

Stanislaus County Academic Decathlon Lead Interview Judge Packet

Contents & Judging Procedures – Modified 1/27/2011

Contents:

- ✓ Time Format/Room Setup Chart
- ✓ Interview Judge's Script
- ✓ Topics for Interview Questions
- ✓ Conducting A Successful Interview
- ✓ Rating Scale
- ✓ One practice scantron form (used during orientation)
- ✓ Two manila envelopes (one per round) containing pre-slugged scantron forms
- ✓ Two extra (blank) scantron forms (to be used should an error occur)
- ✓ Two #2 pencils

Judging Procedures: Set up room according to Room Setup chart and review judging procedures 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. **Please 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. Provide each scoring judge with a pre-slugged Scantron form (inside manila envelopes according to round) 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 (see Interview Judge's Script)
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 student's 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.
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. Collect all scored Scantrons and **check for completeness.** Place them inside the manila Scantron envelope according to round number. Deliver the scantron envelope as indicated on the front of the envelope.
11. Record any absent students 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.