



Thank you for agreeing to judge the awards. Your time and expertise are greatly appreciated.

Judging Process

Please review the following material in advance of your judging session.

1. Overview of the Association Centre of Excellence Awards.
2. The evaluation rubric for the Association Centre of Excellence Awards

You will be assigned applications and partnered with other volunteers from the Association Centre of Excellence Awards Committee. You will evaluate each application separately by marking your score and comments in the judging section of the awards program platform, OpenWater. Half scores are allowed where necessary. You will then, likely by Zoom or conference call, compare and discuss your scores with your partner(s) to come to an agreement on the final score. A reminder the final score is not simply an average of the judges' individual scores, but a score come to by agreement after discussion and careful shared review.

Your responsibilities as a judge are to:

1. Review and evaluate each application using the evaluation rubric.
2. Meet with your judging partner(s) and come to an agreement on the final score.
3. Provide valuable feedback to applicants outlining what was successful and areas for improvement.

Associations can vary in size, and it is best to review and evaluate each application separately with consideration to the evaluation rubric. Applications should not be evaluated in comparison to each other.

The applications you are judging may or may not have been “pre-screened” to ensure they comply with the qualifying criteria. Check with Olivia Wild at olivia@csae.com for any questions.

The completed evaluation form and feedback from the judges will be shared with the applicant.

Conflict of Interest

You should not judge or participate in discussions for any of the following:

- Your own application
- The application of a colleague or friend, if you are unable to be impartial
- An application from any employee, client, or supplier of your own organization
- An application from a competitor, if you are unable to be impartial
- Any application which otherwise compromises your ability to be impartial