

## ***Stanislaus County Academic Decathlon*** **Interview Judge Packet**

### **Contents & Judging Procedures**

#### **Contents:**

- ✓ Conducting A Successful Interview
- ✓ Topics for Interview Questions
- ✓ Rating Scale
- ✓ One practice scantron form
- ✓ Two #2 pencils

#### ***Judging Procedures: (Lead Judge to review with judges)***

1. Lead Judge monitors the questions and coaches the judges between interviews, and participates in the interview and scoring.
2. It is essential that each student feel at ease and respected. Ask open-ended questions that encourage students to talk. **Do not argue with a student's ideas, or get into a discussion with the student by stating your ideas. Failure in any of the above may prompt a coach to lodge a protest, which would greatly disrupt the time schedule. Also, please do not talk about yourself.**
3. Lead Judge will provide each scoring judge with a pre-slugged Scantron form prior to each student entering the room.
4. Each judge completes the following on the Scantron form for each student: **print** judge's name (there is not a judge number).
5. Lead Judge invites the speaker into the room, cordially greets the student and introduces him/her to the judging panel. The judges individually introduce themselves to the student.
6. Lead Judge uses the student schedule (front of round collection schedule) for your room to determine the student I.D. code, check to make sure that the speaker I.D. code (on name tag) matches the one on the schedule and is the **same code on all judges' Scantron forms**.
7. Begin interview process. Allow seven minutes per student. When six minutes have passed, announce (Lead Judge) that one minute remains and ask for final questions and comments (see "Conducting a Successful Interview").
8. If a judge knows a student, he/she has the option to be excused from scoring that speaker if they feel they cannot impartially judge the student.
9. Once the student has left the room, allow time (2 minutes) for judges to enter their scores **INDEPENDENTLY**. Before bringing in the next student, if necessary, discuss any concerns regarding questions asked of student.
10. Lead Judge will collect all scored Scantrons and **check for completeness**, place them inside the manila Scantron envelope, and deliver the scantron envelope as indicated on the front of the envelope.
11. Any absent students should be noted on the envelope (please don't write on the scantron form).

**Notes:** Score interviews **independently** of other judges (no discussion). *Once the Scantron form has been completed and collected, **scoring changes are not allowed**. Reserve the higher scores (9 or 10) for exceptional speakers.*

**Thank you for volunteering your time to make the Academic Decathlon a successful event for our students.**