



Award Judging Criteria and Process

British Educational Research Association

Company Limited by Guarantee

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Guidelines for Judges

1. Whilst the exact time will depend on individual awards, judges for award should be prepared to give about 1 day overall in judging the awards. This would normally comprise of:
 - Judge Orientation and guidance conference call: 1 hour
 - Clarify questions of concerns about the Evaluation Process.
 - Identify any known conflicts of interest with Applicants and Judges.
 - Clarify the Timeline and Actions Steps to be done prior to the Award Selection Meeting.
 - Review of applications: 4-5 hrs
 - Judge's Award Selection Meeting: 1-2 hours
2. The following principles should govern any judging or selection process
 - Maximum use of discussion and consensus.
 - Maximum number of Judges participating in consensus and decision-making.
 - Elimination of conflict of interest and appearances of conflict.
 - A Judge may not vote on an Applicant if the Judge has not been present for a substantial portion of the discussion on the Applicant.
 - A Judge may not vote on an Applicant if the Judge has a conflict of interest.
 - Documentation to support Judge's recommendations.
3. **Conflict of interest** refers to conflicts due to circumstances or relationships, such as current or recent employment; significant ownership; applicant relationship; or other significant knowledge or relationship. A conflict of interest also exists if an individual has served as Lead Judge or Examiner for an Applicant during a previous or current application. If a Judge feels uncertain if a particular relationship or circumstance constitutes a conflict of interest, the Judge will declare a conflict of interest and not participate in evaluations of the Applicant at the Award Selection Meeting.
4. **Confidentiality** – full confidentiality must be maintained by the judges both during and after the process. The outcome is the collective responsibility of the judging panel.

Guidelines for Award Selection

5. Whilst recognising that each award has specific focus and therefore some specific criteria, the following general principles should apply as to how applicants are assessed. These are based upon the criteria for abstract reviewing for BERA Conference and designed to ensure consistency across the organisation.
6. Judges should assess an applicant in the following key areas:

Relevance	<i>e.g. to the aims of BERA; to promotion of educational research, the specification or theme of the award etc.</i>
Clarity	<i>e.g. of research question(s); of focus of paper, proposal, research etc.</i>
Quality	<i>e.g. is the research robust, ethical, is potential research well designed etc.</i>
Significance	<i>e. g. will the research make a contribution to knowledge, theory building, practice, policy etc.</i>

7. Within these, each applicant should be given a score of 1-4
 - 1 – Poor - the criterion has not been met
 - 2 – Fair - the criterion has only been partially met
 - 3 – Good - the criterion has been clearly met
 - 4 - Excellent - the criterion has been met and exceeded.
8. Normally the steps above will be used to construct a shortlist, and final judgements may require discussion between the judges.