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## INTRODUCTION

Thank you for taking the time to either judge or enter the Kingdom of An Tir Arts and Sciences Championship. The purpose of this handbook is to give everyone involved an overview of the judging, both expectations and process. If you still are unclear on any aspect of the judging after reading this handbook, please contact the Kingdom A&S Minister.

For those of you who have judged or competed in previous years, the judging forms are quite different. These forms were developed with input from a large cross-section of the Arts and Sciences community of An Tir under the direction of the Minister. They reflect an effort to define what is needed in the Arts and Sciences Champion. A major change between this judging form and those used in previous years is the "weighting" of the categories. This has been done to allow some categories (such as "Technical Ability" score weighted x5) to play a more important role in the overall score than others (such as "Impression" score weighted x1). For example, as a judge you may be assigning a score of 4 points to the "Technical Ability" of an item, but the score for that item when tabulated will be weighted x5, making the entrant's score 20. This is done to simplify the judging forms, allow for an objective view of each category and entry, and to take into consideration the importance of some categories over others.

The total possible points for any individual entry, with weighting, is 130 points. This includes 10 points for bonus, awarded at the judge's discretion. If you have an entry and you cannot decide whether you want to give it a 2 or a 3, then feel free to give half points if you want. Use your judgment. The weighting should not factor into a judge's decision process when assigning scores, so they are not shown on the judging sheets. The A&S staff will tabulate all judging sheets.

There will be a panel of three judges assigned to each entry (except those only asking for in-depth feedback, where only one judge is assigned). All judging will be scheduled prior to the event and this schedule will be adhered to as much as possible. The entrant and all the judges will be made aware of whom the judging panel is for each entry. The judging will be done with the entrant present. There may also be a student judge present. This interactive format allows for an excellent learning opportunity for all participants.

Judges and entrant should introduce themselves to each other. Don't assume everyone knows each other. This also helps to ease any anxiety the entrant may be feeling.

Judges, please remember many contestants enter the Kingdom competition as a means of getting feedback from knowledgeable people. Please provide this written feedback. Verbal feedback during the judging is good, but after a long day it is often difficult to remember what was discussed. Points on a piece of paper do not really give the entrant the information they want. As a judging panel you may wish to have one judge act as secretary to write the comments for all three judges. This makes it easier on the judges and cuts down on any repetition in the judges' comments. If you have one judge act as secretary, then this should be indicated on the other judging forms. Please take this aspect of your job very seriously and give the entrant the benefit of your knowledge. Take the time to give good, detailed feedback. If you think you, or someone else, can provide further information on the subject please feel free to provide contact information to the entrant in the 'comments' section of the judging form. If you do not have enough space to write your comments on the form, then you can use the backs of the form, or ask the Minister's staff for another comment sheet.

There will be 45 minutes allotted for judging each piece. The judges may use this time in whatever way they deem necessary. A suggestion for structuring this time is 10 minutes for the entrant to present their piece to the judges. 10 minutes for the judges to carefully

examine the entry and read through the documentation. 15 minutes to ask questions of the entrant and 10 minutes to confer with the other judges and finish filling out the forms. Judging forms should be turned in to the Judging table for tabulation as soon as possible. If you wish to take some time to write further comments, please make the tabulation staff aware of this. It is expected that you will aid in the tabulation by turning in the forms as soon as you can. Entrants are welcome to ask judges for further comments about their entry at any point. Sometimes there are issues that did not come up or seemed inappropriate to discuss during the presentation and it might be easier to do so in a more relaxed setting later in the day.

When scoring the sheets please keep in mind that 1 is the lowest score in each category, while 4 or 5 is the highest.

Judges are selected for their expertise in the area specific to the entry. Sometimes as a judging team you may want to seek further advice from another expert who may not be on this particular judging panel. Entries that are extremely complex may require some advice from others. The judges should feel free to ask for help.

Judges should use their common sense when scoring. For instance, in cases where the judging form may say, "look" if the entry is a food item then the judges should assume the word would be "taste" or whatever is appropriate for that entry. The judging forms have been piloted using many different final products, but it is possible that an exception will need to be made. Any questions or confusion should be brought up with the Minister immediately.

Judges are not expected to tabulate the scoring sheets themselves. The three judges may make a cursory check between their scores to see if there are any large gaps. Once the minister's staff tabulates the judging forms there should be no more than a 10% variance of the total available points (13 points) between the highest judges score and the lowest judges score. If there is then the three judges will be advised and the discrepancy should be discussed between the judges. For example if the three judges post scores of 75, 82, and 90 these scores would be returned for discussion since there is a variance of more than 13 points between the highest and lowest of the 3 scores (10% of the available points). If judges still feel strongly that their scores should stand then the Kingdom A&S Minister should be brought into the situation to help make a final determination.

## **THE JUDGING FORMS**

There are four distinct types of entries that must be judged at the Competition: Objects, Performance Arts, Research Papers and Music Composition. Each of these forms has been designed to take into account the different criteria necessary for each, while still enabling the tabulation to account for the same scores. Again, the judging forms have been piloted using many different final products, but it is possible that an exception will need to be made. It is hoped that most entries will fit into the four forms. If you have questions on how a specific item can be scored using these forms please contact the Minister.

### **Impression**

This should be the judge's first impression of the entry prior to any analysis. Regardless of the type of entry the initial impression applies. How does the object look? What did the song sound like? Did you like reading the Research Paper? It is up to the judge's discretion when assigning these points. Points allotted for this category is from 1 to 5 points. (weight x1)

**Display - Delivery/Ambiance - Listening Samples & Score - Presentation/Appearance**

Judges score the piece from 1 to 5 points on how well the display (or whichever of the above applies) of the item enhances or detracts from the period context. Is it displayed in a manner that shows how it was used in period? If the entry is a renaissance pie is it displayed on a Viking plate? Did the entrant present a skaldic poem in full Elizabethan costume? In the case of Compositions did the entrant present their entry with a score appropriate to the composition? Was there a listening sample or live performance that matched the score? For Research Papers the judges should consider whether the paper was presented in a clear and logical manner, and whether the layout made it easy to read. Once again the judges should use their discretion to take whatever factors into account they wish. Please be realistic in your expectations on how much effort should be involved in displaying an entry. (weight x1)

**Oral Presentation of Supporting Materials**

After the judge's have had their discussion with the entrant they should evaluate how well the entrant presented their piece? This includes discussing the piece and fielding questions from the judges. Although the actual oral discussion that takes place between the entrant and the judges might vary in nature based on the type of entry, the entrant is still expected to have a discussion in person with the judges. This allows those who are not good at written documentation to be awarded points for their knowledge in presenting their piece. During this discussion the judges should consider how well the entrant is able to explain their entry based on the 3 questions from 1 to 4 points each. (weight x1)

**Documentation**

The judges should examine the entrant's written documentation and consider their working knowledge of the piece. Consider the quality of the sources used. Were they used as appropriate support for the entry? Did the sources support the context of the piece within a given culture? Were the sources used appropriately as historic precedents and antecedents (i.e. case building where necessary for items that are more difficult to find documentation for)? Using a scale of 1-4 points for each of the 5 questions in the category, how well did the documentation meet the needs as defined? (weight x1)

**Authenticity of/and:****Design & Process - Performance - Composition - Writing**

This category is extremely important to the overall score and has specific questions that vary for the different types of entries. The questions in this category address how historically accurate the entry is in terms of the process as well as the final product (as appropriate for the type of entry). Could the piece be mistaken for something from period? Did the entrant use period techniques and materials or not? If they did not were they sufficiently aware of what those should be? Was the Performance done in an appropriately period style? Does a Composition accurately conform to historic models of its type? In terms of Research Papers, how historically accurate is the subject matter?

This score should be based on the judge's own knowledge, as well as the documentation presented. Entrants should not necessarily be penalized for some use of modern replacements for their period counterparts, so long as the modern replacement is a suitable replacement and the entrant is able to demonstrate a clear knowledge of what is correct. We do not want entrants or judges poisoned by the use of hazardous period materials or processes. Using a scale of 1-4 points for each of the 5 questions in the category, how well did the entry meet the needs as defined? (weight x1.85)

**Technical Ability**

Judges score the piece from 1 to 5 points on the overall finished quality of the piece. How well does the entrant demonstrate a mastery of techniques, materials and execution? In judging "Technical Ability" judges should consider questions that examine how well the entry is "constructed" as appropriate to the entry. Questions such as, is it likely to fall apart? Are the seams finished correctly? Is the recipe edible? Does the Composition actually end up being a song? How well was the song performed, was the singer off key? Was the logic in the Research Paper coherent or incoherent? (weight x5)

**Complexity of Piece**

Complexity looks at the time and effort, or "ambition" that has gone into creating the entry as defined by the 4 questions to be scored from 1 to 4 points each. The judges should look at such things as whether the process involved in creating the piece took either a large amount of time, or skill or both to make. Was the subject matter for a Research Paper difficult to research? Did a Performance take a lot of practice to perfect? Keep in mind that not all entries will get the total available scores for each element of the complexity section. This is okay. It doesn't mean there is anything wrong with the entry. The reason it is set up this way is to leave room for those very rare entries that are incredibly complex. Please do not score a relatively simple piece with high marks because it is "as complex as it needs to be". If the item did not involve a large amount of skill to create then it just didn't and there is nothing wrong with that. (weight x1)

**Bonus**

A maximum of 10 Bonus points can be awarded at the judge's discretion, however points should only be awarded in instances where the entrant has gone above and beyond what has been covered in the above criteria. Could the entry really have been entered in multiple categories? Did they make the pigments and inks, prepare the vellum and raise the sheep? Did they grow, prepare, spin, weave and then sew the linen into a shirt? Did they make the instrument they performed on? Did they translate and transcribe the song from an obscure source? There are many things you can award bonus points for. A good place to start is with the above categories. Were there categories above that you wish you could have awarded more than the allotted points? Did you feel like a bivalve? Bonus points should not be assigned for such things as "I like the colour of blue you chose". Assigning bonus points just for the sake of assigning more points takes away from those who have truly gone an extra distance to make their entry shine. Please write a detailed explanation of why you awarded each bonus point.