

**JURY PROCEDURE
CHECKLIST**

The jury procedure checklist applies to all juries from local school level to the national jury. Please refer to the timeline at www.a4le.org/schoolsnext for specific jury dates. There are a minimum number of jurors for each round of competition.

SCHOOL DISTRICT JURIES (for schools with more than one entry)	Minimum 2 jurors
CHAPTER AND LOCAL JURIES	Minimum 5 jurors
STATE JURIES	Minimum 5 jurors
REGIONAL JURIES	Min. 8-10 jurors

TASK

Preparation:

Assemble a jury that includes representatives from the key planning team groups, i.e. architects and/or engineers, contractors, school district administrators, facility planners, community members, business leaders, and media representatives. Ideally, these would include some of the same people that were consulted during the planning process.

1. Identify a Jury Chair
2. Distribute the Competition Guidelines and the Evaluation Matrixes for the juror’s review.
3. Set a date for design competition narrative submittal for juror review.
4. Set a date and time for the jury deliberation. Juries must be set up allowing one hour per team, including set-up and takedown between groups. Following presentations, allow one hour for final evaluation of the submittals and selection of a winner.

Jury Day:

5. Assemble jury members one-half hour prior to team arrival.
6. Review the Competition Guidelines and the Evaluation Matrixes.
7. Presentations
 - Team set-up – 15 minutes
 - Presentation – 15 minutes
 - Questions & answers – 15 minutes
 - Pack-up & next group begin set-up – 15 minutes

JURY PROCEDURE CHECKLIST

8. Discussions
 - Ask each juror to rank their top three choices and discuss their reasons.
 - Utilize a process that allows jurors to reach consensus.
 - Identify one winner from each school who will move on to the chapter competition.

TASK

9. Score and retain narratives, video, PowerPoints and submit to the chapter coordinator and/or chapter jury chair.
10. Summarize juror comments and scoring process and submit to the chapter coordinator and/or chapter jury chair.
11. Notify and thank winning school teams, as well as other participants, by the following day so they can prepare for the next level of competition.
12. Inform first place winners of location, date, time and contact for chapter jury.
13. Recognize the winning teams. Plan a local/school district awards ceremony in conjunction with the chapter coordinator and committee.

JURY MATERIALS

Please have the following available:

- PowerPoint project, monitor, screen
- List of schools/contact info
- Submittal criteria
- Evaluation forms – narrative
- Evaluation forms – video, PowerPoint or live presentation
- Conference call line
- Refreshments for participants and jurors

Jury makeup suggestions:

- Architect and/or engineer
- School district representative
- Contractor or program management firm
- Community member
- Business leader
- Media representative

Participating School:

Project Type: Single classroom, studio, laboratory, or entire school.

Please rate each project according to how well they responded to the questions within the following four categories:

- **Planning Process:**

Who would be helpful to talk to as you create your ideal space or school?

Why would that person or those people help your solution to be better?

- **Community Environment:**

How does your proposed learning environment connect learning to the community?

What is special and unique about your community and how is that celebrated in the environment you've created?

Are there any partnerships between your learning environment and the community?

How does the community benefit, and how do you?

How will this place help students tie learning to real life and make it more meaningful?

- **Learning Environment:**

Why is learning better in the environment you're creating?

What will the learner be able to do that he or she can't do now?

What would a typical day in your learning environment be like?

How does your environment help to make stronger relationships between students, and between students and the teachers, and between the school and community?

- **Physical Environment:**

How will this place make it easier for students to learn?

How do people get here – are there buses or cars?

What are the materials, colors, and textures?

How does your design preserve the environment i.e. incorporate Energy Star, good indoor air quality?

EVALUATION FORM

Instructions: Each of the criteria should be evaluated as a whole and is worth up to five points. More specifically, each of the criteria should receive between one and five points, with five being the highest.

	1	2	3	4	5
Criteria					
Planning Process					
Community Environment					
Learning Environment					
Physical Environment					
Sub-totals					
Total Score					

Comments:

SUBMITTAL CHECKLIST

- Project narrative
- Video and/or PowerPoint
- Project model - 30 (W)" X 40" (L) X 24" (H)
- Supporting materials, boards
- Media Release forms
- Student and teacher contact information
 - School address and phone
 - Home address
 - Home phone
 - Date of birth
 - Emergency contact information: Parents, Cell phone
- Nearest airport
- Preferred rooming list – each team will be assigned three rooms

SchoolsNEXT Final Jury

Electronic Jury Process:

- Each team advancing to the international jury must submit the required information to participate (see below). Instructions for submissions will be sent to the instructor/mentor as the final jury date nears.
- Team is required to secure a quiet uninterrupted venue for the electronic presentation.
- The electronic jury will be conducted using Skype, Go to Meeting, Zoom or other electronic method.
- Teams are required to have a strong internet connection and computer with a camera/microphone.
- Each team will have an opportunity to test the actual connection for the electronic method at least 2 weeks prior to the jury process. For best results, please test your connectivity in the same place where you will conduct your presentation. (Suggestion: host a practice run with your mentor, other teachers, parents etc. for live presentation feedback).
- Jurors will view your video and presentation prior to final jury day (in the event of technical difficulties).

Final Jury day:

- Each team will be scheduled a time to present. Please sign in to the electronic method 2-3 minutes prior to your scheduled time.
- Have your model, PowerPoint and/ or video cued up and ready to go prior to signing in.
- Please test your microphone volume to ensure the jury can hear the presentation.
- Each team will be allotted 15-18 minutes to present their project, video and PowerPoint, followed by a 5-10-minute question and answer session with the assembled jury.

Electronic Submission Requirements

- Videos, PowerPoint and Prezi presentations in an MP4 format or standard digital format demonstrating project concept, planning process, unique features, supporting plans and rationale.
- 3-dimensional computer modeling presentation and images of the team project included in your video and/ or PPT.
- 850-word narrative documenting the planning process and project rationale.
- Student/teacher contact information
 - Name
 - Email
 - Phone/cell phone
 - Emergency contact (name – home, office and cell phone)
- Student/teacher Association for Learning Environments student release forms.
- Images showing students at work on project, project, school logo.

Challenged to plan and design sustainable and resilient learning spaces that encourage innovation, critical thinking and collaboration, these young designers have broadened the potential of a school by connecting excellence in design with excellence in education. Their rigorous research, exceptional teamwork and eco-friendly solutions not only meet the needs of students, but address the economy and society of the future, enabling them to master the skills they need to take on the challenges of a world defined by change.

SchoolsNEXT

CHANGING THE FACE OF EDUCATION

Inspiring transformation in education and empowering students to take on the challenges of a world defined by change.

Evaluation Criteria

- **Planning Process:**
*Who was helpful to talk to as you create your ideal space or school?
Why would that person or those people help your solution to be better?
Explain the planning process – division of labor.*
- **Community Environment:**
*How does your proposed learning environment connect learning to the community?
What is special and unique about your community and how is that celebrated in the environment you've created?
Are there any partnerships between your learning environment and the community?
How does the community benefit, and how do you?
How will this place help students tie learning to real life and make it more meaningful?*
- **Learning Environment:**
*Why is learning better in the environment you're creating?
What will the learner be able to do that he or she can't do now?
What would a typical day in your learning environment be like?
How does your environment help to make stronger relationships between students, and between students and the teachers, and between the school and community?*
- **Physical Environment:**
*How will this place make it easier for students to learn?
Does your indoor environmental quality create a healthy school?
How do people get here – are there buses or cars?
What are the materials, colors, and textures?
How does your design preserve the environment i.e. incorporate Energy Star, good indoor air quality?*