



Judging

Who Finds Judges?

- It is the job of the Reflections committee to invite people to judge. Ask arts teachers to help you identify professionals in your local arts community. Consider local arts agencies, arts and cultural organizations, colleges, librarians, community leaders, and prominent artists. The [Utah Reflections Facebook](#) page is also a great resource to swap judging with other schools.

How many judges do I need?

- Every entry being judged must be judged by at least 2 judges, at minimum. If qualified, judges may judge multiple categories. It is preferable to use 3 or more judges per category.

What are the qualifications for a judge?

- All judges must have a working knowledge of their assigned arts areas.
- Parents cannot judge their children's entries. If you have a group of parents from your school who are willing/able to judge, find a school near you that also has parent judges and swap.
- Judges' information must remain strictly anonymous at all times. Under no circumstances should judges' names or contact information ever be given to anyone other than the Reflections committee.

Hint: It may take up to 5 minutes to judge each entry. Be mindful of your judges' time and recruit additional judges for categories that have a lot of entries.

Do I need to have every category judged? What if I only have one entry?

- If you have more entries than advancement slots in any given category, your entries in that category will need to be judged. See the awards chart to determine how many advancement slots you have for your school makeup.

The Judging Session

- Let the judges know that all judging will take place in [Utah Reflections Online](#).
- Explain that the Special Artist division includes all ages of students with disabilities.
- Judges are not to question whether the student did the work.
- Let your judges know when the entries are ready to view and judges and what the deadline is for judging. You can set the deadline in [Utah Reflections Online](#). You will be able to view their progress in the Admins section.
- The rules and judging rubric are built into the judges section of [Utah Reflections Online](#).
- Consider sending each judge a copy of the judging information, rubric, and rules before judging begins. This will give them a chance to become familiar with Reflections.

After Judging

- Scores automatically appear on the Entry page in [Utah Reflections Online](#). From there you can determine which entries should receive awards.
 - If there is a tie, the entry with the higher Interpretation of Theme points wins.
 - Use an additional judge if there is still a tie.
 - Thank the judges in some way.