



## JUDGES INSTRUCTIONS

In an effort to be as fair as possible to all contestants, please adhere to the following guidelines:

- Ask all contestants the same questions or bring up the same points. Suggestion: Write down the questions you want to ask or points you wish to raise before conducting the role-play with the first contestant.
- If the event you are judging has a role-play then the same judge must role-play with all the contestants. The other judge(s) should observe quietly and not distract the contestant. Once the contestant leaves, judges will discuss performance and evaluate together. Please note: Some competitive events are strictly presentations only.
- Each contestant should be allotted the same amount of time for role-playing with the judge or for their presentation to the judge. Contestants are aware of the time limit and it is an important part of the competition. Refer to the individual instructions for your event for the exact time limit.
- Please make the role-play seem as realistic as possible.
- Contestants are allowed to bring notes with them into the role-play. Students can NOT directly hand anything to the judges in role-plays or in presentation events.
- Only one rating sheet should be completed on each contestant.
- Please fill out the rating sheets in pencil. Once the evaluation is complete, please add scores and complete total in ink with judges' initials next to total score.
- Keep all rating sheets until all contestants have completed their role-play in case you find it necessary to make adjustments.
- Written Manual Event Presentations: Manuals have already been pre-judged for specification compliance and content; therefore, judges are only evaluating content and presentation.
- Team Events: Judges are evaluating the Team – not any one individual; thus, the points awarded must be a balanced assessment between strong contestants and weaker ones within the Team.
- Judges will be assigned an educator to assist them throughout the competition. They will assist in answering questions you might have. Student assistants can NOT advise judges.
- You are encouraged to give written feedback to the contestants on the rating sheets. Students and teachers like to see comments on things they did well and items they could improve upon before going to the next level.
- Please do not carry on a personal conversation with the student upon conclusion of the role-play. Your next competitor is waiting to present.
- Judges should be careful not to give students verbal feedback that could lead them to believe they excelled above another student. Comments should be general and used with all competing students.
- Please do not make reference to the school the contestant is from or the region of the state. When in doubt as to what to call the student, call them Mr./Ms. Contestant.
- Please double check your math when adding up the evaluation sheets at the end of the competition. **DO NOT BE CONCERNED WITH BREAKING TIES** (unless the event is Job Interview, Marketing Decision Making, and Business Speech.) We have built in tie-breakers and in most cases the role-play score is averaged with a test score.

**THANK YOU FOR JUDGING!**