

2020 ARKANSAS TSA STATE CONFERENCE JUDGE GUIDELINES

Logistics

1. Arrive at least one (1) hour prior to your event start time to check in with the conference judges' manager.
2. Meet with your event coordinator:
 - Discuss the logistics of the event you are judging and resolve any questions you may have about the general rules, event guidelines, the rubric, or the electronic scoring procedure.
 - Exchange contact information (cell phone number and/or email address) with the event coordinator.
3. Lunches are provided for those who will be judging during lunchtime (11am-1pm). Your coordinator will manage the pick-up and delivery of lunch to you.
4. As needed for judging, your coordinator will provide you with a laptop or other equipment.

General

1. Attire for judging should be business casual (e.g. no suit or tie, but dress pants a collared shirt).
2. Do not discuss student work with students, parents, chaperones, or advisors before, during, or after judging.
 - Be aware that others may be listening to comments you might make about entries or performance.
 - Refrain from raising a participant's expectations of winning. Saying "good work" is acceptable, however, saying, "this is the best we have seen," could ultimately be misleading.
3. Final results are only revealed at the awards ceremony and must be kept confidential.
4. Judge entries in secured areas.
5. Be sure to pick up your thank you gift from the judges' room.

Scoring

1. Only judge ID numbers will be entered on the electronic rubric for your event.
2. Make note of any time limits for your event, as well as any deductions for "under" or "over" the time limits.
3. Rules violations and disqualifications:
 - Must be discussed with the other judges for your event, the event coordinator, and the event manager, and must be handled consistently across all participants/entries.
 - Indicate the specific regulation violation letter (and number, as applicable) on the scoring rubric.
 - Provide detail about a rules violation/point deduction or disqualification in the comments section of the scoring rubric, as well as on the Disqualification and Penalty Approval Form.
 - Complete electronic rubric judging on the flash drive(s) provided. Save frequently to avoid losing data.

Thank you for your work on behalf of TSA members at the national TSA conference. The impact of your efforts is both significant and truly appreciated.

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MIDDLE SCHOOL JUDGING INSTRUCTIONS

GO/NO GO SPECIFICATIONS

1. Review the Go/No Go Specifications list located in the upper right hand corner of each rubric.
2. Submission of a LEAP Report is required for all competitions as part of the Go/No Go Specifications.
3. Participants who do not provide all of the required items noted in an event's Go/No Go Specifications list will be disqualified from participating in the event.

LEAP REQUIREMENTS

Middle school participants must submit a typed, hard copy LEAP Report:

- *For individual events:* submit one (1) individual response for each individual competitive event.
- *For team events:* Each team is required to submit one (1) team response for each team competitive event.

JUDGING INSTRUCTIONS (PRELIMINARY)

1. Judges will initially evaluate entries/participants according to the Go/No Go specifications noted in the rubric:
 - If all the Go/No Go specifications are met, applicable rubric boxes shall be checked and judging should commence.
 - If any of the Go/No Go specifications are missing or are incomplete, a check "ENTRY NOT EVALUATED" and judging should not commence resulting in a disqualification of the participant(s).
2. For the LEAP Report Go/No Go specification:
 - Definition of a 'Completed LEAP Report':
 - Typed – Hand written LEAP Report or those that do not follow the LEAP template format, will be cause for disqualification
 - One-page
 - Must reflect the official LEAP template format
 - DO NOT EVALUATE CONTENT AT THIS POINT; JUST CONFIRM LEAP TEMPLATE FORMAT.
3. Rules violations and disqualifications:
 - Must be discussed with the other judges for your event, the event coordinator, and the event manager, and must be handled consistently across all participants/entries.
 - Indicate the specific regulation violation letter (and number, as applicable) on the scoring rubric.
 - Provide detail about a rules violation/point deduction or disqualification in the comments section of the scoring rubric, as well as on the Disqualification and Penalty Approval Form.
 - Complete electronic rubric judging on the flash drive(s) provided. Save frequently to avoid losing data.

JUDGING INSTRUCTIONS (SEMIFINALIST) AND LEAP REPORT

1. Judges must review the LEAP Report to determine a score (in addition to any event-specific semifinalist criteria).
2. No verbal or written feedback of any kind should be given to participants.
3. No TIES are allowed for top ten finalists. Determine tie-breaking options prior to judging entries or participant performance.

2020 ARKANSAS TSA STATE CONFERENCE

HIGH SCHOOL JUDGING INSTRUCTIONS

GO/NO GO SPECIFICATIONS

1. Review the Go/No Go Specifications list located in the upper right hand corner of each rubric.
2. Submission of a LEAP Report is required for all competitions as part of the Go/No Go Specifications.
3. Participants who do not provide all of the required items noted in an event's Go/No Go Specifications list will be disqualified from participating in the event.

LEAP REQUIREMENTS

High school participants must submit a typed, hard copy LEAP report:

- *For individual events:* submit one (1) individual response for each individual competitive event.
- *For team events:* Each team is required to submit one (1) team response for each team competitive event.

JUDGING INSTRUCTIONS (PRELIMINARY)

1. Judges will initially evaluate entries/participants according to the Go/No Go specifications noted in the rubric:
 - If all the Go/No Go specifications are present/complete, applicable rubric boxes should be checked and judging shall commence.
 - If any of the Go/No Go specifications are not present or are not complete, check "ENTRY NOT EVALUATED" and judging should not continue, resulting in a disqualification of the participant(s).
2. For the LEAP Report Go/No Go specification:
 - Definition of a 'Completed LEAP Report':
 - Typed - Hand written LEAP Report or those that do not follow the LEAP template format will result in disqualification
 - One-page
 - Must reflect the official LEAP template format
 - DO NOT EVALUATE CONTENT AT THIS POINT; JUST CONFIRM LEAP TEMPLATE FORMAT.
3. Rules violations and disqualifications:
 - Must be discussed with the other judges for your event, the event coordinator, and the event manager, and must be handled *consistently* across all participants/entries.
 - Indicate the specific regulation violation letter (and number, as applicable) on the scoring rubric.
 - Provide detail about a rules violation/point deduction or disqualification in the comments section of the scoring rubric, as well as on the Disqualification and Penalty Approval Form.
 - Complete electronic rubric judging on the flash drive(s) provided. Save frequently to avoid losing data.

JUDGING INSTRUCTIONS (SEMIFINALIST), LEAP REPORT, AND LEAP INTERVIEW

1. Judges must review LEAP report; see LEAP report template and statement examples.
2. The LEAP interview must focus solely on LEAP Leadership Experiences and Student Leadership Challenge content described in the report submitted by the individual or team.
 - Judges will ask three to four (3-4) questions about the LEAP report components.
3. Both the report and the interview should be considered when assigning a score.
 - Some examples of a LEAP rules violation would be: ▪ The name of a student/chapter on the report ▪ A LEAP template discrepancy.
4. No verbal or written feedback of any kind should be given to participants during or after an interview.
5. No TIES are allowed for top ten finalists. Determine tie-breaking options prior to judging
6. For events in which the LEAP interview is the only component of the semifinalist section, interviews will be a maximum of five (5) minutes.
7. For events with an existing semifinalist and interview:
 - Judges will conduct the event-specific semifinalist interview according to the event guidelines.

- LEAP interviews will be conducted as part of the existing event-specific semifinalist interview and last a maximum of five (5) additional minutes.

SAMPLE LEAP INTERVIEW QUESTIONS

1. I can see from your resume that you _____.
What was the most meaningful thing that you gained from that experience?

2. Tell us about the competitive event experience noted on your resume that has had the greatest impact on your leadership skills/ability.

3. "Model the Way," one of The Student Leadership Challenge Practices, challenges students to recognize and demonstrate their values. Give me an example of how you followed through on promises, and/or were open about your values and principals?

Leadership Behaviors

- Follow through on promises
- Set personal example
- Align others with principles and standards
- Seek feedback about impact of actions
- Make sure people support common values
- Talk about values and principles

4. "Inspire a Shared Vision," one of The Student Leadership Challenge Practices, challenges students to envision the future and engage others in shared aspirations. Can you provide an example of how you communicated ideas for the future and collaborated with others?

Leadership Behaviors

- Look ahead and communicate future
- Describe ideal capabilities
- Talk about how future could be better
- Upbeat and positive
- Communicate purpose and meaning

5. "Challenge The Process," one of The Student Leadership Challenge Practices, suggests that individuals need to look for innovative ways to improve and solve problems. How did you challenge current skills and experiment with new ideas?

Leadership Behaviors

- Challenge skills and abilities
- Break projects into smaller do-able portions
- Search for innovative ways to improve
- Ask "What can we learn?"
- Take initiative in experimenting
- Help others try out new ideas

6. "Enable Others to Act," one of The Student Leadership Challenge Practices, suggests that students foster collaboration and provide leadership opportunities for others. How did you foster relationships with others and provide leadership opportunities in preparation for the competition?

Leadership Behaviors

- Foster cooperative relationships
- Actively listen to diverse viewpoints
- Treat others with respect
- Support decisions other people make
- Give people freedom and choice
- Provide leadership opportunities for others

7. "Encourage the Heart," one of The Student Leadership Challenge Practices refers to recognizing others and celebrating a spirit of community. How were you able to celebrate accomplishments in preparation for the competition?

Leadership Behaviors

- Praise people
- Encourage others
- Express appreciation for people's contributions
- Publicly recognize alignment with values
- Celebrate accomplishments
- Creatively recognize people's contributions