What a team hands in

The submission, the process log, and how judges use them. For teams, parents, teachers and reviewers.

> Every team hands in three things: **the work, or a demo judges can open**; **a short project intro**; and **a dated process log**. Write in English; simple English is fine. No public video and no public code needed.

1 When and how

Mon 19 Oct 2026	The build window opens. Work you do in the window counts, even before you register, so start your process log on day one.
Tue 1 Dec 2026	The submission form opens. We email each team its own link to it. The form isn't linked from the website.
Sat 2 Jan 2027, 23:59 SGT	Registration closes. After this, no new teams or members, and no change of division or track.
Sat 9 Jan 2027, 23:59 SGT	The form and the build window close. You can submit more than once: we judge your last submission before this time.
Sun 10 Jan	If your submission is missing something in format, we email you. You have one chance to fix it, by Mon 11 Jan, 18:00 SGT. We don't give coaching on quality.
Sun 10 – Tue 12 Jan	Online screening of every valid submission.
Wed 13 Jan, 09:00 SGT	Every team hears by email. Finalists confirm by the date in it.
Sun 31 Jan 2027	Demo Weekend, one day, in person in Singapore: the finals, then the Showcase & Awards.

Who does the work

At every age, the ideas, the decisions and the presentation are the students'. Teachers, parents, tutors and older siblings may teach tools, explain knowledge and help troubleshoot. Lecturers, tutors, mentors and colleagues count as helpers too. Write down all help in the process log. Disclosed help doesn't cost marks when the ideas and decisions are the students'. Hidden adult work does.

Who	What the rules say
Teams with a member aged 12 or under by birth year (born in 2014 or later)	The team has a lead adult, whatever its division: a teacher or parent aged 21 or over who isn't taking part this season. The lead adult registers the team, looks after safety, comes to Demo Weekend whenever the team attends and arranges pick-up, and may teach and support but follows the same help rules. Primary teams are registered by a parent or teacher.
Under-13s	They may say their project intro aloud and have an adult type it in their words.
Younger children	A parent, teacher or lead adult (not a teammate) may type or operate a tool for a younger child while the child makes every choice. They can also type the child's log answers in the child's words; write that under Help received.
Under-18s	A parent or guardian sets up and looks after the AI tool accounts.
Parents and lead adults	Teach and support, but don't do the work.
Every team	Tells us which tools and models it used, what they did, and what the team decided. The form ends with a tick box that the work is the team's own.

2 The submission form, question by question

The form is called "YAI Singapore 26/27 · Project submission". It opens with: "Send your team's project here. You can submit more than once: we judge your last submission before Sat 9 Jan 2027, 23:59 SGT. Write in English; simple English is fine. No public video and no public code needed. Questions? Write to support@ycess.com." The questions and help text below are word for word.

#	Question	Required?	Help text on the form	Answer
1	Team code	**Required**	It's in your registration email, like YAI-7K3Q.	Short text
2	Division	**Required**	(none). Choose one: Primary (ages 7–12), Secondary (ages 13–17) or University (ages 18–24).	Choice
3	Quest	**Required**	The quest your project is for. Choose one: AI Art, AI Robotics & Smart Devices, AI for Good or AI Agents.	Choice
4	Your email	**Required**	We reply here if we need anything about this submission.	Email
5	Link to your project, or a demo video judges can open	**Required**	A link judges can open without signing in: your project itself, or a video of it working (it can be unlisted). Without a link we can't review your project. You can add files in the next question too.	Link
6	Upload your project (optional)	Optional	Up to 10 MB a file.	Files, up to 10 MB each
7	Project intro	**Required**	What you made, who it's for, and how you used AI. A few sentences is enough. Under-13s may say it aloud and have an adult type it in their words.	Long text
8	Process log	**Required**	Your log from the template: Part A, your key entries (at least 3 for Primary, 4 for Secondary and 5 for University), your answer to C1, and each member's individual reflection (Part D). Paste it here, or add the filled-in template in question 9.	Long text
9	Photos or screenshots for your log (optional)	Optional	The filled-in template, or photos of its pages.	Files, up to 10 MB each
10	University division: proof of eligibility	Optional on the form; **each University member must add it** (rule 9)	University teams only: each member adds proof they're a student, such as a student card or a letter. Cover any ID numbers. Other divisions, skip this.	Files, up to 10 MB each
11	Hardware declaration (optional)	Optional	Bringing a device to Demo Weekend? Say what it is and what it does.	Long text
12	Reach Bonus: link to your most-liked post (optional)	Optional	Only if you're claiming the Reach Bonus: your team's single best public post tagged #YAISG. Rules: yai.sg/judging/#reach-bonus	Link
13	Reach Bonus: screenshot of its likes (optional)	Optional	(none)	Files, up to 10 MB each

14	Before you send	**Required**	(none). The tick box says: "This is our team's own work, and we followed the YAI rules (yai.sg/rules/)."	Tick box

- **Question 5** is required: a link judges can open without signing in, to the project itself or to a video of it working. Without it we can't review the project. The rules ask for the work, or a demo judges can open (rule 9). Question 6 adds files.
- **Question 10:** proof can be in any language. If it isn't in English or Chinese, add a one-line English note saying what it is, the institution and the year (rule 1).

The form ends with: "We use what you send only to judge YAI Singapore 26/27 and to contact your team. Privacy notice: yai.sg/legal/privacy/"

The project intro

The form asks for a few sentences: what you made, who it's for, and how you used AI. Reviewers judge Understanding & independent work and Communication & teamwork from the intro and the process log. The project intro template on yai.sg/resources/ has these parts: One sentence · The idea or problem · How to use or watch it · AI's job, with one piece of evidence · Boss Check · What we tested · Limits · Help and credits · Who did what.

- **Boss Check.** Every quest ends with a Boss Check: the first thing judges look for in your project (yai.sg/tracks/). It's where reviewers start reading; it isn't extra credit.
- **Coursework?** Say so in your intro. A project that's also coursework counts only if you make it in the build window and your course allows it to be entered in an outside competition (rule 8).
- **A 3 for Communication & teamwork:** the intro and talk cover the idea, the demo, the AI's job, the tests and the limits.

3 The process log

What the rules ask for

- **Key entries:** at least 3 for Primary, 4 for Secondary and 5 for University, each in the template's table. One-line notes in between are optional.
- **Six headings** (the process log template on yai.sg/resources/): Date · What we did · What the AI did, and what we decided · What we changed, and why · Help received · Evidence.
- **A closing answer:** "What did you do, and what do you wish you had done?"
- **Each member's individual reflection** (Part D of the template): every member fills in their own once the project is finished, in about 15 minutes. It's required, and it isn't scored.
- **Credit and help:** credit every tool and model you use in your project intro and process log, and write down all help. Keep the original AI outputs: they're your evidence.
- **On the form:** paste the log in the required Process log box, or add the filled-in template, or photos of its pages, in the upload question.

The fill-in template

Word: yai.sg/kit/YAI-Process-Log-Template.docx · To print: yai.sg/kit/YAI-Process-Log-Template.pdf

It keeps the six headings and the closing question, and adds short prompts and tick boxes under each heading. **Part A**, About our team: the AI tools used, the people who helped, and things the team used but didn't make. **Part B** is the entry table, filled in for each key progress moment. **Part C** is the closing question, C1. **Part D** is each member's individual reflection: a few questions in their own words, then three short tick-box sections about working alone, with AI and with the team. It also has a filled-in example for younger participants, in two versions.

From 23 Nov 2026 the key entries use the template's table, and every member fills in Part D. The judging criteria don't change, and Part D isn't scored.

Handing it in. Add the filled-in template (Parts A to D) in question 9, up to 10 MB a file, or paste its text into the Process log box (question 8): Part A, the key entries, the answer to C1, then each member's Part D. Photos of

handwritten pages are fine. A one-line note between key entries can look like this: "28 Nov 2026: [tool name] coloured page 3 but lost the dent. We asked again, and Bo drew the steam by hand. Dad typed; Kiki chose what to ask."

Division	Minimum key entries	What a good answer looks like
Primary (7–12)	3	A few words, a tick or a drawing per prompt. One simple test somewhere in the log.
Secondary (13–17)	4	Full sentences. A test table, and at least one entry that shows a round of improvement.
University (18–24)	5	The reason for each key decision. A clear test method and known limits.

Depth by division. The minimum entries are the rule. Your full challenge sets what's expected in your division. The right-hand column is a guide, not extra rules. Every division: name every AI tool and model, and write down all help.

What each part shows judges

Template part	What it shows	Criterion (or rule) it can give evidence for
Heading 1: who worked, and who did what	How the work is shared in the team	Communication & teamwork
Heading 2: the day's goal, and where the idea came from	The idea is the team's own	Creativity
Heading 3: what the AI did, and what we decided	The team chose the AI's job and what to expect before asking, then checked what came back and kept, changed or rejected it	Understanding & independent work
Heading 4: what we changed, and why	Testing and fixing; what the team makes of the AI's mistakes	Completeness (testing); Understanding & independent work (the AI's mistakes)
Heading 5: help received, and who made the choice	Who made each choice	Understanding & independent work
Part A and heading 3	The tools, models, helpers and sources the team used	Responsible AI use
Part D: each member's individual reflection	Each member's own view of their choices, their AI use and the teamwork	Not scored

The judging page names only Understanding & independent work and Communication & teamwork as judged from the intro and log. The other links show where a log can also give evidence; they don't change how any criterion is scored.

Reading a log. Ticking "A helper suggested it" or "A helper" is honest disclosure, which the rules ask for. It isn't hidden help. The rules still expect the ideas and decisions to be the students'. "No AI today" entries are fine. AI must do a real job in the final project, not in every session.

4 How it is judged

Criterion	Weight	A score of 3 means	A score of 5 means
Creativity Is the idea really yours?	30%	A clear idea with at least one choice that is truly yours, not just the first thing the AI gave you.	A fresh angle judges haven't seen, and you can show where it came from.
Understanding & independent work Can you explain what you made, what the AI does and what you decided?	25%	Every member can explain what they made, what the AI does and one key decision.	You can explain why the AI behaves the way it does, including its mistakes, and the log clearly shows the students made the decisions.
Completeness Does it work, and did you test it?	20%	Every Minimum to qualify item is done, and the demo works. (If any item is missing, this can't go above 2.)	All of that, plus testing beyond the minimum, with clear, checkable results.
Communication & teamwork Can you explain it clearly, and did everyone pitch in?	20%	Intro and talk cover the idea, the demo, the AI's job, the tests and the limits. Solo teams: well organised.	Clear and engaging for a non-expert. Every member contributes. Answers are specific.
Responsible AI use Did you credit your tools and keep people safe?	5%	Every tool, source and helper is credited, and the privacy rules are followed.	You spotted a real risk (bias, privacy, wrong answers), did something about it and can explain what.

"Minimum to qualify" is the checklist in your full challenge (on your team page once your place is confirmed).

Online screening (Sun 10 – Tue 12 Jan). We first check eligibility and format. Then at least two reviewers score every valid submission on their own, using the five criteria. Understanding & independent work and Communication & teamwork are judged from the project intro and the process log. If two reviewers' totals differ by 20 points or more, a third reviewer scores it too, and we average all the reviewers' scores. Reviewers come from the academic committee, the judges, and vetted teachers and industry reviewers, and they step aside from any team they know. They have a calibration call first, on Thu 7 Jan, 20:00 SGT. Finals judges don't screen entries from the division they judge live, and a partner representative never reviews an entry alone. The optional Reach Bonus is added afterwards by a separate team; reviewers never see it. It adds at most 5 points to the screening score (5, 4, 3, 2 or 1 for the five teams in each division whose single best post has the most likes) and never carries into Finals Day.

Scores. Each criterion is scored 0–5: 3 means the project meets the division's requirements, 4 is clear and thorough, 5 has a clear highlight judges can check, and 0–2 means parts are missing. Each criterion's score = raw score ÷ 5 × weight, so the total is out of 100. Example: raw scores 4, 4, 3, 4, 3 become 24 + 20 + 12 + 16 + 3 = 75. If any Minimum to qualify item is missing, Completeness can't go above 2. Lines of code, device cost, number of tools, paid plans, project size, hours spent, polished English, accent and language choice don't earn or lose marks.

By division. Every division gets the same four quests (AI Art; AI Robotics & Smart Devices; AI for Good; AI Agents) and the same five criteria, and each division is judged separately. Projects look like this. Primary: songs, stories, videos, games, simple devices or anything else, with AI doing a job and a simple test. Secondary: a prototype you can demo, with a test table and one round of improvements. University: a working result, with a clear test method and known limits. A team that plays up is judged against that division's requirements, with no bonus or penalty for being younger.

AI must do a real job. Quick test: take the AI out, and your project should stop doing its main job. Using AI only to brainstorm, spell-check or write your intro doesn't count.

Finals. In each division, 3–5 finalist teams per track (quest) are chosen, and the academic committee signs off the list. On Finals Day (Sun 31 Jan), three judges score each finalist team independently, starting fresh rather than carrying over screening scores. Award ties are decided by Understanding & independent work, then Creativity, then a review by an independent judge using the same criteria. Screening scores and rankings aren't published or shared with families.

5 Privacy

- **Who sees a submission.** Judges see your project, team name and display name, not your contact details. Screening reviewers see team codes rather than names. The YAI team sees what it needs to; Reach Bonus links and screenshots are seen only by the staff who check them. Never sponsors or partners.
- **Where it's stored.** The submission form runs on Tally (Tally BV, Belgium), which stores what teams send in the European Union, under contract and only to run YAI. The privacy notice lists every service provider.
- **What's public.** Display names, team names, project names, descriptions and demos, and photos, video and recordings used to promote and advertise YAI, including by our partners, sponsors and the media. Never full birthdays, contact details, ID, payment or health information.
- **Who owns the project.** Students and their team own their project. YCESS may show and promote it for YAI, and won't sub-license it to partners for commercial products or AI training.
- **How long it's kept.** Process logs are cleared or anonymised within one year after the event. University proof of eligibility: we record that it's checked and delete it within 30 days. Reach Bonus links and screenshots are deleted by 16 Feb 2027.
- **Keep people private.** No home addresses or school names, and no faces, names or voices of anyone who hasn't agreed. Don't put other people's private information into AI tools. The template asks for the display names teams registered with (a first name or nickname), and names helpers by role (parent, teacher, coach).
- **Your choices.** You can ask to see, correct or delete your data, or withdraw consent, by emailing admin@ycess.com. Full notice: yai.sg/legal/privacy/

Questions? support@ycess.com · Organised by YCESS · Hosted by Canlah.ai