BUSINESS PROFESSIONALS OF AMERICA

Onsite Judging Quick Guide

Your role: Evaluate each competitor using the official event guidelines and rubric. Apply the same expectations to every competitor and base scores only on what is presented or submitted.

1. Before Judging Begins

- Review the event guidelines, rubric, and any event-specific judging instructions.
- Confirm the event format, presentation time, question period, and scoring process with the Event Administrator.
- Confirm the time allowed for the presentation, questions, and scoring.
- Disclose any conflict of interest or prior connection that could affect impartiality.
- Ask the Event Administrator for clarification before judging begins if instructions are unclear.

2. During Each Presentation

- Welcome the competitor and maintain a professional, encouraging environment.
- Follow the same format and timing for every competitor.
- Listen carefully and take notes tied to the rubric criteria.
- Ask neutral, event-related questions only when the event guidelines provide a question period. When questions are permitted, apply the same approach to every competitor. Do not coach, lead, or provide an oral critique.
- Evaluate only the work presented. Do not make assumptions about preparation, effort, school, or experience.

3. Scoring and Comments

- Score each rubric item independently using the published performance levels.
- Use the full scoring range when the evidence supports it.
- Base scores on specific evidence, not general impressions or personal preferences.
- Enter specific, constructive comments in the online rubric when possible. Do not share scores, rankings, or individual feedback directly with competitors, advisors, or others.
- Complete and save each competitor's evaluation in the online scoring system. After all competitors have been evaluated, confirm that every rubric item is complete and submit the event evaluations as directed.

4. After Judging

- Check that every rubric item is scored and all required information is complete.
- Remain available until all scores have been verified and any tie affecting the final ranking has been addressed using the event's published evaluation criteria and the process provided by the Event Administrator.
- Return all judging materials as directed by the Event Administrator.
- Keep scores, rankings, competitor information, and judging discussions confidential.
- Do not share results or unofficial feedback with competitors, advisors, or others.

BUSINESS PROFESSIONALS of AMERICA