

~ JUDGING INFORMATION~

If You Are Judging **EXTEMP** Or **IMPROMPTU** Read This:
(Otherwise, skip to next section)

- Extemporaneous Speaking and Impromptu Speaking ***judges should give time signals*** to the speakers.
 - For ***Impromptu Speaking***, *vocalize ascending times* while the student prepares (tell the speaker out loud how much time he/she has used, every 30 seconds) and *give descending hand signals* from 5 minutes while the student speaks (how much time is remaining, every minute, and then 1/2 minute, then the last five seconds). The speakers have SEVEN MINUTES TOTAL, PREPARATION and SPEAKING! Please write the preparation time and the total time used on the ballot.
 - For ***Extemporaneous Speaking***, *only hand signals* are necessary, showing how much time is remaining from the 7 minute total, starting when there are 5 minutes remaining down to 1. Include a 30 second signal as well as the last five seconds. The signals should be visible while the speaker is speaking. Please be sure to write the speaking time used on the ballot.

If you are judging **ALL OTHER EVENTS, READ THIS:**

- ***Judges should time*** speakers but not give time signals for all events other than extemp and impromptu. Instead, just *note on the ballot* the speaker's time (for public speaking this is from when they began speaking until they stopped speaking and for the interpretation events, this is from the time their book is open until the time it closes)
- ***During*** each speaker's performance, you will ***write comments*** on the ballot to let speakers know what you found to be both effective and ineffective about their performance.
 - Please don't withhold criticisms – they are expected and desired because students take these comments and learn from them.
 - In fact, they are disappointed when they don't get enough information from a judge's ballot.
- ***After*** all the performances, you will then mark each individual ballot with:
 - ***Rank*** each student 1-6 (with 1 being best).
 - ***Rate*** each student on a scale of 1-25 points, with 25 being best. Ratings should be consistent with rankings and vice versa. In other words, the first place speaker should receive higher points than anyone else in the round. There should be no ties in rating points.
 - ***Reason for Decision (aka RFD)*** should be placed on the front of each ballot (students find this especially helpful and are frustrated if they only received positive comments but then are ranked low).
 - ***Complete and return the ballots*** to the ballot table ***immediately*** following the completion of the round. Sign your name on the ballot, with your school affiliation, and write "Hired" in the "School" blank.

(Turn Over)

- **Sign-In Symbols** are an important indication for you to re-adjust the scheduled order of the speakers and it is based on the following:
 - If a student puts a **"DE"** (*Double Entered*) or **"TE"** (*Triple Entered*) after his or her name when he/she signs in on the chalkboard, that means that the student has ANOTHER performance scheduled during the same time period. You may also have students who have signed in but went to their other event(s) first and upon returning, they will place a slash (/) over their "DE" or "TE" symbol.
 - To determine speaker order, do a ROLL CALL before beginning the round. Please allow any present "TE" or "DE" students to perform first (TE students should be given priority) even if that means the students will not speak in the order listed in the schedule.
 - After determining any adjustments in the order of speakers, you will then ***call each individual speaker's name when you are ready*** for them to come to the front and perform.
 - It is important to allow double entered competitors to leave the room after their performance and they should politely ask you if they may be excused to go to their next round. Please allow them to leave so the tournament can stay on schedule.
- **A Final Note:** We have students at all levels of preparation competing in the tournament. Some are experienced, polished and confident. Some are new to the activity, unfamiliar with the rules, and/or scared to death. Be prepared for a wide variety of performances and behaviors. If you observe a competitor who behaves in an inappropriate or distracting manner while others are performing, you may write a comment about that on that student's ballot. If that comment does not affect your ranking/rating, please indicate that. The coach will appreciate your information. Many times, comments from judges are the only way we have of monitoring our students' behavior in rounds of competition.

Thank you for judging and sharing your expertise. Remember, for the span of each performance, you are the expert, and the audience member who most needs to be pleased. There is no rubric for judging, so what matters most is that you provide information about how and why you responded to the message conveyed along with suggestions for improvement.

Enjoy the competition!!!