

# Display and Safety Checklist for Virtual Science Fair (revised 3/3/2023, Rev H)

## GENERAL GUIDELINES (applies to all divisions)

- 1) Project category assignments. Generally, you will remain within the same division (elementary/junior/senior) and be evaluating different categories within that division. By doing so, you will learn what to look for and expect within the entire division. We will maintain a master list of who is being assigned which categories. Use ZOOM to indicate your name and that you need a category. From there, I will assign you one, two, or three categories. Make sure you complete a category before moving on to another category.
- 2) The approval status of each document\* should be marked as Yes (for approved), or No (for rejected or not approved). If a form (1C, 7) is totally blank, do not approve or reject the document. Student will immediately receive an email for any document rejected (or with rejection comments).
- 3) If there are any disturbing pictures of animals in an unnatural setting
  - the document is rejected and indicate 'Unacceptable picture of animal'
  - Indicate reason in Internal Notes 'Objectionable animal photograph'
  - Notify Fair Director via email, text, or zoom of student id (xxxx)
- 4) If a document was previously rejected, it may say 'DEL:' in the notes section or have the reason of the previous rejection. That comment should be deleted and replaced with the new comment (if it continues to be rejected), or deleted all together if it should be accepted.
- 5) If the student does NOT have a release form, please ADD the following in the Optional, additional message to student:
  - Release Form must be uploaded before the project can be approved
- 6) Any Question, refer to fair director via zoom 8 AM to 10 PM

\*"document" as used here refers to any portion of the project: the video presentation, pdf of the presentation, optional photos/diagrams, release form, other possibly required forms (1C, 7), etc.

## ORGANIZED BY FORMS

### RELEASE FORM:

Review Release form

- a. Entire form must be visible and easy to read. If unreadable, indicate via shortcut ##2
- b. Verify that only the release form is included (there should be no other forms). If additional forms are included, reject and indicate 'Remove all other forms/materials other than the release form.'
- c. Reject if not signed by Student, Teacher and Parent. Note that a printed name (or initials) is considered a signature. At least one of the signatures must have a date signed. If rejected, Indicate via shortcut ##1
- d. For a team project, ideally there should be one release form for each member of the team, all uploaded as a single document. Alternatively, other team members information/signature may be handprinted/signed on the team leader's form. If only one release form is given (for a team project), it is still ok.
- e. APPROVE document if acceptable

### VIDEO PRESENTATION

Review video presentation

- a. Determine if video includes a simulation and length of video. If video includes a simulation, reject if over 3:05 and indicate via shortcut ##3 " plus 1 minute for simulation". If video does NOT include a simulation, reject if over 2:05 and indicate via shortcut ##3
- b. Reject if audio too soft or "muffled" or cannot be heard and indicate via shortcut ##4
- c. Reject if cannot view and indicate via shortcut ##5
- d. Reject if any objectional information and indicate 'objectional content'
- e. If the student name appears in the video (in the file name located below the video), or if the students are wearing school t-shirts, or if taken in a classroom and it shows the school name, it is acceptable if there are no other faults – otherwise it should be corrected.
- f. Approve document if acceptable

### PDF PRESENTATION

Review PDF of presentation

- a. Reject if over 12 pages and indicate via shortcut ##9
- b. Reject if Student, Teacher, Mentor, School, or grade indicated and indicate via shortcut ##7
- c. Reject if says where work done if other than home/school (like work done at Ford Motor Company) indicate 'cannot reference where work done if other than home/school'
- d. Previously, if it has a section 'Acknowledgements', we would reject it. Rules have changed and we now ACCEPT 'Acknowledgements'
- e. Reject if the 'References' or Bibliography exceed one page and indicate via shortcut ##10
- f. Reject if there are any 'ACTIVE links' or URL's in the PDF Presentation (other than on the references/bibliography page) and indicate via shortcut ##12
- g. Reject if there are diagrams, figures, photos, etc in the PDF presentation and they are not 'credited' and indicate via shortcut ##6
- h. Reject if there is a release form, SRC form, or other identifying information in the PDF.

- i. If the PDF is less than 12 pages or less (could even be a single page), and does not violate any of the above, APPROVE document if acceptable

### **OPTIONAL PHOTOS/DIAGRAMS/LAB BOOKS/ETC**

Review optional photos/diagrams/Lab Book/etc

- a. Reject if objectionable info and indicate 'Objectionable content'
- b. If optional lab book is more than 4 pages, reject and indicate 'max of 4 pages for lab book'
- c. Reject if there are any 'links' or ACTIVE URL's, reject and indicate via shortcut ##12
- d. Reject if there are diagrams, figures, photos, etc in any document OTHER THAN optional photos, and they are not 'credited', reject and indicate via shortcut ##6. Optional photos are assumed to be taken by the researcher.
- e. APPROVE document if acceptable

### **OPTIONAL FORM 1RP (Detailed Research Plan if supplied)**

Review Optional Form 1RP (Detailed Research Plan if supplied).

- a. Reject if Student, Teacher, Mentor, School, or grade indicated and indicate via shortcut ##7
- b. Reject if there are any 'links' or URL's in the Research Plan and indicate via shortcut ##12
- c. Reject if there are diagrams, figures, photos, etc in the Research Plan and they are not 'credited' and indicate via shortcut ##6
- d. APPROVE document if acceptable

### **FORM 1C**

Review Form 1C (if supplied). Must be complete including all info at bottom of page 2. Note that this form may have been previously reviewed and accepted. If so, no action needed

- a. Reject if any section not filled in and indicate 'Form 1C missing information'
- b. If entire form blank, do not accept or reject document (indicate 'blank form not used')
- c. APPROVE document if acceptable

### **FORM 7 (Continuation Form)**

Review Form 7 (if supplied). If Form 7 attached, it must also have prior years research plan and abstract. Note that this form may have been previously reviewed and accepted. If so, no action is needed.

- a. If Form 7 not completely filled out reject form and indicate 'Form 7 incomplete'
- b. If Form 7 missing prior years research plan and abstract, reject and indicate 'Must upload prior years research plan and abstract along with form 7'
- c. If entire form blank, do not accept or reject document (indicate 'blank form not used')
- d. APPROVE document if acceptable

### **QUAD CHART**

Review optional Quad Chart (if supplied).

- a. Reject if there are diagrams, figures, graphs, etc that are not credited via shortcut ##6
- b. Reject if Student, Teacher, or School Name, or grade indicated and indicate via shortcut ##7
- c. Reject if any acknowledgements are included and indicate via shortcut ##8

- d. Reject if there are any 'links' or URL's in the Research Plan and indicate via shortcut ##12
- e. APPROVE document if acceptable

### **OTHER SRC FORMS**

If there are other SRC forms uploaded (such as Form 1, 1A, 1B, 4, 6A, 6B), ignore them and do not approve or reject them.

## Shortcut codes that are currently used

Code	Expanded Description
##1	Release form must be SIGNED by all three people - Student, Teacher, and parent. A printed parent or teacher name does not suffice.
##2	Release form is unreadable. Take new image and resubmit.
##3	Video must be 2:00 or LESS. Video must be uploaded to YOU TUBE only (no Google Drive).
##4	Video audio too soft - unable to hear. Recreate video with better audio/volume.
##5	Video - Can not play video. Check permissions. Test by clicking 'show' after you unload. Must be uploaded to YouTube.
##6	All Pictures, images, graphs, charts, etc must be cited. You may state something like 'all photos, graphs, images created by researcher unless indicated otherwise' on the first slide
##7	No Student Names, Mentors Names, or School Names are permitted.
##8	--- Reserved – not currently used
##9	PDF Presentation must be a maximum of 12 pages. Eliminate extra pages.
##10	PDF Presentation-Bibliography must be on a single page and be the LAST page.
##11	Photo/images/etc are inappropriate.
##12	Can NOT have any ACTIVE URLs or links (except in References/Bibliography).
##13	Please review the video guidelines on the resources tab regarding name, school name, and personal information.
##14	Please review the Project material guidelines under Presentation of the Resources Tab.
##15	The actual file name (on your computer) of this file contains your name or school in the name which appears at the top of the screen when reviewing it. Please resave the file without your name and reupload the new file.
##16	This PDF is better suited if uploaded as an optional report. The PDF should be a high level, bullet item type of presentation. If you do nothing to this, we will eventually approve it. Please review the Project material guidelines under Presentation of the Resources Tab.
##17	Projects may not have any religious implications or references.