

BIG Idea Judging Instructions

INSTRUCTIONS

Please review the form to familiarize yourself with the categories in Sections 1-6. The scoring allows specific points for each section for a total of 500 points.

In judging each section, you will consider each bullet point relative to the entry content provided. You should determine how many points to award for that section based on the SUPERIOR, ABOVE AVERAGE, AVERAGE, BELOW AVERAGE, or POOR points spread in the Scoresheet. The scoresheet can be found in the Judging Instructions Resources. Record the score for each section in the Points Awarded box. Please add your comments which will be a key learning tool for the students. They will not see individual scores, only comments and total AVERAGE score.

JUDGING TIPS

1. Most students participate as part of a class; therefore, you may find entries with varying levels of student effort. If you have any questions about an entry, feel free to contact us.
2. Your Judging Dashboard shows entries assigned to judge and their status, instructions, and survey link. Click the Judge Entry button.
3. To save scores and comments in each section you must click **SAVE SCORE** as you move from one section to the next. Once you click **SAVE SCORE** the scoring will not be lost if you navigate to the next section. The points can be updated and notes can be edited. Students will only see the average score and comments so please be sure to add constructive comments.
4. DO NOT click "Final Submit" if you may want to edit your scoring. After you have clicked "Final Submit" you will only be able to view the scoresheet and will not be able to make changes to it.
5. Judging is not complete until every entry on the dashboard has an action status of **submitted**. Score sheets which have been saved but not final submitted will show an action status of **in progress**. Please remember to FINAL SUBMIT all entries to complete the judging process.

JUDGING FAQ's

1. **What were the students' requirements for their entry?**

Students were asked to address specific questions for each section of the business entry in a certain number of words. These questions and word counts are shown on the scoresheet you will use. The word count was verified at the time of submission so all you have to judge is how well they answered the questions.

2. **How do I know how many points to award for each section?**

Use the Scoring Legend to determine how many points each section deserves based on how well the point was addressed. For instance, if a student covered the points very little or not at all, that would be considered POOR and the points you award should be in the 1-20 range. If the bullet points are covered, the work is SUPERIOR and 80-100 points would be awarded. If questions are answered in a different section than the question, you are allowed to award points accordingly.

3. **Am I judging too hard or too easy?**

Hopefully the information above gives you the proper guidance for scoring. We understand that each judge comes to the table with different experiences and will have their own approach to the judging process. This is one reason why we have 3 different people judge each application. It may be helpful to use the final score and related "letter grade" scale to help determine appropriate scoring. Keep in mind that students are in grades 9-12.

4. **Am I required to include comments?**

Yes. Judges are **strongly encouraged** to include some comments. Comments can point out areas that could use more work, ideas for improving an idea, or encouragement for good work. Students will only see the average score and comments so constructive comments are important for students to learn about entrepreneurship.

5. **How should the Quality of Written Communication points be awarded?**

This section is worth a total of 50 points. In addition to spelling and grammar, consider if the language used was professional and appropriate and if they provided any documentation on sources used. If the work would be considered SUPERIOR, then 40-50 points would be awarded. If the work is POOR, then 0-10 points would be awarded.

6. **Should I deduct points if the application does not include financial information?** No. In the first round of the BIG Idea Competition, students are not asked to address the financial requirements and impacts of their business. They are asked to consider their largest ongoing expense. Since this is not a Business Plan competition, a financial section is not included.