Judge's Instructions

1. Please be familiar with your event before the day of the event. The website has the judging sheet and maybe a video to explain your event. The captain of your event will go over this in the meeting before it all starts.

2. You will be given a web address to go to where you will find the score sheets for your event. If you are not using an electronic device, you will use a laminated sheet to complete the judging & give it to a helper to enter in the computer.

3. You will enter the scores into the excel spreadsheet for each question. If there is a time or other number indicated, those are to be entered too. The number of questions of the judging sheet will match the spreadsheet. **Totals will automatically happen.**

3. Your spreadsheet will have all the entries for your event alphabetized.

4. Do your best to be fair and consistent with all students, especially when scoring 0-5. Do NOT feel bad counting a student off, this is a learning experience for them and it is important giving accurate scores.

5. Students are being judged on their initial and final interaction with you. Intensive is to acknowledge you somehow (face, words, eye contact etc). For Basic and Advanced, they are to introduce themselves to you, state your name or ask you how to pronounce your name- then repeat it after you and shake your hand. Do not count them off if they misread your name (best attempt at reading your name. After the they finish the event, students need to shake your hand, say thank you along with saying your name.

6. Intensive events can have cue cards, but if you or someone prompts them, there will be points deducted from their score.

7. You will have an event captain and student cadet to help assist you.

8. You will have a copy of the exact sheet that the students used to practice.

9. Most of the events require timing. This is important because it is used as a tie breaker. Enter the time on the excel spreadsheet.

10. Do not help the students: They should have practiced and be ready for the task.

11. If for some reason, the student's name is not listed, you must let your captain know before they can continue (might have to wait a minute or so).

12. When all students have competed, let the captain know.

13. You will be given the name of the other judges and the captain in your event.

Sample of Data Entry Sheet

School	Last Name	First Name	Grade	1 Greet	2 States judge name	3 Shakes hand	4 Stacks items evenly	5 1 point off per promt	6 Shakes hand	Total Score	TOTAL TIME
		Scoring		5=Yes 0=No	5, 3, 0	5, 3, 0	5,4,3,2,1,0	5,4,3,2,1,0	5,3,0		
BVHS	Ahn	Susi	9	5	5	3	4	4	3	24	3:55
Olathe South	Smit	Sali	9	5	5	5	5	5	5	30	3:02

Events with Timers: (All events except *Job Interview & Role Play*)

Test the stopwatch to make sure it works. You will enter
The time in MIN:SEC (ex: 4:55; 1:35) in the spreadsheet.
This is used for a tie breaker.
Stuff/Label Envelopes is the only event that is to see how
many can be done within the time frame (5 min), the other
events have a time cap if they do not finish the event.

Timers: *You can use a cell phone to time. If you would like a stopwatch instead,*
those are at the check-in table.
See attached sheet about timers & times