

iGEM 2013 JUDGING HANDBOOK

iGEM HQ, iGEM Head Judging Committee

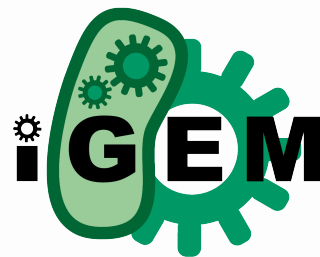


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Judging at iGEM in 2013

iGEM has grown from 13 teams in 2005 to 215 this year. Our growth includes development from a single region to four this year. With this massive expansion comes the need for a sophisticated evaluation system to keep scoring consistent across all our regions.

Last year saw the roll out of our online evaluation system, called the rubric and ballot. This system was successful in allowing teams to be judged by the same criteria across all regions, removing the need for teams to be evaluated relative to each other. There were a few issues in several regions that were ironed out at the World Championship Jamboree.

This document describes updates to the iGEM 2013 judging system, rubric, ballot and meeting protocols for this year.

Introduction to judging at iGEM

Judging in iGEM is conducted online, so you will need a laptop or tablet to use the judging dashboard. You should plan about 30 minutes per team to assess the wikis. Please do this before attending the Jamboree, as you are unlikely to have enough time during the Jamboree.

New in 2013

We are using the same ballot framework developed in 2012. This system was updated and improved to make assessing teams easier and to emphasize that teams are selected to win by voting.

Overgraduate section

This year saw the introduction of sections in iGEM. In previous years, we tried to define an undergrad to postgrad/grad ratio, with limited success. The introduction of an overgrad section gives older students an explicit way of participating in iGEM. Students can compete in this section and be assessed according to their capabilities, not their age.

We now have an overgraduate section for teams with students older than 23. The undergraduate section remains with teams of students who were all 23 or younger on the 31st of March 2013. Both sections are evaluated independently of one another using exactly the same criteria. As sections are not competing with each other, there will be an undergrad and an overgrad winner in each region.

Updated Medal Criteria

We have worked on the medal criteria in 2013 to add additional part and human practices requirements. We now have requirements to submit parts that are important to your project with different criteria for each medal. Ultimately, we want teams to create great parts that teams and other users can obtain in the future.

New Meeting Formats

For those of you who were at the World Championship Jamboree in 2012, this section will sound very familiar. We now schedule judges to discuss teams in smaller information sharing meetings. You will have the opportunity to discuss teams based on awards and will have the opportunity to choose which of the four parallel meetings you would like to

attend. Each meeting will last for about 25 minutes and at the end of this time, there will be a voting period.

These meetings give judges a change to share information and discuss teams before finalizing their votes.

Special Awards

We are introducing a change regarding special awards in 2013. Teams will only be eligible for one special award (this is independent of medals, advancing and finalists). The head judging committee has come up with a ranked list of special awards in order of perceived importance.

During the voting ratification meeting, the regional judging committee will go down this list and distribute each award to the team with the highest numerical score who has not already won an award. This system is in keeping with our ideas about showing a greater diversity of iGEM work and celebrating more teams this year. This method was used informally in earlier years to spread out awards and was again piloted at the 2013 High School Jamboree with great success.

Cross-track judges

With the introduction of the ballot, judging can be performed in a more numerical way. We don't need to have track meetings to determine a relative order of teams within a track, allowing judges to see a greater variety of work. This is why all track judges in iGEM are now cross-track judges.

Advancing team breakdown

Below is a table of the total number of teams in each region. It contains the breakdown of advancing team by region and section:

Breakdown of iGEM teams by section/division and region

Region	Attending teams	Attending - SW	Total Undergrad	Total Overgrad	Total SW	Advancing		Finalists	
						Undergrad	Overgrad	Undergrad	Overgrad
Europe	58	57	27	30	1	11	12	3	3
Asia	65	59	47	12	6	19	5	3	2
Latin America	10	10	3	7	0	1	3	3	
North America	51	50	34	16	1	14	7	3	2

Please note that all software teams should advance, providing they present a credible project at their regional Jamboree.

Judging Assignments

Now that we have introduced the changes from 2012, we can explain the process. Track and HP judges in 2013 will be assigned up to a maximum of 12 teams. You will be given your assigned teams the week before the Jamboree so you can learn about what they have done and evaluate their wiki.

Judging evaluations and the online ballot

We will use "team Example" to help illustrate the judging process. These examples use the North America Region but this information applies to all other regions.

Judging Interface: Introduction to your dashboard

Judging starts by logging into iGEM.org and going to your judging dashboard. You can find this dashboard through the 2013 Information for judges page:

2013.igem.org/Judging.

At the bottom of this page, there is a link to your dashboard:

igem.org/Judge_List.cgi?year=2013®ion=All&division=igem

Synthetic Biology
based on standard parts

Kim My account Log out

Go Search

Judge Dashboards for iGEM 2013, North America

Change to a different year: 2008 2009 2010 2011 2012 **2013** Region: All Asia Europe Latin America **North America** Championship

Click on your name to see your dashboard for online judging.

"Byrn Booth Quimby ("Boots")" Track 0 /	Alec Nielsen Track 0 /	Anders Nygren Track 0 /	Avi Robinson-Mosher Software 0 /	Beth Beason committee 0 /
Brian Ingalls Poster 0 /	Cesar Rodriguez Track 0 /	Charles Miller Poster 0 /	Chris Anderson Committee 0 /	Curt Fischer Track 0 /
David Johnston Monje Track 0 /	David Lloyd Human Practices 0 /	Deepak Mishra Track 0 /	Dennis Daniels Track 0 /	Emily Hicks Track 0 /
Guevara Noubir Software 0 /	Hans-Joachim Wieden Track 0 /	Iain George Track 0 /	Janie Brennan Track 0 /	Jeffrey Barrick Track 0 /
Joe Rokicki Track 0 /	John Dueber Track 0 /	Jonathan Goler Track 0 /	Julianne Grose Track 0 /	Julie MacNamara Human Practices 0 /
Karmella Haynes Committee 0 /	Kelly Drinkwater Human Practices 0 /	Kim de Mora Track 0 / 0 / 1	Leo Chong Tang Track 0 /	Mac Cowell Track 0 /

If you look at your name, you should see the following information:

Kim de Mora

Track
0 / 0 / 1

Below your name shows what type of judge you are (track in this example) and three numbers: 0 / 0 / 1. They represent:

The number of team medals you have awarded / number of teams you have begun to evaluate / number of teams you have been allocated. These metrics allow you to keep track of how much work you have completed and how much you have remaining.

When you click on your name, you're taken to your judging dashboard:

Online Dashboard for 2013 Judge: Kim de Mora

Judge Name: Kim de Mora	2013 Teams	Edit
Region: North America	Other Teams	Entrepreneurship
Type: Track	Example 2012	Environment
Track: --Unassigned--	Edinburgh 2006	Food & Energy
Status: OK	Other Conflicts	Foundational Advance
	Edinburgh 2013	Health & Medicine
		Information Processing
		Manufacturing
		New Application
		Software Tools
		(First) (Second) (Third) (None) (Avoid)

You have been assigned these teams to evaluate

You can evaluate other teams:

[Example](#)

The top of this page displays your information related to judging. This is where your region, type and team conflict information is displayed. If this information is not correct, you can change it using the blue edit button at the top right corner.

The middle section shows teams you have been assigned. When you click on a team name it will take you to the ballot for that team. This is the most important section and the interface that you will use to vote for your assigned teams.

Please note that Head Judges and iGEM HQ have the ability to add additional teams to judging assignments, as shown in this example. Your judging dashboard may not have this section at the bottom.

iGEM Evaluation Rubric: the ballot

When you click on a team name, you are taken to the ballot:

iGEM 2013 Ballot: Judge: Kim de Mora - Team: Example

Section: Overgrad
 Project name:
 Abstract:

[Team Roster](#) [Team Wiki](#) [Judging Form](#) [Team Parts](#) [Team DNA Samples](#)

Medal Requirements [Hide](#)

[Judge's Medal Recommendation](#)

iGEM Medals for Non-Software Teams

Requirements for a Bronze Medal:

- Register the team, have a great summer, and plan to have fun at the Regional Jamboree.
- Successfully complete and submit this iGEM 2013 Judging form.
- Create and share a Description of the team's project using the iGEM wiki and the team's parts using the Registry of Standard Biological Parts.

In the top section of the ballot, you will find the section the team is in (Overgrad or Undergrad), project name, abstract and links to information that will help you assess that team. These five links are:

1. **Team Roster** – Information on instructors, advisors and student members.
2. **Team Wiki** – Link to the team wiki.

3. **Judging Form** – contains additional information on parts the team has self-selected for medal and prize evaluation. *Please use this interface when assessing all part awards and medal requirements.*
4. **Team Parts** – Team part sandbox. Shows parts the team has created or worked with over the summer.
5. **Team DNA Samples** – This summary sheet showing accepted submissions from your region. *Please use this interface when assessing all part awards and medal requirements.*

How to award Medals

Teams complete a judging form to help the judges determine which medal they should receive. They will tick boxes for work they have completed and suggest part numbers that you should assess for different part awards. When you have determined which medal the team should receive based on their completion of the medal requirements, you can vote in the [Judge's Medal Recommendation](#) section:

Medal Requirements [Hide](#)

[Judge's Medal Recommendation](#)

iGEM Medals for Non-Software Teams

Requirements for a Bronze Medal:

- Register the team, have a great summer, and plan to have a great summer.
- Successfully complete and submit this iGEM 2013 Judging Form.
- Create and share a Description of the team's project using the iGEM Registry.
- Plan to present a Poster and Talk at the iGEM Jamboree.
- Document at least one new standard BioBrick Part or Device (submissions must adhere to the iGEM Registry guidelines), of a previously existing BioBrick part in the iGEM Registry, or a previously existing BioBrick part in the iGEM Registry.

Part Number(s):

Description of function

Judge's Medal Recommendation

<< No Vote >>

Gold

Silver

Bronze

No Medal

Comments

How to evaluate a team

When you have determined which medal a team should receive, you can move on to voting on the other aspects.

Judging in iGEM has evolved to a simple vote on different criteria. Teams are assessed by voting on different aspects of a team's performance within each category.

The first category in the ballot is 'Project' which encompasses all the values we feel best represent an iGEM team and project overall. Each category has several aspects. The project category has 10 aspects, but other categories only have 4 – 6.

Project [Hide](#) [Grid View](#)

How impressive is this project?

How creative or novel is the teams project?

Did the project work?

How much did the team accomplish?

How strong is the potential impact?

Is the team's project based on Standard Parts?

Are the parts functions and behaviors well-documented in the Registry?

How well are engineering principles used?

Did the team appropriately consider issues of human practices as they relate to their project?

Did they do the project themselves?

If you click on an aspect, you are presented with 6 language choices, a <<No Vote>> option and a comments box. We have selected language choices from very positive to negative describing how we feel the team should perform in that aspect. When you vote, a language option will be saved and shown next to the aspect. Selecting the No Vote option will not penalize a team, the team will be evaluated based on the affirmative votes cast.

Project [Hide](#) [Grid View](#)

How impressive is this project?

How creative or novel is the teams project?

Did the project work?

How much did the team accomplish?

How strong is the potential impact?

Is the team's project based on Standard Parts?

Are the parts functions and behaviors well-documented in the Registry?

How well are engineering principles used?

Did the team appropriately consider issues of human practices as they relate to their project?

Did they do the project themselves?

How impressive is this project?

<< No Vote >>

Wow! The project is impressive in many ways

Some elements of the project are amazing

A single area of the project is impressive

Solid project

Somewhat impressive

Project is superficial

Comments

There are two ways to view the ballot. The default view shows each aspect and the language choice you have selected, once you cast your vote. Alternatively, you can select "grid view" by clicking in the toggle in the top right hand corner to show the voting choices as a matrix. When you have voted on your language choices for each aspect, they will be displayed along with all other choices for that vote. Please note in the image below, the votes appear red as the judging system is not switched on at the time of writing.

Project [Hide](#) [Normal View](#)

How impressive is this project? Wow! The project is impressive in many ways	Some elements of the project are amazing	A single area of the project is impressive	Solid project	Somewhat impressive	Project is superficial
How creative or novel is the teams project? Completely unexpected	Very Original	Has some innovative aspects	Single innovative idea	Fairly standard	Similar to a previous iGEM team
Did the project work? Demonstration of full system working beautifully	Full system works convincingly	All parts and devices work Function independently	Some parts and devices function independently	Functions in some way but not as expected	Nothing worked
How much did the team accomplish? Amazed at how much the team accomplished!	Impressive accomplishments	Solid accomplishments	They achieved something	Minor accomplishments	They didn't accomplish anything
How strong is the potential impact? Could change future of field	Strong potential impact	Clearly applicable	Possible application	Applications are far off	None

There are 13 categories that each contain relevant aspects and languages choices to assess an iGEM team. While you don't need to assess each category for each of the teams in your assignment, please evaluate every category you feel is relevant to that team. For example, you don't need to cast any votes in that category if a team didn't perform any modeling in their project. But you should assess as many categories as possible for each project.

To help you keep track of which categories you feel are relevant for each team, you have the ability to show or hide each category. If you don't need to evaluate a category, you can hide it and come back later. Please note: the system will no longer display cast votes when categories are hidden.

Project Show	Grid View
Best Wiki Show	Grid View
Presentation Show	Grid View
Poster Show	Grid View
Best Human Practice Advance Show	Grid View
Best Model Show (Team provided information: Self nominated)	Grid View
Best BioBrick Measurement Advance Show (Team provided information: Self nominated)	Grid View
Best New BioBrick Part (natural) Show (Team provided information: on)	Grid View
Best New BioBrick Part or Device (engineered) Show (Team provided information: on)	Grid View
Best New Standard Show	Grid View
Best Part Collection Show	Grid View
Most Improved Registry Part Show	Grid View
Advancing Show	Normal View

How to evaluate team parts

As 5 of the awards are related to parts (Best BioBrick Measurement Approach included) making sure parts meet the Registry criteria before awarding a prize is very important. Here is a summary of the requirements a part must meet to be accepted by the Registry:

1. Must be in pSB1C3
2. Must be BioBrick (RFC 10) compatible or agreed exception (on case by case basis)
3. Must be Documented on the part page in the Registry – Documentation posted after wiki-freeze deadline (27th Sep for Asia, Latin America, North America, 4th of October for Europe).
4. Must meet Safety requirements.
5. Should arrive at iGEM HQ by the deadline: September 18th for Asia, Latin America and North America, September 25th for Europe. However, this requirement is subject to the interpretation of the judges.

For more information see our Submission Requirements page on the Registry:

http://parts.igem.org/wiki/index.php/DNA_Submission_Instructions

Please note: these requirements can be quickly assessed using the Sample Summary page described below.

Part assessment tools

We have created some additional tools to help judges assess parts in 2013. The first tool is the Medal requirements category of the judging form in your dashboard. This form shows you the parts a team has self-selected for awards. You should evaluate a part for bronze, a part for silver and a final part for gold medal criteria, if the team is going for a gold medal. Part of the requirements is for teams to send parts to iGEM HQ. To help evaluate sample submissions, we have created a sample submission page:

http://igem.org/cgi/HQ_Sample_Status.cgi?year=2013®ion=All&division=igem

This page allows you to check on the up-to-date sample submission status of all 2013 iGEM teams:

IGEM 2013 Sample Summary

Change to a different year: 2008 2009 2010 2011 2012 **2013** Region: **All** Asia Europe Latin America North America Championship
 Division: High School **IGEM**

This page provides a summary of the DNA Submissions sent by iGEM Teams for the event show above. Click on the team name to see all of the submission forms for that team. If a team has withdrawn, its name is in gray. If the team is a software team, their name is followed by '(SW)' and they are not required to send any BioBrick parts. Each line in the box below summarizes one submission sent to the Registry. The format is as follows:

- Date Sent > Date Received
- A: Number of samples in that batch that fully meet the requirements of iGEM
- E: Number of samples in that batch that do not meet the requirements

Sometimes, a team has trouble with one batch and sends samples more than once. Please ignore unsuccessful (red) batches if successful ones are present

Asia

AHUT_China 09-17 > Not rcd A: 1	AITM-Nepal No samples sent	BIT 09-13 > 09-17 A: 2	BIT-China 09-16 > 09-18 A: 10	Biwako_Nagahama 09-13 > 09-17 A: 2 09-17 > Not rcd A: None 09-17 > Not rcd A: 1 E: 1 09-17 > Not rcd A: None
CAU_China 09-16 > Not rcd A: None E: 1	CBNU-Korea (SW)	Chiba 09-13 > 09-16 A: 2 09-17 > 09-18 A: 1	Fudan 09-14 > 09-16 A: 24 E: 8 09-16 > 09-18 A: None E: 2	HIT-Harbin 09-02 > 09-09 A: 16
HokkaidoU_Japan 09-06 > 09-12 A: 9 E: 1 09-13 > 09-17 A: 22	Hong_Kong_CUHK 09-11 > 09-16 A: 3 09-16 > 09-17 A: 9	Hong_Kong_HKU 09-16 > 09-18 A: 16	Hong_Kong_HKUST 09-12 > 09-13 A: 5 09-16 > 09-17 A: 9	HUST-China 09-11 > Not rcd A: 4 09-11 > 09-17 A: 4
HZAU-China 09-10 > 09-17 A: None	IIT_Delhi 09-19 > 09-23 A: 1	IIT_Madras 09-23 > Not rcd A: 1 E: 1 09-23 > Not rcd A: 1 09-23 > Not rcd A: None	ITB_Indonesia 09-13 > 09-17 A: 2	KAIST_Korea

Green indicates a successful submission where at least one part meets Registry guidelines. Red indicates the team has not sent a sample or there is an issue with one or more shipments.

If you click on a team name, you will get access to all the shipments that team has sent to iGEM HQ. This will show the date the team sent the shipment (so you can check if it was stuck in customs for example), when it was received by iGEM HQ and how many parts in that shipment were accepted. You can see this information in the orange box below:

DNA Submission Batches

To help with this year's part submissions, we have upgraded the Sample Submission Forms. When you fill out your form, you will see which samples are correct and which require an exception from the Registry. Later, you will be able to see the submission status.

For more information, check the help pages below. Please let us know if you have any questions.

- [Sending parts to the Registry](#)
- [What do the sample status terms mean?](#)

-> [DNA Submissions](#) -> [My Batches](#)



Here are the submission forms that you have created! If you have not yet finalized a submission, you can continue working on it (click on the shipment number). If you have sent your submission, please be sure to use the tracking information you provided to monitor the progress of your shipment. Contact hg (at) igem (dot) org if there are any issues or concerns.

Change to a different year: [2007](#) [2008](#) [2009](#) [2010](#) [2011](#) [2012](#) [2013](#) [Download csv file](#)

DNA submissions from group [iGEM13_Example](#)

[Show deleted](#)

[Show all](#)

Shipment Number	Date Submitted	Date Received	Group or Team	User	Accepted	Requires Exception	Pending	Rejected
01814	2013-08-16	Not received	iGEM13_Example	Randy Rettberg	1	1	0	0

If you click on the shipment number, you will be taken to an information page about the shipment itself. This page includes information on the number of accepted samples, rejected samples, pending, etc.

DNA Submission to the Registry

To help with this year's part submissions, we have upgraded the Sample Submission Forms. When you fill out your form, you will see which samples are correct and which require an exception from the Registry. Later, you will be able to see the submission status.

For more information, check the help pages below. Please let us know if you have any questions.

- [Sending parts to the Registry](#)
- [What do the sample status terms mean?](#)

-> [DNA Submissions](#) -> [My Batches](#) -> [Submission Status](#)

Shipment: 01814	Sample Status More...
User: Randy Rettberg	1 Accepted
Group: iGEM13_Example	1 Requiring Exception
Format: 8-Tube Strip	0 Pending
	0 Rejected

Submitted:	2013-08-16
Received:	Not received
Tracking Number:	1
Carrier:	EMS
Mark as received	
Delete this batch	

[Edit](#)

Samples:

Tube	Part	Plasmid Backbone	Resistance	Status	Notes
1	BBa_B0034	pSB1C3	C	Accepted	Edit
2	BBa_B0034	pSB1A3	A	Requires Exception	Plasmid Backbone is not the Registry standard, pSB1C3 Edit
	duh				

When you click on the part name itself, you will be given the part quick reference box. This menu gives you information on the part itself. Clicking on the part name again in the quick reference box will take you to the part page.

Samples:

Tube	Part	Notes
1	BBa_B0034	Edit
2	BBa_B0034	Plasmid Backbone is not the Registry standard, pSB1C3 Edit
	duh	

BBa_B0034

RBS (Elowitz 1999) – defines RBS efficiency

2003 8400 uses

●●●●●

In summary, the part evaluation system allows you to better evaluate what the team has created and whether or not they have sent that part to us.

Judges should NOT award prizes to a part if the team has made no effort to send it to iGEM HQ. This requirement was in place in previous years, but it was harder to collate all the information about a part. We hope the new part evaluation systems help judges make this determination faster and more easily.

Additional information on the judging form

To help judges evaluate some of the special awards, teams self designate if they should be evaluated on the judging form. Although the judging form and the medal requirements appear similar, there is additional information on the judging form for each team:

http://igem.org/Team_Judging?year=2013

After the Medal Requirements, the judging form has information on Prizes and parts that teams have decided they are in line to win. This part of the judging form can be seen below for team Example:

<p>iGEM Prizes</p> <p>All teams are eligible for special prizes at the Jamborees. (more...) To help the judges, please indicate if you feel you should be evaluated for any of the following special prizes:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Best Human Practice Advance <input checked="" type="checkbox"/> Best BioBrick Measurement Approach <input checked="" type="checkbox"/> Best New Standard <input checked="" type="checkbox"/> Best Model <p>Please explain briefly why you should receive any of these special prizes:</p> <p>Test test test 4</p>
<p>Team_Parts</p> <p>To help the judges evaluate your parts, please identify 3 of your parts that you feel are best documented and are of the highest quality.</p> <p>Best new BioBrick Part, Natural:</p> <p>Part Number(s): BBa_J23102</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Description of function <input checked="" type="checkbox"/> Quantitative data showing the Part or Device function <input checked="" type="checkbox"/> Acknowledgment of sources and references <p>Best new BioBrick Part or Device, Engineered:</p> <p>Part Number(s): BBa_J23101</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Description of function <input checked="" type="checkbox"/> Quantitative data showing the Part or Device function <input checked="" type="checkbox"/> Acknowledgment of sources and references <p>Most Improved Registry Part:</p> <p>Part Number(s): BBa_J23100</p>

Selecting a team for advancement

One significant change for 2013 judging is the addition of an advancement option. Teams often see this as the most important prize at the Regional Jamborees.

To simplify how teams are selected for advancement, we have included a category solely on advancement. This allows judges to vote directly on how they much they think a team should advance. Please assess everything that team has done before making this decision.

Advancing Hide		Normal View	
Should this team go to the World Championship Jamboree?			
This team should absolutely go to the WCJ!	I strongly feel this team should go to the WCJ	I'm confident this team should go to the WCJ	I think this team should go to the WCJ
This team could go to the WCJ, but might not be competitive		This team has not achieved enough to go to the WCJ	

Regional Finalists, Medals, Awards and Advancement

Teams can achieve these four prizes at the Regional Jamborees. All four are evaluated independently. The table below gives more information:

Prize/ award	How this prize is assessed	Who can win this prize
<i>Medals</i>	Judging form in beginning of ballot	All teams
<i>Awards</i>	Judging ballot	One award per team
<i>Regional Finalists</i>	Project, Poster, HP, Wiki and Presentation categories on ballot	Up to 3 teams per section; region dependent
<i>Regional Winner</i>	Sunday winner determination meeting	Only one team per region per section
<i>Advancement</i>	Advancement Category on ballot	A limited number of teams from each region

Judging at the Regional Jamborees

Regional Jamborees differs from the World Championship Jamboree in several important areas. Medal evaluations only take place at the Regional level. Once a team has a medal, that is the medal they win that season irrespective of whatever work they do in the medal criteria in-between Jamborees.

Track awards are only presented at the World Championship.

Judging Roles and Evaluation Assignments

There are four types of iGEM judges:

1. Track
2. Poster
3. Human Practices
4. Software – pass or fail at the Regional level, the Software Jamboree takes place at the World Championship Jamboree.

How Teams are scored

Judges will score specific aspects under each area. Judges will use the pre-written iGEM grading language to quickly express what they think about the quality of each aspect. For instance, under the Presentation area, one aspect written as **‘Did you find the presentation engaging?’** has seven scores, ranging from **‘Kept me on the edge of my seat’** to **‘Put me to sleep’**. If this sounds a bit complicated, don't worry. Everything will be displayed in the team ballot, accessible through your judging dashboard.

How Prizes and Advancement are Awarded

As soon as judges are given their assignment, they can begin voting on each aspect of their assigned teams. Once judges have voted in each aspect, their votes are tallied. All prizes and advancement to the World Championship will be determined based on votes from the judges. These scores will be ratified by the regional head judging committee, after the ballots close at the end of the information sharing meeting on Saturday night.

For this prize / award	Winner will be determined by these votes in the rubric	Votes from these judges will determine the award
<i>Best Human Practices Advance</i>	Best Human Practice Advance	Human Practices committee
<i>Best Poster</i>	Poster	Poster committee
<i>Best Wiki</i>	Wiki	All judges
<i>Best Presentation</i>	Presentation	All judges
<i>Best BioBrick Measurement Advance</i>	Special Prizes - Best BioBrick Measurement Advance	All judges
<i>Best New BioBrick Part (Natural)</i>	Special Prizes - Best New BioBrick Part (Natural)	All judges
<i>Best New BioBrick Part or Device (Engineered)</i>	Special Prizes - Best New BioBrick Part or Device (Engineered)	All judges
<i>Best New Standard</i>	Special Prizes - Best New Standard	All judges
<i>Best Model</i>	Special Prize - Best Model	All judges
<i>Best Part Collection</i>	Best Part Collection	
<i>Most Improved Registry Part</i>	Most Improved Registry Part	All Judges
<i>Regional Finalists, and Regional Winner</i>	Overall Assessment and TBD	All judges
<i>World Championship Advancement</i>	Advancing	All Judges

Table 1: Prize table. Please note that special prizes will be awarded based on the special prize category and the Overall category, with a weighting that has been determined by the head judging committee.

How Medals are awarded

When you log into your judging dashboard and click on a team, the first thing you should see is the team judging form. Here's a quick recap of the medal requirements for teams:

Medal:	Requirement:
Bronze	All criteria must be met
Silver	All criteria must be met
Gold	A single criteria must be met

Teams are no longer required to self-select the medal they think they deserve. It is up to the judge to determine which medal the teams should receive. Once you have decided, you can click a box at the top of the judging form in your judging dashboard to award a team a medal.

All teams can win a medal and there are no limits on the number of medals we distribute. Teams are competing with themselves. When you have assessed which medal you think a team should have, you vote in the top of the ballot here:

Medal Requirements [Hide](#)

Judge's Medal Recommendation

iGEM Medals for Non-Software Teams

Requirements for a Bronze Medal:

- Register the team, have a great summer, and plan to have a great Jamboree.
- Successfully complete and submit this iGEM 2013 Judging Ballot.
- Create and share a Description of the team's project using the iGEM Wiki.
- Plan to present a Poster and Talk at the iGEM Jamboree.
- Document at least one new standard BioBrick Part or Device (submissions must adhere to the iGEM Registry guidelines), of a previously existing BioBrick part in the iGEM Registry, or a previously existing BioBrick part in the iGEM Registry, of a previously existing BioBrick part in the iGEM Registry, or a previously existing BioBrick part in the iGEM Registry.

Part Number(s):

Description of function

Judge's Medal Recommendation

<< No Vote >>

Gold

Silver

Bronze

No Medal

Comments

Timeline Overview - Scoring and Awarding

We will distribute judging assignments around the time of the wiki freeze, giving judges just over a week to complete the pre-Jamboree evaluation. Before the Jamboree, Track Judges should cast votes in the Project and Wiki sections of the ballot. Even if you're not completely sure, you can vote and change your votes up until the ballots close (at the end of the information sharing meeting on Saturday night).

During the Jamboree sessions, judges should cast votes in the presentation and special award sections of the ballot.

By the time of the information sharing meeting on Saturday night, judges should have cast votes on project, presentation, poster (for poster judges), HP (For HP judges), wiki and any special award categories applicable to that team. The Special Prize aspects will be discussed in information sharing meetings.

The scoring and awarding process occurs during five phases.

1. Before the Regional Jamboree
2. During the Regional Jamboree
3. The judges information sharing meeting
4. The voting ratification meeting (only for head regional judges)
5. The winner determination meeting on Sunday (during the award ceremony)

Before the Jamboree

We will distribute your judging assignment around the time of the wiki-freeze. You can look over your teams before the wiki freeze, but remember that they will continue to work up until the last minute. After the wiki freeze, you should plan to spend about 30 minutes reviewing the wiki of each team in your assignment.

During the Jamboree

Please complete the online ballot for your assigned teams during or after each team presentation. After each session of 3 teams, judges should convene and discuss the presentations they have just seen. It is beneficial to do this immediately after the presentations, so you can get clarification on potential issues while all the judges are present. These meetings should be held away from the students.

Information sharing meeting on Saturday night

This three hour meeting starts with 30 min for dinner, which will be provided to your judging rooms. There will then be two hours of discussion or information sharing on the teams you have seen that day. During these sessions, you don't need to come to any conclusions on your teams, nor do you need a consensus with your fellow judges. The discussion will then close, allowing a 30 minute period of voting time. At the end of this meeting, you are finished on Saturday and are free to attend the social event!

Voting ratification meeting

The purpose of this meeting is to allow the head judging committee to certify the votes. The regional head judges will review the votes and give each award to the team with the highest numerical score. Please note that in 2013, we are only distributing one special award per team. The head judging committee has created a ranked list of awards in terms of perceived importance and will select the team with the highest numerical score that has not already won an award. This process is independent of finalists, advancement and medals.

Winner determination meeting

This meeting takes place on Sunday, during the award ceremony and after everyone has seen all the finalist presentations. There are 3 to 6 finalist presentations in each region, so it is critical to keep to time. This meeting should take a maximum of 30 minutes and judges must be rigid in timekeeping to ensure the award ceremony isn't held up for any longer than necessary. The meeting protocol is:

- 5 minutes of discussion for each finalist team. Discussion takes the form of asking questions clarifying aspects of each of the 2/3 finalists per section. Opinions and statements about teams should not be expressed.
- After discussion of the 3 teams ends, there are 2 rounds of voting.
- In the first round each judge gets 2 votes. This round of voting determines the 2nd runner up.
- In the second round of voting, each judge gets a single vote. This round of voting determines 1st runner up and the winner of the regional Jamboree.
- You need to select a winner for both overgrad and undergrad sections.
- Please limit this meeting to a maximum of 30 minutes.

Judging at the World Championship

We have described how judging has worked so far during the regional competitions. We will use the same system and ballot for the World Championship.

World Championship Awards***Medals***

Medals are awarded at the Regional Jamborees and not re-awarded. Teams have one opportunity to achieve a medal.

Track awards

While there are no medals at the World Championship, there are track awards.

Grand Prize Winners

There will be one Grand Prize winner in the overgrad section and one in the undergrad section. These sections are NOT competing with each other.

Awards and winners will be decided in the same manner as the regional competitions. Judges will vote on team's performance by entering their votes into the ballot. The timeline remains the same, track judges should evaluate each team's overall and wiki performances before the competition and cast their votes in the ballot. During the Jamboree weekend, they should vote on other category they feel are relevant for that team.

Team allocation

The major difference at the World Championship Jamboree will be that judges have more teams as they have two days to conduct their assessment. You will be allocated a maximum of 15 teams to evaluate over the 2 day event.

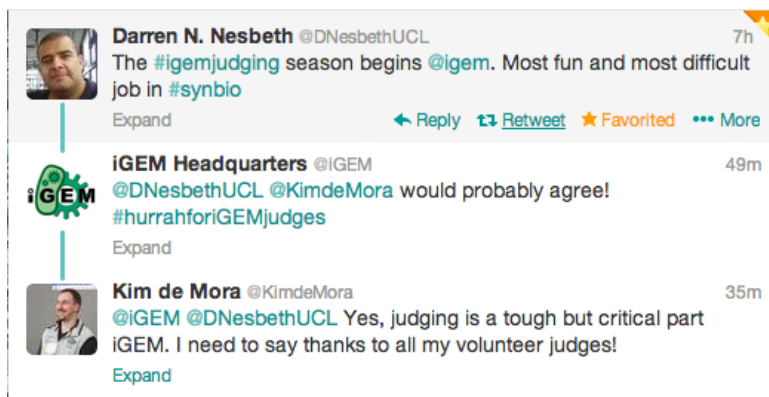
World Championship Judging Meetings

Meetings at the WCJ will follow exactly the same schedule as the Regional Jamborees. The only exception is you have no judging responsibilities on Saturday night. Unless you haven't completed your wiki judging assignment by that time...

Final Words

Judging is a difficult but critical part of iGEM. We are grateful for all the time and effort judges put into this process to ensure the best teams are rewarded for their efforts and that all teams feel included in the process. Without the judges, we couldn't run our Jamborees, so from all of iGEM Headquarters and the Head Judging Committee, Thank You!

Just remember, although judging is hard, it's also a lot of fun!



Notes

Judges need a computer/tablet/web interface device to fill in matrices. The judging ballot must be completed online for the votes to count. We don't recommend using a smartphone for this purpose unless you have a device with an ultra-big screen.

FAQ

We've broken down the questions section into judging, awards and protocol questions. This is the first edition of the judging handbook so the FAQ section is incomplete. If you have any further questions, or questions that you have answered and want to include, please email kim@iGEM.org with [iGEM 2013 Judging Handbook](#) in the subject line!

Judging questions

Q. How/Where do I start?

A. By logging into your judges dashboard. Go to the [iGEM main page](#). On the right hand side of the page, there is a Judging page, with a link to your [Judge's Dashboard](#) at the bottom. Click on your name, and you're good to go!

Q. Hi iGEM, I'm a poster judge. Can I evaluate a team's presentation?

A. Yes! If you go to a presentation and you want to evaluate what you saw, go to your judges dashboard and enter your evaluation into the [presentation](#) category for that team..

Q. Hi iGEM, I'm a Track/HP judge. Can I evaluate a team's poster?

A. No. We have a sub-committee of poster judges to determine the poster award. While this section of the ballot is open, please do not fill it in; your time would be more wisely spent evaluating other categories and special awards. Please go to the poster session, but focus your questions to the team on other aspects of their project.

Q. Hi iGEM, I'm a human practices judge. I want to evaluate a team's presentation and overall categories, but don't want to assess parts. Will my evaluation still count?

A. Yes! You don't need to fill in every box in a category for your evaluation to count. If you don't feel qualified to assess the quality of a team's parts (or other aspect) you can leave those aspects blank.

Awards questions

Q. What happened to the track awards? There are no track awards mentioned?

A. Track awards are only presented at the World Championship in Boston, we do not award them in the regional competitions.

Q. How do I vote for special awards?

A. Voting for any aspect in a special award criteria will put that team into the running for the award. If no votes have been cast for a special award, that team will not be eligible for the award.

Protocol questions

Q. I've evaluated the wikis in my assignment, but haven't looked at the awards yet. When should I do this?

A. If you think a team is eligible for an award, please complete the section in the rubric for that award. You can do this as soon as you receive your assignment. Please note that it is unlikely that every team in your assignment will be eligible for every award, but if you think a team has done a great job, please cast your vote in that category.

Q. Are all judges able to fill in all aspects of the judging rubric (e.g. can HP judges also grade use of standard parts, can poster judges grade presentation)?

A. Technically yes, but some votes may not be considered for some awards. The poster judge committee will determine the poster award. The HP committee will determine the HP award. Track judges are advised not to cast votes in these two award categories. Their time would be much better cast in award categories that are less likely to be evaluated, such as Best Part, Best New Standard or Best Model. If you have expertise in these areas, please put it to good use and vote!

Q. How is the score affected if some aspects are not graded? What happens if some judges don't show up or don't fill in the rubric (completely)?

A. We do not 'add up' a grade for each team. We effectively take the median of the available votes. So, missing votes do not have any effect other than decreasing the possible input and available wisdom. Please cast as many votes on your allocated teams as you are able!

Note: The number of teams advancing to the World Championship Jamboree will vary by region:

Breakdown of iGEM teams by section/division and region

Region	Attending teams	Attending - SW	Total Undergrad	Total Overgrad	Total SW	Advancing		Finalists	
						Undergrad	Overgrad	Undergrad	Overgrad
Europe	58	57	27	30	1	11	12	3	3
Asia	65	59	47	12	6	19	5	3	2
Latin America	10	10	3	7	0	1	3	3	
North America	51	50	34	16	1	14	7	3	2

Note: SW = software.

iGEM 2013 Judging Committee:

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