protect Ireland’s natural and built heritage. They are an independent charitable voice for the environment and for heritage issues. Founded in 1948, they are one of Ireland’s oldest and largest environmental organisations. They are a member of the International National Trusts Organisation (INTO) and the European Environmental Bureau (EEB), Europe’s largest federation of environmental organisations with over 140 member organisations who gain their membership from the general public. They are also the Irish member of the Foundation for Environmental Education (FEE), a global organisation of over 70 nations which is recognised as a world leader in education for sustainable development and environmental education. [www.antaisce.org](http://www.antaisce.org)
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