**Series Director’s Instructions for Judges**

1. Welcome the judges and thank them for helping! Without them, this conference would not be possible.

2. Explain how today will run.

* Students will take a cluster exam and have two role plays (Principles will take one).
* Explain that students have NEVER seen this role play until 10/25 minutes before they come to see the judge.
* The judges top 2 or 3 students will be recognized on stage along with overall series winners

3. Give recommendations concerning evaluations. Use the following:

* Be consistent with all of your students!
* Hand out the event along with an evaluation form. Go through each event with them.
* Their lowest score should not be less than a 70.
* Each judge should keep their top two student evaluations until the very end. These students are recognized for their performance.
* **Judges should put an \* next to the judge’s initials on scantron to identify the top TWO students. (If judges see 9 or more students, they will identify the top THREE students)**
* Judges SHOULD NOT over encourage the student. Telling them they were the best doesn’t help them; it only discourages them if they don’t make it up on stage.
* Before leaving for the day, they should double check that they turned in all of their evaluations.
* Judges should collect any papers that the students bring into the presentation with them.

4. Briefly discuss the two role play events. They may never had done this before and sometimes don’t want to speak up if other judges have done this before.

5. Ask for volunteers to go to one event vs. another. Judges usually have a preference as to what they want to judge. If no volunteers, split up the judges as evenly as possible.

6. After the judges have divided into two groups, go through the competencies with them and further explain in detail the event. Give sample scenarios. Ask one of the judges to sample a role play with you in front of the others so that they know what to expect.

7. Remind judges how to correctly fill out scantron

* **Judges should initial the top of the scantron forms. This is very important to identify medal winners per judge.**
* All judges should write a strength and a weakness on the BACK of their evaluation form regarding the performance.
* Individual Series: most competencies are scored out of 18 (not 20)
* Team Series: competencies are scored out of 10 or 6

8. Consistently be doing the following:

* Make sure all student notes are collected; they are NOT to leave the judging room with students.
* Collect scantrons that will not be a judge’s top score and add to the BLUE judges score sheet
* Double check your judges’ scores on the evaluations to be sure they are added correctly.

Any questions?? See/call Lindsay Matuszewski #7154 or #7138 or cell 715-379-0692