

VERSION 0.01B



QUINTE REGIONAL SCIENCE AND TECHNOLOGY FAIR

Policies and Procedures

QUINTE REGIONAL SCIENCE AND TECHNOLOGY FAIR 2017 COMMITTEE

WWW.QRSTF.CA

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Terms: QRSTF (Quinte Regional Science and Technology Fair), YSC (Youth Science Canada),
CWSF (Canada-wide Science Fair)



Policies and Procedures of the Quinte Regional Science and Technology Fair

Mission Statement

The mission of the Quinte Regional Science and Technology fair is to encourage, foster enthusiasm, develop self-confidence, inspire and support an interest in science, technology and engineering for the youth in our area and to provide our students with the opportunity and skills to foster a lifelong love of science.

1.0 Organization Name:

1.1 There is a benevolent, voluntary and independent charitable association called the Quinte Regional Science and Technology Fair (QRSTF) and Expo-sciences régionale de Quinte (ESRQ)

2.0 Objectives of QRSTF:

2.1. To receive and maintain a fund or funds and to apply all or part of the principal and income therefrom, from time to time for the following charitable purposes:

2.1.1. to support the development and promotion of enhanced education opportunities in science, engineering and technology for students and teachers in Hastings and Prince Edward Counties.

2.1.2. To advance education generally within Hastings and Prince Edward Counties.

2.1.3. to organize and operate an annual regional fair for the exhibition and competition of scientific, engineering and technology projects submitted by students from grades four to twelve from any school, public or private, as well as home schooled students, from the Hastings and Prince Edward Counties.

2.1.4. to support the participation of students from Hastings and Prince Edward Counties in the Quinte Regional Science and Technology Fair, the Canada-wide Science Fair, the International Science and Engineering Fair and in other international science fairs such as the “Google Science Fair”.



3.0 Actions

- 3.1. QRSTF shall seek to achieve its objectives by raising funds, obtaining in-kind donations and seeking volunteers to assist in the carrying out of its objectives.
- 3.2. QRSTF shall affiliate itself as a Regional Science Fair with the organizations responsible for the Canada-wide Science Fair and the International Science and Engineering Fair.
- 3.3. QRSTF shall also communicate its activities and their results to students and other interested parties using public media and other methods.

4.0 Membership:

- 4.1 Membership shall be based on September to August 31st
- 4.2. Any person who is 18 years or older and in agreement with the aims and objectives of QRSTF is eligible for membership.
- 4.3. Application for Membership shall be on a form as approved by the Board of Directors and which shall provide that the applicant agrees to abide by this Policies and Guidelines document. The application shall state the name and address of the applicant and their email and phone numbers.
- 4.4. Applicants will be elected to membership by the Board of Directors. Affirmative votes of 2/3rds shall be required to elect an applicant.
- 4.5. Once elected, a member will be required to undergo a Police Records Check (PRC) and a Vulnerable Sector Screening (VSS) and provide the results to the Board of Directors with 60 days of the initial request of documentation
- 4.6. To obtain voting rights an applicant must have been elected to membership and to have submitted their PLC and VSS.
- 4.6. Rejection of membership must be provided by the Board of Directors in writing with a reason for such rejection.

5.0 Committee Organization and Governance of the QRSTF

- 5.1. The Organizing Committee shall consist of a Board of Directors and Members in good standing.



5.2 The Board of Directors shall have the following officers; Chair, Co-Chair, Secretary, Treasurer, Registrar of the Fair, Fund Raising / Awards Chair, Judge Coordinator, and Chief Judge

5.2.1. The Chair will chair all Board and General meetings of the QRSTF and shall have such duties and responsibilities as specified in these bylaws.

5.2.2. The Vice-Chair will assume the duties and exercise the responsibilities of the Chair upon the direction of the Chair or in such case as the Chair is unable to carry out the duties and responsibilities of the Chair and Vice-Chair.

5.2.3 The Secretary shall prepare agendas and keep minutes of all Board and General meetings of the QRSTF. The Secretary will email the agenda and the minutes of all General meetings to all members. The Secretary shall receive and send correspondence on behalf of the QRSTF to notify members of meetings, elections results and keep a roll of the current members with email and regular postal addresses and telephone numbers.

5.2.4. The Treasurer shall collect and receive all revenues of the QRSTF and shall deposit them in a QRSTF bank account as approved by the Board, in the name of the QRSTF. The books of the QRSTF shall be open to inspection by the Board at any time and a financial report shall be provided at every meeting of the Board, and every annual general meeting of the QRSTF. The financial records of the QRSTF shall be the property of the QRSTF.

5.2.5. The Registrar will receive and organize all entries for the fair into appropriate judging groups. The Registrar will assist with the layout of the judging groups at the chosen venue.

5.2.6. The Sponsorship/Fund Raising Chair will take the lead in soliciting funds from local businesses, companies, service clubs etc. as well as organize the awards for the fair.

5.2.7 The Awards Committee will organize all funds pertaining to the awards and the awards ceremony

5.2.8. The Judge's Chair will solicit volunteers to help judge all the exhibits at the QRSTF. This will involve getting enough information so that viable judging pairs can be set up for each grade and subject level.

5.2.10 The Chief Judge will oversee the day of the fair and take care of any social problems that may arise and make sure all aspects of the fair are from the participants, volunteers and parents are operating efficiently.

5.2.11 We reserve the right to combine or separate roles as applicable.



5.3. The Organizing Committee shall invite the School Boards within its affiliated region to provide board Curriculum Coordinators (or equivalent role) to participate in the Organizing Committee meetings and other activities as liaisons.

5.4. Individuals may hold more than one voting position on the Organizing Committee, but may exercise only one vote.

5.5. The Organizing Committee shall exercise control over all matters pertaining to the management of the Quinte Regional Science and Technology Fair.

5.6. The Organizing Committee will be bound by the Policies and Procedures which may be amended at any time.

5.7. The Organizing Committee quorum must be at least 5 voting members.

5.8. Motions will be passed by a majority vote of the Organizing Committee members present.

5.9. The Organizing Committee jobs shall be elected on an annual basis to oversee the functions of QRSTF

5.10. An annual general meeting held in September will include elections if needed. Notice of the annual general meeting will be given to all Volunteers for whom contact information is available four weeks before the meeting.

5.11 If necessary amendments may be done by email, conference call, or video conference but still require a majority of the quorum to pass.

5.12 Meetings shall follow proper rules of order.

5.13 A Year End Meeting will be held in June to evaluate all aspects of the fair and to propose improvements. Topics are to include:

- Treasurer's Report
- Regional Fair Attendance with a breakdown of participation by board.
- Judging – numbers, concerns
- Sponsorships and Awards
- Canada Wide Science Fair Results
- Policy Amendments

5.14 The official logos of the Quinte Regional Science and Expo-sciences regionale de Quinte





6.0 Elections and Appointments:

6.1 There shall be appointed a Chairperson and two Scrutineers from the Organizing Committee

6.2 Nomination - Nominations for the election of Officers and Directors (3) shall occur at the September annual meeting. Any member may be nominated by a member with the support of at least one other member of the committee. The nominee must be willing to accept the nomination.

6.3 Election - The election of Officers and Directors shall be done by those members present and eligible to vote. The vote shall be done by secret ballot.

6.4 Decision - The nominee receiving the greatest number of votes for a vacant position shall be declared elected. A nominee shall be acclaimed if there is only one nomination.

6.5 Terms - The Terms of the positions shall be in accordance with the following:

6.5.1 Directors and Officer Positions may hold office for a term of three years and shall hold office until their successors have been duly elected in accordance with these Bylaws, unless they resign, are removed from or vacate their office.

6.5.2 Directors and Officers may seek re-election at the end of their term

6.5.3 Vacancy - Where a position becomes vacant for whatever reason, the Organizing Committee may appoint a qualified individual to fill the vacancy until such time as a member is elected in accordance with this document. To be appointed, one must be nominated by a member with the support of at least one other member. This nomination must be presented as a motion and approved by a majority of the Organizing Committee.

7.0 Resignation and Removal of Directors or Officers

7.1 A Director or Officer may resign for any reason (death, found by a court to be of unsound mind, conflict of interest or personal reasons) from the Organizing Committee at any time by presenting a notice of resignation to the Organizing Committee. This resignation shall become effective on the date the Committee accepts the request.

7.2 Where a Director or Officer is subject to a disciplinary investigation or action of the committee resigns, that person shall nonetheless be subject to any sanctions or consequences resulting from the disciplinary investigation by outside agencies.

7.3 Removal - A Director or Officer may be removed by Special Resolution of the Organizing Committee or by Special Resolution of the Members in a meeting, provided that person has been given notice of and the opportunity to be present and to be heard at the meeting where such a Special Resolution is put to a vote.

8.0 Head Office:

8.1 The head office of the Q.R.S.T.F. shall be located at the following address - @QRSTF 9
Carmen Ave. Belleville, Ont. K8P 3A4

9.0 Financial

9.1. The business of QRSTF shall be carried out without purpose of gain for its members. Any profits or other accretions to QRSTF shall be used only to promote its objectives.

9.2. The Directors of the QRSTF shall serve without remuneration, and no Director shall directly or indirectly receive any profit from his or her position; however, a Director may be reimbursed for reasonable expenses incurred by him or her in the performance of his or her duties in accordance with the QRSTF's policy relating to reimbursement of expenses.

9.3. QRSTF net revenues, materials or the proceeds or interest thereon may be disbursed, at the entire discretion of the Organizing Committee, to fulfill the objectives of QRSTF

9.4. The Organizing Committee shall prepare an annual budget each year to establish reasonable cost expectations of the various activities of QRSTF and guide QRSTF fund-raising activities. This budget shall be periodically updated during the year to ensure costs of activities remain consistent with fund raising.

9.5. The QRSTF Fiscal Year shall be from September 1 to August 31.

9.6. The Organizing Committee shall arrange after the end of each year for a Review of the financial records of QRSTF by a suitably qualified individual, and submission of required government forms within six months of the fiscal year end.

9.7 All monies will go through the treasurer and any request must be voted upon by the Organizing Committee.

9.8 All cheques issued by the QRSTF must have 2 co-signers. There should be 3 signators in the event that one is unavailable due to unforeseen circumstances.

9.9 Only the Treasurer may give a charitable receipt and is responsible for their tracking.

9.10 The Treasurer is responsible for all cheques, receipt material, bank account and records of all finances and all transactions are accounted for. All signators are aware of all monies.

9.11 If a sponsor requests a financial statement, it is the responsibility of the treasurer to create a report detailing where all the money in the account at that time is allocated.



10.0 QRSTF Sponsorship Structure

10.1 Troposphere - \$20 - \$499 Level

- Fair Sponsor – donation noted on website.
- Funds are only used for defraying fair expenses. E.g., plaques and medals, awards, certificates, printing costs, Volunteer breakfast, office supplies etc...)

10.2 Stratosphere - \$500 Level

- Could sponsor one of two (Junior or Senior) Best of Fair awards (First come first serve). Subsequent sponsors will sponsor a Best in Grade award or a specific specialty award.
- Participant(s) who win(s) the Best in Fair award will receive a minimum amount of \$100 per project and an engraved plaque.
- A minimum amount of \$100 of the \$500 will be given to the participant(s) (Minimum of \$50 per participant if project is completed by two students) who win(s) the Best in Fair award.
- Will be invited to the QRSTF to present the Best in Fair awards, Best in Grade awards, or present a specialty award.
- Will be recognized in the QRSTF awards program, well as on the QRSTF website.

10.3 Mesosphere - \$1000 Level

- Will sponsor an Entire Grade of awards or a specific specialty award.
- The \$1000 will cover all costs of the award(s) (E.g., printing of certificate(s), engraving of the medal(s)).
- Will be invited to the QRSTF, and asked to present the Best in Group awards, or a specialty award.
- Will be recognized in the QRSTF awards program at a more prominent level, as well as on the QRSTF website.

10.4 Thermosphere - \$2500 Level

- Will sponsor a CWSF participant, this will include the partial cost of sending up to two adult delegates to the CWSF, or a specific specialty award.



- The \$2500 will cover all costs of the award(s) (E.g., printing of certificate(s), engraving of the medal(s).
- Will be invited to the QRSTF, and asked to present a CWSF participant with their award, or present a specialty award.
- Will be recognized in the QRSTF awards program at a more prominent level, as well as on the QRSTF website.
- Will have their logo included in the footer of all QRSTF stationery

10.5 Exosphere - \$5000 Level

- Will sponsor two CWSF participants, this will include the partial cost of sending up to two adult delegates to the CWSF, or a specific specialty award.
- The \$5000 will cover all costs of the award(s) (E.g., printing of certificate(s), engraving of the medal(s).
- Will have their logo printed on all QRSTF certificates for all participants.
- Will be invited to the QRSTF, and asked to present a CWSF participant with their award, or present a specialty award.
- Will be recognized on the back cover of the QRSTF awards program at the most prominent level, as well as the QRSTF website
- Will have their logo included in the footer of all QRSTF stationery

Note: Awards already sponsored prior to January 2013 will remain in our awards list and continue to be funded at their specified sponsorship level until such time as they cease to exist.

Note: Any new award sponsors will only be accepted based on the Policies and Procedures QRSTF Sponsorship Structure guidelines adopted March 2014.

11.0 Amending the Policies and Procedures document

11.1. This Policies and Procedures document may be amended as needed by the Organizing Committee, by a two-thirds majority vote. The quorum for the vote will be five committee members.

11.2. The voting members will be provided copies of the proposed amended Policies and Procedures document as well as proposed current Policies and Procedures document two weeks in advance of the vote.

12.0 Dissolution of the Quinte Regional Science Fair



12.1. Should QRSTF decide to dissolve itself, the net proceeds and net capital and other monies or materials shall be handed over at the discretion of the Organizing Committee to an organization with like-minded objectives within the Hastings-Prince Edward Region, or failing that, within the Province of Ontario, within one year.

13.0 Volunteer Training Program

13.1 The QRSTF gains and loses committee members and Judges annually. The training of the new volunteers is an essential part of the daily business of the committee. The training of science fair judges is an ongoing effort as the rules/rubric and Youth Science Foundation requirements evolve.

13.2 New Organizing Committee members will be placed on subcommittees with experienced members who will mentor the new members. Records will be kept that may assist future members with their duties on their respective subcommittees.

13.3 New organizational committee members will be given a copy of this document. They will review the document and will follow policy during the execution of their duties.

13.4 The QRSTF will hold at least one judges training session a year. Each session will be held prior to the commencement of the Regional Fair.

13.5 Schools holding science fairs may request assistance from the committee to train volunteers and/or provide judges.

14. Volunteer Evaluation – Code of Conduct

14.1 The QRSTF will evaluate the effectiveness of its volunteers, subcommittees and judges on an annual basis. The evaluation will assist in improving the Regional Fair and the image of the QRSTF.

14.1.1 The evaluation of the individual volunteers will be made by the Committee. Positive reinforcement will be used to assist any volunteers who require help in completing his or her duties.

14.1.2 The evaluation of the judges will be made by the Judge's chair. The Chair of the QRSTF is responsible to bring to the attention of any judge where a problem exists or the judge fails to properly carry out the duties of judging as outlined in the training sessions.

14.2 CODE OF CONDUCT OF VOLUNTEERS:



Volunteers are expected to present themselves in a supportive and caring manner. They are expected to have a positive impact on the students at the Regional Fair. Behaviour that is contrary to these principles may be grounds for review by the Committee and possible dismissal from the QRSTF.

14.3 CODE OF CONDUCT OF JUDGES:

Judges are expected to render their decisions without bias or prejudice. Judges are to be supportive of the students and to leave the students with a positive attitude to the judging process and science fair overall. Bias or undue harshness may result in judges being dismissed from the judging panel. The Organizing Committee will review all complaints about the judges and their judging process. The Chair, may immediately dismiss a judge at any time for a violation of this policy.

15.0 Conflict of Interest

15.1 The QRSTF members are required to report any conflict of interest to the Chair and/or to the Treasurer of the Fair. The QRSTF must not only be in good standing with the community but must also appear to be in good standing. Conflicts of interest must be declared to avoid an appearance that would bring the QRSTF's image into disrepute. This also includes all conflicts and/or appearances of conflict involving the Canada-wide Science Fair.

15.2 When the Treasurer receives notice of a conflict of interest from a volunteer or Committee member, the Treasurer will as soon as possible report the conflict to the Chair.

15.3 When a member of the QRSTF finds himself or herself in a conflict of interest, that person shall declare the conflict and remove himself or herself from the meeting or situation, as the case may be.

15.4 Conflicts of interest that are monetary in nature should be reported to the Treasurer for consultation as well as the Chair.

15.5 Judges are required to inform the judging chair of any possible conflicts of interest where their immediate families/ friends or students are involved.

16.0: Delegate Selection for Canada Wide Science Fair (CWSF)

16.1 One or two delegates will be selected to accompany winners to the CWSF. The number of delegates depends on the number of finalists sent to the CWSF. This opportunity will first

be presented to members of the committee. If more than the number of delegates needed wish to go then a vote by secret ballot will be held. If less than the number of committee members needed step forward, then a non-member will be sought.

16.2 Delegate candidates will all meet the following criteria:

- Obtain an up-to-date Police Record Check (PRC) and VSS (Vulnerable Sector Screening)
- Delegates who have not attended a CWSF will supply a letter outlining their experiences, which make them suitable for this role.
- Delegates who have not attended a CWSF will provide two references. The Chairs will vet the references.
- No less than two members of the board will interview delegates who have not attended a CWSF.
- Delegates who have never attended a Canada-wide Science Fair will be paired with an experienced delegate and that if only one is sent to the Canada-wide science Fair it is an experienced delegate or one that has been mentored by an experienced delegate before attending the CWSF.

16.3 A vote of the members of the QRSTF committee must be completed and a majority must agree to the appointment.

16.4 Delegates will follow all policies and guidelines put forth by YSC and QRSTF.

17.0 Responsibilities of a Delegate

17.1 All Delegates must follow the Code of Conduct of CWSF

<http://cwsf.youthscience.ca/code-conduct>

<http://cwsf.youthscience.ca/expectations-delegates>

17.2 Delegates will make appropriate decisions in emergency situations to enhance the safety, health and well-being of youth program. They must make parents aware of any emergency situations by phone (not email or twitter). Also, the QRSTF committee will be made aware of the situation ASAP so that may deal with any concerns.

17.3 All youth will be supervised by at least one delegate at all times. Delegates will deal with any inappropriate behavior and take appropriate actions according to CWSF policy. The QRSTF committee will be made aware of the situation ASAP so that they may deal with any concerns. The youth's parents will be contacted and made aware of the situation. (CWSF has the final decision)

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17.4 Parent/Guardians of youth members sent home early due to misconduct will be responsible for the youth's transportation, including bus/train/plane fare and all other fares and expenses associated with the youth's return home.

17.5 All delegates must act in a professional manner at all times

17.6 Delegates will keep parents, teachers, and committee members apprised of events at the fair by using the email, twitter or the Facebook page.

Facebook: <http://www.facebook.com/QRSTF>

Youtube: <http://www.youtube.com/QRSTF>

Twitter: <https://twitter.com/QRSTF>

17.7 Delegates must attend all CWSF approved activities as per CWSF policy unless there are extenuating circumstances.

17.8 Delegates and participants will dress appropriately in accordance with the established dress code provided by CWSF. Delegates will use good judgment in selecting clothing appropriate for weather and occasion. Clothing that is revealing or with obscene language/pictures or with drug, tobacco or alcohol advertising is never allowed. Delegates and participants will wear their security name-tag to all CWSF activities unless removal is specified.

17.9 All images/movies etc... where appropriate will be made available for the parents to view and for the QRSTF committee to use for social media or public relations. This is in alignment with the agreement signed at the QRSTF level so that we may promote the fair and keep the QRSTF committee and parents aware of events at the Canada-wide Science Fair.

17.10 All delegates will keep track of all necessary expenses up and above what the CWSF provides so that they may be reimbursed.

18.0 Selection of Participants to the Canada-wide Science Fair

18.0 Selection of Participants to the Canada Wide Science Fair:

18.1 **Eligibility.** Students from grades 7 to 12 are eligible for to be selected for the CWSF. Three students will be selected from the top ranked projects will be given the opportunity to represent our region at the CWSF.

18.2 **General Criteria**

18.2.1 The project must be of high caliber, and be full of originality and scientific merit.

18.2.2 The project must contain quantitative and qualitative measurements to support their conclusions.



18.2.3 The students should demonstrate contextual awareness – how the project relates to real world concerns.

18.2.4 The student should be able to provide a very clear oral presentation and be able to field questions regarding their work with confidence. The presentation should convince the judges that the project has been completed with results that pertain to the question asked.

18.2.5 If the project requires more data to be competitive at the national level, a verbal promise from the winner is accepted and followed through until completion of the project. The winner will have all requirements completed and handed in by April 20th. Inability to complete the project will mean that another project will attend in its place.

18.2.6 If the student has received help from any institution, the judges have the right to further investigate whether the student's work is their own and whether the student's work is original.

18.3 Judging Procedure

18.3.1 The selection of the top projects from the Quinte Regional Science and Technology Fair for participation in the Canada-wide Science Fair (CWSF), will be made by the Canada Wide Science Fair Judging Group in collaboration with the Chief Judge. The judges who will be part of the CWSF Judging Group will be chosen by the Judges Chair in advance of the Regional Fair and will be made known to all judges before the Fair begins.

18.3.2 The CWSF Judging Group will be given a list of potential Canada-wide Science Fair projects by the Chief Judge, their inspecting of the student's projects, consultation with the QRSTF committee or from discussion with judging teams. The list will identify projects that are considered to be of a high enough calibre to attend the Canada-wide Science Fair and who fall within the criteria found on the CWSF judging form. This determination will be based on project standings and marks resulting from the normal judging process during the Fair. Marks considered acceptable to attend the CWSF should be over 80%.

18.3.3 The CWSF judging group will collectively go to each project and ask the participants to give them a presentation on their project. Based on the presentations and further deliberation, the CWSF Judging Group will decide on the merits of each project and its potential for success at the Canada-wide Science Fair. The CWSF Judging Group will then provide the Chief Judge with its decision on the ranking of these projects in terms of their suitability to attend the Canada-wide Science Fair. The Group's decision shall be based on the presentation capabilities of the participants, project content, project summary, and general overall merit of the project.

18.3.4 The top projects, which will in total involve three to five participants, and will be chosen to go to the Canada-wide Science Fair. The limit of three CWSF participants from the Quinte Regional Science and Technology Fair, could represent two to three projects, depending on how many participants are involved in each project. The selection of five participants could include any combination up to a total of five. (eg. 2 projects with partners and one single entry)

18.3.5 Two backup projects will be identified in case the participants of one of the selected projects announce that they are not able go to the Canada Wide Science Fair after the selection has been made public. (a Single and a paired project). The identity of the backup projects will be known by the Chief Judge and the Regional Science Fair Committee Chairperson, but will not be revealed unless required.

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Project Judging Form Canada-Wide Science Fair



Use the rubric on the back to assign a Level to Parts A, B, and C for the project. In addition to the Level, please enter a rating from 0 to 9 that reflects the quality of the project and its strength relative to other projects you have assigned the same level.

PART A: SCIENTIFIC THOUGHT		JUDGING NOTES	
	•		
Level (1-4)	Rating (0-9)		
PART B: ORIGINALITY & CREATIVITY			
	•		
Level (1-4)	Rating (0-9)		
PART C: COMMUNICATION			
	•		
Level (1-4)	Rating (0-9)		

FEEDBACK FOR THE FINALIST(S)	
Strengths	
Recommendations	
Judge's Name (Please print.)	Judge's Signature

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Project Judging Form Canada-Wide Science Fair



Use this rubric to assign a Level to Parts A, B, and C for the project. In addition to the Level, please enter a rating from 0 to 9 that reflects the quality of the project and its strength relative to other projects you have assigned the same level.

PART A: SCIENTIFIC THOUGHT		
Experiment	Innovation	Study
Undertake an investigation to test a scientific hypothesis by the experimental method. At least one independent variable is manipulated; other variables are controlled.	Develop and evaluate new devices, models, theorems, physical theories, techniques, or methods in technology, engineering, computing, natural science, or social science.	Analysis of, and possibly collections of, data using accepted methodologies from the natural, social, biological, or health sciences. Includes studies involving human subjects, biology field studies, data mining, observation and pattern recognition in physical and/or socio-behavioural data.
LEVEL 1		
Replicate a known experiment to confirm previous findings.	Build a model or device to duplicate existing technology or to demonstrate a well-known physical theory or social/behavioural intervention.	Existing published material is presented, unaccompanied by any analysis.
LEVEL 2		
Extend a known experiment with modest improvements to the procedures, data gathering and possible applications.	Improve or demonstrate new applications for existing technological systems, social or behavioural interventions, existing physical theories or equipment, and justify them.	Existing published material is presented, accompanied by some modest analysis and/or a rudimentary study is undertaken that yields limited data that cannot support an analysis leading to meaningful results.
LEVEL 3		
Devise and carry out an original experiment. Identify the significant variables and attempt to control them. Analyse the results using appropriate arithmetic, graphical or statistical methods.	Design and build innovative technology, or provide adaptations to existing technology or to social or behavioural interventions; extend or create new physical theory. Human benefit, advancement of knowledge, and/or economic applications should be evident.	The study is based on systematic observations and a literature search. Quantitative studies should include appropriate analysis of some significant variable(s) using arithmetic, statistical, or graphical methods. Qualitative and/or mixed methods studies should include a detailed description of the procedures and/or techniques applied to gather and/or analyse the data (e.g. interviewing, observational fieldwork, constant comparative method, content analysis).
LEVEL 4		
Devise and carry out original experimental research in which most significant variables are identified and controlled. The data analysis is thorough and complete.	Integrate several technologies, inventions, social/behavioural interventions or design and construct an innovative application that will have human and/or commercial benefit.	The study correlates information from a variety of peer-reviewed publications and from systematic observations, and reveals significant new information, or original solutions to problems. Same criteria for analysis of significant variables and/or description of procedures/techniques as for Level 3.

PART B: ORIGINALITY & CREATIVITY			
LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
The project design is simple with little evidence of student imagination. It can be found in books or magazines.	The project design is simple with some evidence of student imagination. It uses common resources or equipment. The topic is a current or common one.	This imaginative project makes creative use of the available resources. It is well thought out, and some aspects are above average.	This highly original project demonstrates a novel approach. It shows resourcefulness and creativity in the design, use of equipment, construction and/or the analysis.

PART C: COMMUNICATION			
The level is based on four elements: visual display, oral presentation, project report with background research, and logbook.			
LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
Most or all of the four elements are simple, unsubstantial or incomplete. There is little evidence of attention to effective communication. In a pair project, one member may have dominated the presentation.	Some of the four elements are simple, unsubstantial or incomplete, but there is evidence of student attention to communication. In a pair project, one member may have made a stronger contribution to the presentation.	All four elements are complete and demonstrate attention to detail and substance. The communication components are each well thought out and executed. In a pair project, both members made an equitable contribution to the presentation.	All four elements are complete and exceed reasonable expectations of a student at this age/grade. The visual display is logical and self-explanatory, and the exhibit is attractive and well-presented. The project report and logbook are informative, clearly written, and the bibliography extends beyond web-based articles. The oral presentation is clear, logical, and enthusiastic. In a group project, both members contributed equitably and effectively to the presentation.



CWSF: <http://cwsf.youthscience.ca/fairs/current>

QRSTF

[Website](http://www.qrstf.ca), [WWW.qrstf.ca](http://www.qrstf.ca)

[Facebook](https://www.facebook.com/QRSTF/), <https://www.facebook.com/QRSTF/>

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19.0 Signatories

This document shall be effective starting on _____

Signatures and Date Signed:

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Treasurer: _____

Secretary: _____