

Standard Operating Procedures (SOPs) for Evaluators

Intersubject Project Competition – Department of Computer Science COMSATS University Islamabad, Abbottabad (Dhamtour Campus)

1. Evaluation Guidelines

- Spend **12–15 minutes per project**:
 - **4–5 minutes** for demonstration
 - **4–8 minutes** for Q&A
 - **1–2 minutes** for scoring
- Ask open-ended, exploratory questions to assess **student understanding** and **original contribution**.

2. Evaluation Criteria

Judges must score projects based on the **following criteria** (out of 50):

Criteria	Max Marks
Project Demonstration	15
Implementation & Approach	15
Complexity vs Understanding	20

For “Complexity vs Understanding,” pay special attention to:

- Whether the student can confidently explain the logic/design.
- Signs of AI-generated work (e.g., unexplained code, inconsistent depth).

3. Professional Conduct

- Remain **impartial** and avoid discussing scores with students or other judges during evaluation.
- Be **respectful and encouraging** regardless of project quality.
- Do not assist or suggest fixes during evaluation; maintain neutrality.

4. Final Submission

- Return all completed evaluation sheets to the **judging desk** immediately after your round.

5. Conflict of Interest

- If a judge has directly supervised or closely mentored any participant, **inform the organizers** to reassign that project.

6. Confidentiality

- Do not share project evaluations, results, or internal feedback with students or faculty until official results are announced.

Thank You for Your Contribution!

Your efforts are vital in maintaining fairness, encouraging student innovation, and upholding the quality of academic competitions at COMSATS.