



Sunset overlooking the east side of the Las Cruces Organ Mountains from White Sand National Park Monument.

2025 JUDGE GUIDE TO THE SCORING SITE

YOUR SOURCE FOR:

- How to set up an account online
- Online score entry and troubleshooting
- Manuscript format requirements

This is an excerpt from the 2025 Judge Manual.

Only Appendix A and Appendix B of that Manual are included in this document.

APPENDIX A. JUDGES' GUIDE TO THE JUDGING SITE: <https://WERCTEAMS.NMSU.EDU>

A. Register to be a judge

1. All judges sign up each year, as no profiles are saved from year to year. Please be ready to upload your bio and photo, enter your t-shirt and Jacket size, and meals you plan to attend.
2. Go to wercteams.nmsu.edu, click the green button: "Faculty and Judges: Sign up for the 2025 contest." On the next page, click the radio button "Judge" and complete your information.
3. Wait for a confirmation email: "Step I Complete."
4. Log in and complete your Profile immediately.
5. Once you complete your profile, you will be assigned a task to judge.
6. After being assigned your judging task, you will have access to scoring for all teams assigned to you. You will not be able to see other judges' scores or teams in other tasks.

B. Completing your PROFILE (Refer to figure below)

1. Your profile must be complete before you can gain access to score teams: Indicate order of preference for judging tasks, upload your photo and bio, jacket size, etc.
2. When completing your profile, press "Save" after each entry.
 - a. A pop-up window will confirm: "Your information has been saved successfully."
 - b. Review your profile after saving. If data is missing, re-enter it.
 - c. Click "Submit" when done. If fields are missing, a pop-up will indicate what needs to be completed.
3. The profile can be changed at any time after it is completed. Just click the top PROFILE tab.
4. **Below is a screenshot of an incomplete PROFILE.** This must be completed before you can view teams or enter scores.

Click on TEAM to see the teams you are judging

To avoid losing your progress while completing the profile form, click the gold 'Save' button after each entry.

If this PROFILE page remains after clicking TEAM, it means your profile must be completed before you can proceed.

1. Please select all the tasks that you are able to judge by checking the box (Please select as many as possible)
2. Drag your selected tasks based on your preference (Highest priority on top, lowest on bottom)

Select the meals you are planning to attend *

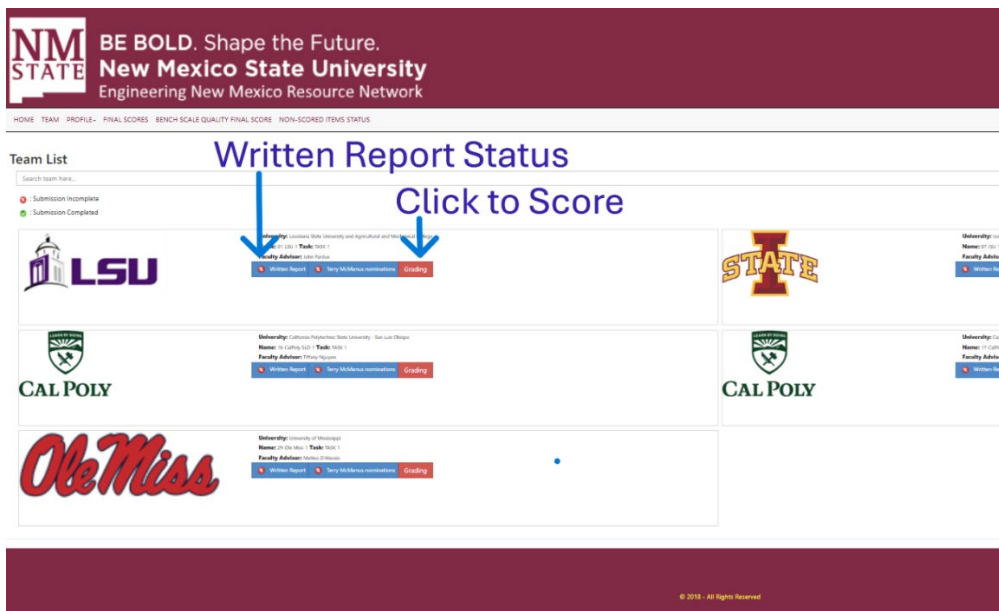
C. Find judging assignments. (Refer to figure below)

1. We will assign you to judge a task within 1-2 days of your completing your profile.
2. Log in to your account to see the task you have been assigned and the teams you will be judging.
3. Click on the top tab, "TEAM" to see the teams you will be scoring.
4. If you only see your PROFILE after logging in (see image on previous page), then you have not completed your registration and you will not see your task/team assignments.



D. Find and Download Reports (refer to figure below of TEAM view)

1. Teams will submit their reports no later than 11:59 PM, March 31, 2025 (their time zone). Some teams submit early, but this is rare.
2. Between April 1 – April 6, log into your account and click the top tab, "TEAM"
3. The blue button "Written Report" indicates the status of each team's report:
 - a. If the button contains a red X, the team has not yet submitted the assignment.
 - b. If the button contains a green checkmark, the assignment is ready for scoring.
2. The report will appear in a new browser window when you click the button. You may read it from there or:
 - a. Download the report.
 - b. If it is a .docx file, please download it and make in-line comments in Review mode. Email it to us after scoring it, so we can send your comments to the team.



E. **Read and Score reports** (Refer to the figure below)

When you are ready to score a report for a specific team:

1. Log into your account
2. Click on "TEAM"
3. Click the red "Grading" button for that team.
4. The scoring window will open showing the team's name.
5. Below the team's name is a drop-down* menu that lets you select which items to score.
6. Click on the event you wish to score and it will take you to that scoring rubric.

This year's options:

- a. 1-DERMS-Technical, Environment, Community Outreach (For Task 2 only)
- b. 1-Technical, Environment, Community Outreach (For Tasks 1, 3, 4, 5, and 6)
- c. 2-Quality of Written Report & Audits
- d. 3- Quality of Oral Presentation
- e. 4- Quality of Poster
- f. 5-Quality of Bench-scale Demonstration
- g. 6- Bench-scale Demonstration Competition

*The drop-down menu that lists Rubric Options is shown below.

Form
Clipboard

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New Mexico State University
Engineering New Mexico Resource Network

HOME TEAM PROFILE FINAL SCORES BENCH SCALE QUALITY FINAL SCORE NON-SCORED ITEMS STATUS

01-LSU-1
TASK 1 - Louisiana State University and Agricultural and Mechanical College

Lab Results

Drop-down menu to select scoring rubric

Grade

1-TECHNICAL ENVIRONMENT, COMMUNITY OUTREACH (WRITTEN AND ORAL REPORT)

1-TECHNICAL ENVIRONMENT, COMMUNITY OUTREACH (WRITTEN AND ORAL REPORT)

2-TEAM COMMUNICATION-QUALITY OF WRITTEN REPORT & AUDITS

3-TEAM COMMUNICATION-QUALITY OF ORAL PRESENTATION

4-TEAM COMMUNICATION-QUALITY OF POSTER

5-TEAM COMMUNICATION-Quality of Bench-Scale Presentation

6-BENCH-SCALE DEMONSTRATION COMPETITION

Tech: Consideration or alternative technologies, justification for technology chosen (Weight: 6)

None 0 1 2 3 4 5

Tech: Innovativeness of chosen technology (Weight: 6)

None 0 1 2 3 4 5

Tech: Design thoroughness (mass & energy balances; process flow diagrams; waste stream management) (Weight: 9)

None 0 1 2 3 4 5

Tech: Quality, thoroughness, and reasonable results of Techno-Economic Analysis; Addresses costs of alternatives. (Desktop teams should list all vendor sou

None 0 1 2 3 4 5

Tech: Design practicality (cost-effectiveness; attainable with current technology, likelihood of implementation) (Weight: 8)

None 0 1 2 3 4 5

Tech: Lab Results Validate Claims (Weight: 4)

None 0 1 2 3 4 5

EH&S: Safety considerations are appropriate and included in plans for construction and operation (Weight: 4)

None 0 1 2 3 4 5

F. Scoring the reports—Entering scores (Refer to figures below)

- a. Score by clicking the radio buttons.
- b. “Save” often. The WERC judging site has strict time limitations (beyond our control).
- c. When finished, click “Submit”
- d. Wait for a confirmation that the scores were saved
- e. You may go back later and change the scoring at any time before the cutoff deadline (9:00 AM, April 9, 2025).
- f. Click on the Crimson “Comment” button to enter detailed comments
 - a. Please enter extremely detailed comments to help schools use the contest to meet ABET Requirements. Specify which event the comment applies to (report, orals, poster, or bench)
 - b. **Recommended:** Enter comments in a Word document and copy/paste into the comment box.
 - c. See below for ABET’s list of student outcomes that universities must demonstrate

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6-BENCH-SCALE DEMONSTRATION COMPETITION

Tech: Consideration of alternative technologies, justification for technology chosen (Weight: 6)

None 0 1 2 3 4 5

Tech: Innovativeness of chosen technology (Weight: 6)

None 0 1 2 3 4 5

Tech: Design thoroughness (mass & energy balances; process flow diagrams; waste stream management) (Weight: 9)

None 0 1 2 3 4 5

Tech: Quality, thoroughness, and reasonable results of Techno-Economic Analysis; Addresses costs of alternatives. (Desktop teams should list all vendor sources) (Weight: 10)

None 0 1 2 3 4 5

Tech: Design practicality (cost-effectiveness; attainable with current technology, likelihood of implementation) (Weight: 8)

None 0 1 2 3 4 5

Tech: Lab Results Validate Claims (Weight: 4)

None 0 1 2 3 4 5

EH&S: Safety considerations are appropriate and included in plans for construction and operation (Weight: 4)

None 0 1 2 3 4 5

Radio buttons for scoring

G. ABET Student Outcomes–Please address these points in your comments, if possible.

1. ability to identify, formulate, and solve complex engineering problems by applying principles of engineering, science, and mathematics
2. ability to apply engineering design to produce solutions that meet specified needs with consideration of public health, safety, and welfare, as well as global, cultural, social, environmental, and economic factors
3. ability to communicate effectively with a range of audiences
4. ability to recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts
5. ability to function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives
6. ability to develop and conduct appropriate experimentation, analyze and interpret data, and use engineering judgment to draw conclusions
7. ability to acquire and apply new knowledge as needed, using appropriate learning strategies.

APPENDIX B. MANUSCRIPT FORMAT REQUIREMENTS

1. **Page limit:** 27 pages, including report cover page, table of contents, executive summary, report body, figures, tables, references, and appendices. The audits are not included in the page count.
2. **Page order:**
 - Cover page
 - Table of Contents
 - Executive Summary
 - Body of Paper
 - References
 - Audits
3. **Cover page** (Title page):
 - **Title:** 2" top margin, 1" minimum side and bottom margins, 14-point type
 - **Center:** 12-point type. School name, team name, optional team logo, task number, advisor and team member names
 - **Spacing** between title entries (school name, team name, etc.): 1.5 line
4. **Table of contents**
 - **All margins:** 1" minimum
 - **Type:** 12-point type
 - **Justification:** Left and right justified
 - **Spacing:** 1.0 – 1.5 lines, as appropriate to your format
5. **Executive summary and body of paper**
 - **All margins:** 1" minimum; left justified with ragged right edge
 - **Spacing:** 1.5 lines
 - **Type:** Title: 14-point, Body: 12-point.
 - **Page limit:** Maximum of two pages. Preferably one page. Include mostly data and findings – no fluff.
6. **Footers:** Required on each page
 - **School name and task number:** Centered
 - **Page number:** Centered below school name and task number
7. **Headings:**
 - **Title:** Center, upper case, bold; 14-point type
 - **Major Headings (Level 1):** Flush left, Title Case, Bold, 12-point type
 - **Subheadings (Level 2):** Flush left, Title Case, Bold Italic, 12-point type
 - **Sub-subheadings (Level 3):** Indented, Bold, Title Case, End with a period, 12-point type
 - **Fourth-level headings (Level 4):** Indented, Bold Italic, Title Case, End with a period, 12-point type
 - **Leading below headings:** no more than 6 points. (Leading=vertical distance between lines of text)
8. **References**
 - **In text:** Use superscript numbers when referring to references in the text.
 - **Reference list:** List and number all bibliographical references at the end of the paper.

9. Equations

- **Variables:** Italicize variables in equations.
- **Placement:** Center equations; right-justify equation numbers and enclose the numbers in parentheses. (*Hint for aligning these: enter equation and its number in a 1-row, 2-column table*)

10. Figures and Tables

- **Numbering:** Number figures and tables consecutively within the text (Figure 1, Figure 2, etc.)
- **Figure Captions:** flush left below the figure; include figure number; description in sentence case.
- **Table Titles:** flush left above the table; include table number; description in sentence case.
- **Clarity:** Lines and images within a figure should be sharp and easy to read. Include a legend where needed.
- **Legibility:** All lettering should be large enough to be readable (minimum 10-point type)
- **Size:** Illustrations should fit on an 8.5" X 11" page (with proper margins). Be sure all elements are readable.
- **Placement:** Figures and tables should be placed in the document in the order in which they are referred, closely after (not before) they are referenced in the text.

11. Symbols and Abbreviations

- **Standard:** Use only standard symbols and abbreviations in text and illustrations.
- **Defining:** Define all abbreviations the first time of use by stating the full name and adding abbreviation in parentheses (even if you think the abbreviation is obvious, define it—it may not be obvious to every reader).

12. Audits

- **Format:** Audits have no specific formatting requirements, but should be on company letterhead, if possible.
- **Voice:** Auditors should format their audit in a professional manner that is appropriate to their field of expertise.

Thank you so much for helping engineering students develop into better engineers!