



Design-a-thon Spring 2024: Judging Logistics (INTERNAL)

Outlines the judging criteria and grading process.

Resources

- ☰ Design-a-thon Winter 2023: Judging Logistics
- ☰ Design-a-thon 2024: Judging Logistics Guide (sending this to 2024 Judges)

[Last year's Design-a-thon Schedule](#)

General

- **Location:** zoom meeting room. In person judges will meet in DBH 6011. All other participants must be migrated before them
- **Time and Date:** Sunday, May 19, 2024 from 8am – 12pm pst
- **Judges Present:** Cassandra Hoo, Nikhil Mehrotra, Charithra (only online judge), Jacky Dittkowski, Shana Sanford

Table of contents

- [Logistics](#)
- [Judging Timeline](#)
- [Judging Process](#)
- [Judging Criteria](#)
- [Deliverables and Training](#)

Logistics

- **Timeline**
 - allow 3 total hours for judging
 - Round 1, 1 hour: initial judging round to select top 10
 - Round 2, 2 hours: secondary judging round
 - Schedule socials and networking events during this time. Workshops and fun socials (ex: VR social) will keep people from leaving and increase engagement.
- **Location**
 - Judges should judge in a different room from dbh 6011 with the ability to access internet
- Judges will be grading both submitted prototypes and the presentations based on the given rubric. **Finalists and winners will ultimately be decided**

based on quantitative scores AND qualitative discussion amongst the entire judging panel.

- **User Experience and User Interface** will be mostly based on the submitted prototypes. The first judging round will only score these categories. All teams that properly submit a prototype will receive scores for these 2 categories.
- **Target Audience, User Research, and Design Thinking** will be mostly based on the final presentations. The final judging round will be based on these categories. Only finalist teams that present will receive scores for these 3 categories.

Judging Process

To Operation leads when organizing volunteers, consider what each of the following roles would be doing:

- Operations (quality checking submissions, forms, etc)
- Discord Managers (responding to questions and concerns – relay to directors)
- Judging Facilitators (guiding the judges during the judging process)
- Meeting Facilitators (quality checking zoom and tech)
- Announcer (announces judging stages irl and online)

Timeline

An example is included in “Preliminary submission period”

Purpose	Time period	Action tasks
Pre-round: Quality Check Period	Total time: ~4 hours Start: May 16, 7:00PM End: May 19, 7:59AM	<ul style="list-style-type: none">● Google form will be sent to all participants<ul style="list-style-type: none">○ Name of team○ Description of product○ Filter by in person and online● Announcer and Discord Manager will announce the submission period with the attached google form● Operation leads will use the submission tracking spreadsheet (auto generated from the form) to<ul style="list-style-type: none">○ Design-a-thon 24': Acceptance Cri...○ <u>Prepare</u> submissions for quality checks and judging○ Check that form is accessible for both online and in person attendees

Official submission period	May 19, 8:00AM	<ul style="list-style-type: none"> • All entries must be submitted on devpost
Round 1 Submission Quality Checks	Total time: ~1 hour Start: May 19, 8:00AM End: May 19, 9:00AM	<ul style="list-style-type: none"> • Prepare all submissions from devpost to be shipped for round 1 (top 10 finalist judging) <ul style="list-style-type: none"> ◦ Follow the acceptance criteria doc ◦ Mark disqualified entries ◦ Mark entries that are inaccessible and communicate with emails listed in devpost
First round of judging and expo hall	Total time: 2.5 hours Start: May 19, 9:00AM End: May 19, 11:30AM	<p>Two events will be occurring simultaneously that will require separate facilitators and volunteers</p> <ul style="list-style-type: none"> • Deciding Top 10 Teams • First round judging: this will happen over zoom <ul style="list-style-type: none"> ◦ 4 judges in person, 1 judge online – everyone communicating over Zoom • Expo hall <ul style="list-style-type: none"> ◦ Determines people's choice award ◦ More info here: [Designathon] Expo Hall Logistics • Committee Assignments <ul style="list-style-type: none"> ◦ Announcer:
Finalists are announced	May 19, 12:00PM	<ul style="list-style-type: none"> • Announce finalists • Explain next steps and things to prepare for the presentation (1.5 hours to prepare)
Finalist Demos (1.5 hours) [1:30 – 3:00 PM]	Total time: 3 hours Start: May 19, 9:00AM End: May 19, 12:00PM	<ul style="list-style-type: none"> • All finalists demo on Zoom to a live judging panel
Second round of judging (2 hours) <div>Insert time here</div>		<ul style="list-style-type: none"> • Determine the winners of the prizes (1st, 2nd, 3rd place) • Add Top 3 Winners to Closing Ceremony presentation slides

- **Location:** all judging will be hosted online. There will be an online room that allows any online judges to participate in the process.
- **Judging Team:**

- **UCI Professors:** professors in informatics, psychology, business.
Researchers in HCI labs
- **UCI Designathon Team:** leads, directors, and select exec board members
- **Sponsors:** sponsors judge their own tracks
- **Process**
 - **Marketing lead must announce all these events in the discord server**
 - Presubmission: 2 hours before the official submission time, all teams are required to submit a “sample” of their projects. This is used to track the number of teams
 - **QA Leads:** check that everyone is able to submit their work.
Announce it irl
 - Submission: all participants are required to submit their work at a specified time.
 - **QA Leads:** check for no last minute submission errors
 -

Judging Process

- **General**
 - **Round 1:** All submissions are ONLY judged on the concept and target audience. There should be at most 10–15 submissions that come out of this process. Only prototypes are judged
 - **User experience**
 - **User interface**
 - **Problem statement**
 - **Round 2:** Judges will judge. After this round, the winners will be decided.

Judging Criteria

- **Rubric**

- Overall, participants are judged holistically based on the final product and the end-to-end design process
- **Impact:** does this product target a meaningful and/or critical problem with the potential of impacting a larger group? Does this make a significant improvement to an individual's quality of life?
- **Innovation:** does this product attempt to solve the problem in a novel way?
- **User Research:** are decision decisions made based on reliable data? Did the team collect both secondary and primary data? Was the research process valid?
- **Design thinking process:** Did the team follow a meaningful and structured design process?
- **User Interface:** How intuitive and accessible is the interface? Were diverse audience types considered in the design process?
- **Submission Criteria**
 - **Round 1**
 - **Location:** Submissions will be fully on devpost. Nothing else will be accepted outside of this
 - **Requirements:**
 - 150 word description about the product function, purpose, and target audience
 - List of core features in product
 - Each submission must have at least 10 screens: This must be full screens. This will not include onboarding, modals, or popup screens – although this will be considered for design complexity if included with a design systems/flow.
 - **Links:**
 - Video demo of product
 - Prototype
 - Figma file
 - [optional] Supplemental artifacts, research, ect
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- **Round 2 Submission**
 - **Location:** google form
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Deliverables and Training

Key Deliverables (ordered by priority)

- ☐ **Judging Spreadsheet between rounds:** spreadsheet allows judges to easily provide feedback and score participants in both the first and second round
- ☐ **Judging Logistics Guide:** This will be shipped to judges. It will show the entire process and timeline of when the event will take place, how they will be reimbursed for travel costs, and the end to end process of judging and criteria
 - ☐ Shipped at least 3 weeks before the event
- ☐ **RSVP Form**
 - ☐ Confirm that all team members are fully remote OR fully in-person.
Enter all the emails and contacts of team members
- ☐

Action Tasks

- ☐ Schedule judges meeting next week-jay
- ☐ Attend devpost meeting on tuesday -jay&vimala
- ☐ Ask Hack for cable extensions – Jasmine

Priorities

- ☐ Judging process
- ☐ Judging rubric
- ☐ Show
 - ☐ Devpost
 - ☐ Spreadsheet for judging rounds
 - ☐ discord