Speech Judge Instructions

Golden Gate Speech Association

Individual Events
Judge Instructions

SCHEDULE

8:00 a.m.   Judge Instructions begin in "Judge Lounge" Zoom

8:30 a.m.   Round 1 Begins

SPEECH JUDGE LOUNGE ZOOM
No students allowed in the Judge Lounge

10:15 a.m.   Round 2 Begins | *Judges without a ballot assignment report to Judge Lounge*

12:00 p.m.   Round 3 Begins | *Judges without a ballot assignment report to Judge Lounge*

1:30 p.m.   *Break*

2:30 p.m.   ALL Judges Report to Judge Lounge

3:00 p.m.   Final Round Begins

6:00 p.m.   Awards Ceremony | *sooner if possible*

Tournament Contact?

➔ **ggsaIEhelpdesk@gmail.com**
➔ Tournament Officials will be able to address questions in the Judge Lounge during the meeting times.
➔ Most questions can also be answered by your school's coach.

Access your ballot.

1. Log in to your Tabroom.com account.

2. **Click on your email address** at the top right corner. This will take you to your Dashboard.

3. **Ballots will be available 15-30 minutes before** the start of each round. It will show up on the Dashboard like this.

4. Click **START ROUND** to confirm you have received your ballot & acknowledge that you have accepted the round.

If you do not see a ballot appear 15-30 minutes before the start of the round, you are on **STANDBY**.
Please go to the **Judge Lounge Zoom Room** -- tournament officials will be taking roll and may assign you a round.

You are obligated to judge the **ENTIRE DAY.** You may not be assigned every round but you can expect to get multiple rounds to judge throughout the day. We need ALL judges through the end of the tournament.

Failure to accept a ballot or be present in the Judge Lounge as a standby judge will result in your school being fined. If you have scheduling conflicts or emergencies that arise, you need to speak to your school's coach directly as they will need to provide a judge as your replacement.

Competition will be synchronous (live)

Current Rounds

Judge	Round	Room	Starts	Entries			
102	HI Round 1	📹	Sat 3:00 PM EDT Sat 2:00 PM CDT	1: 500 4: 502	2: 511 5: 503	3: 501 6: 504	**BALLOT**

To get to your round, there will be a blue video icon once you accept your ballot.

We will be using NSDA Campus platform for rounds.

15 mins prior to round – Accept Ballot
10 mins prior to round – Judge enters room

HARD START TIME for rounds – Failure to do the above will result judge being Replaced & Fined

Test the software prior to the tournament.

IMPORTANT REMINDERS:

-- We are asking judges to remain visible on camera for the duration of the round.

-- **Impromptu topics** will be linked to at the top of your ballot. **Give them topics ONE speaker at a time!**

-- **Extemp students will arrive to you one at a time**. They will provide you with the topic/question when they arrive [Extemp speaking schedule].

-- You should be using **Google Chrome** web browser for the software to work effectively.

Click Here for
Description of Events

GENERAL PROCEDURE

Listen to the speeches *in the order listed on your ballot*. If a speaker is missing, rank them last and mark "no show."

Do not interrupt a student's presentation. Make your final decision about the ranks to assign the students after all the speeches have been given. Fill in the online ballot completely then **immediately submit your completed ballot.** Do not tell students their results or comments; do not reveal your rankings to the students. **Please offer the speakers written comments on the ballot.** We need the students and their coaches to be able to see the feedback.

CONFLICTS

You are not permitted to judge your child or the event + division in which your child is competing in. You may end up assigned to a round where you have judged students before or may know some of the students. **Our expectation is that you remain a fair and impartial judge.** If you feel that you cannot be a fair and impartial judge to a student you may know, please come back to the Judge Lounge and we will reassign the ballot.

Please return to the Judge Lounge to reassign your ballot if:
- You closely know a student in a group you are about to judge.
- You have already judged that speaking event at this tournament.

ENFORCING THE RULES

Confusion or conflict about specific rules may arise while you are judging. Almost always, the best course of action is for you to hear all the speeches, make your evaluation of the speakers as if there were no question about the rules, and then consult with tournament officials about the rules in question after the round is over.

TIME LIMITS

Impromptu
5 minutes
(*not counting 2 minutes in round prep time*)
Grace period 15 seconds

Extemporaneous
7 minutes
(*not counting 30 minute out of round prep time*)
Grace period 15 seconds

All other events
10 minutes
Grace period 30 seconds

Procedures for <u>Synchronous Rounds</u>:

1. Log in to the NSDA Campus room -- welcome students. Students should all be present.

2. Allow observers to be present in the round. Ask all observers to keep their video off and only student competitors and judges in the round should keep them on.

3. **For rounds 1 – 3, there is only ONE judge in the room.** For FINALS, please wait for THREE judges and competitors to be present before starting the round.

4. **Students will be asked to perform LIVE.** This means attendance in the round will be mandatory. If a student has poor connection or other restraints from performing live, please contact Tournament Officials to move forward. In some cases, students may be permitted by Tournament Officials to use a recorded video of their performance.

   If you are assigned **Extemp or Impromptu**, you can review additional information on the Synchronous Judge Instructions for Extemp and Impromptu. This will also be found linked on your ballot.

Technology Issues for Synchronous Competition

When this happens...	Do this...
Student or Judge unexpectedly drops out of the round.	Once the student and judge are both back in the round, allow the student to continue where they left off. Be sure to pause your timer as soon as this happens. Students who drop the call should be **allowed 90 minutes from the start time of the round to return**. Please wait for a student up until 90 minutes after the scheduled start time for them to return before submitting your ballot.
Audio or visual issues such as lagging or muted speaker.	Please provide visual que and verbally stop the speaker. Let them know that there are issues. Ask the speaker to fix the issue and resume once resolved. Be sure to pause the timer. Possible solutions for these issues: Tabroom Help Page **DO NOT go to an alternate video conferencing site** not setup by tournament officials. This is a safety concern. Doing this will result in immediate disqualification of all students and removal of the judge.
A student is unable to perform live of prepared speech events.	**Contact tournament officials.** They will ask the student if they would like to elect to use their recorded video as their performance. This is allowed **only if a student is present** and not able to perform live. This is not an option for IMP, IX, or NX.

Submit your ballot & ranks as soon as the round is over.

Speaker ⇕	Code ⇕	Sch Code ⇕	Name ⇕	Title/Question ⇕	Rank ⇕	No show? ⇕
5th	1043	BY	Student Name	Titles will appear here or you can enter them yourself		☐
6th	1061	FG	Student Name	Enter title or extemp question		☐

Submit Ballot

Students will speak in this order

This is for the Tournament Officials. **Judges should never ask what school a speaker is from.** You can ignore it.

After all the speakers have performed, you will rank them 1st place to last place (1 = best, 2 =2nd + so on). No ties are permitted.

SUBMIT YOUR BALLOT IMMEDIATELY.
Submit your ballot within 10 minutes of the round being done. You will be able to go back and finish writing comments and feedback later.

Once you confirm your ballot, you cannot change it online.

You'll have to contact the tournament staff to make any further changes

You are able to write more comments/feedback until the end of the tournament; you just may not change scores.

NO! RE-ENTER BALLOT   **YES! CORRECT! CONFIRM IT**

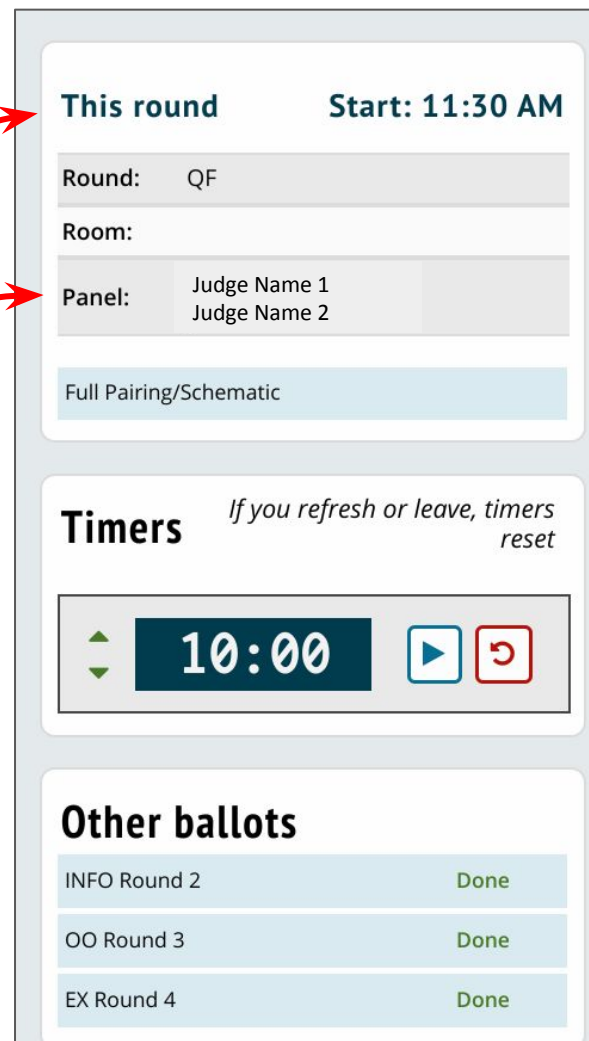You will need to review & **CONFIRM**.

The panel on the right of your ballot has some helpful tools.

There are 3 judges in EVERY ROUND for the State Qualifier.
Start the round once all the competitors are in the room OR at the start time (whichever comes first).

Do not start rounds until all 3 judges are present. You can see who is on the "judge panel" in this toolbar. Each judge must evaluate the students independently; **do not confer.**

Best Practice for an EQUITABLE Competition
In making your evaluations, consider both the **content** and the **delivery** of the speech. Students may support issues or viewpoints that are contrary to your thinking. **Please judge on the quality of the speech, not on whether you agree with a student.** Never take the virtual environment into consideration.

This round	Start: 11:30 AM
Round:	QF
Room:	
Panel:	Judge Name 1 Judge Name 2
Full Pairing/Schematic	

Timers *If you refresh or leave, timers reset*

10:00 ▶ ↺

Other ballots

INFO Round 2	Done
OO Round 3	Done
EX Round 4	Done

Notes on Timing!

It is preferred that you use a stopwatch style timer (ie. phone or watch).
Always allow a student to finish their performance even if they go over time.
Do not stop a speech if it goes over the time limit.

For speakers who go over the time limit *AND* grace period submit the
Time Violation Form: https://tinyurl.com/ggsaspeechOT

**For spontaneous speaking & limited preparation events
(National Extemp [NX], International Extemp [IX], or Impromptu [IMP])
judges are required to give visual hand signals.**
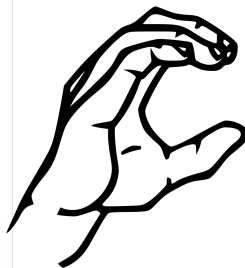
| 5 min remaining | 4 min remaining | 3 min remaining | 2 min remaining | 1 min remaining | "C" at 30 sec remaining | Fist when they reach time limit |

This round   **Start: 11:30 AM**

Round:	QF
Room:	
Panel:	Judge Name 1 Judge Name 2

Full Pairing/Schematic

Timers   *If you refresh or leave, timers reset*

10:00

Other ballots

INFO Round 2	Done
OO Round 3	Done
EX Round 4	Done

Be sure to write feedback for every speaker that you are judging. This is how they grow and learn as a speaker. Leaving a blank ballot is unacceptable.

Select the name of the speaker from the drop-down menu to give them individual comments and feedback.

Write comments to every speaker in the round so students know what they're doing well and what they can improve on.

Remember you can always go back and write feedback after you have submitted the ranks for the round.

Sample Helpful Comments ... Interp Speeches:
- I had difficulty differentiating your father character and your son character especially in the _____ part.
- The use of profanity in your piece was unnecessary and inappropriate
- You are going to be great at this with some more practice. Your speech would have been better if you had...
- Your portrayal of the narrator was very creative; be careful of losing the character when you get excited.
- You give away too much in your introduction. Save a little suspense for later.
- I was confused in the part where you ...
- Your accent faded throughout your piece ...(if it faded in a specific spot tell them where)
- The use of profanity in your piece was unnecessary and inappropriate.

Sample Helpful Comments ... Original Speeches:
- Your topic is interesting, but perhaps you could put a unique twist on it by _____.Have you thought about (this) argument? I think it would really help support your points.
- The point that you make about _____ is interesting, but does little to forward your argument.
- You have a great speech, but were a very poor audience member – be considerate to your fellow competitors.
- I was confused in the part where you explained...
- Try adding some research to support ...
- You are going to be great at this with some more practice. Your speech would have been better if you had...

Sample NOT SO Helpful Comments:
- Best speech in the round, but I had to give you last because abortion is evil.
- Good job. Tough round.
- Do you have a speech impediment?
- I was confused (but doesn't explain where/how/why)
- You were almost number one (but doesn't explain why they weren't)
- That was boring.

Go Back to Edit Feedback

After you have submitted & confirmed your ranks you can add individual feedback for the speakers in the round.

1. Under Judging, click on **Current Ballots & Panels**
2. Click on **Edit Feedback** for the round you are looking for.
3. **You can edit feedback until the end of the tournament.** Students *absolutely need* your feedback to learn, improve, and grow. Leaving no feedback is unacceptable.

Quick Note on COMMENTS:

The [evaluation guidelines](#) on the ballot suggest areas for comments, but you should not feel restricted to these areas. Please write both positive and constructively critical comments.

Put all comments on the ballot; **do not give oral critiques.**

If a student doesn't place among the top speakers in the room, it's very useful for them to understand why.

Past Ballots

You may edit comments until the tournament ends.
You cannot change scores once confirmed; contact tournament officials to fix errors

EX Round 4 Flt 1   [Edit Feedback]

1st spkr	454	3
2nd spkr	351	2
3rd spkr	408	4
4th spkr	394	5
5th spkr	324	1
6th spkr	332	6

OO Round 3 Flt 1   [Edit Feedback]

1st spkr	505	3
2nd spkr	532	2
3rd spkr	506	1
4th spkr	655	6
5th spkr	575	5
6th spkr	592	4

INFO Round 2 Flt 1   [Edit Feedback]

| 1st spkr | 1053 | 5 |

See Past Tournaments

Judging

Current Ballots & Panels

Upcoming | History

Standing Conflicts | Paradigm

Offer Hired Judging Rounds

Your Account

Edit Live Updates/Parent Memos

Create a new school/team

Request a new tournament

Link your account to a judge

Link your account to a competitor

DOs

Click START ROUND as soon as you receive your ballot to confirm you will be judging that round.

Submit your decision before completing comments. You will be able to go back and edit feedback to individual students.

Do a **tech check at the start of each round**. Ask the competitors to turn on their cameras and microphones to make sure everything is working correctly.

Keep your **camera on** the entire round.

Arrive in your room at least 10 minutes before the start of each round time.

Only judge the student's performance and not their environment.

Be patient. This is difficult for everyone. If a student is experiencing difficulty please be flexible to make it possible for them to compete.

Wait for all all competitors (& other judges if finals) to begin the round. Exception = Extemp will arrive 1 at a time.

DON'Ts

Do not wait to click START ROUND until you are in your room. That button is to acknowledge that you accept your ballot.

You **do not** need to complete your comments before submitting your ballot.

Do not wait to the round start time to enter your room. Arrive 10 minutes early to do a technology check to make sure everything is working.
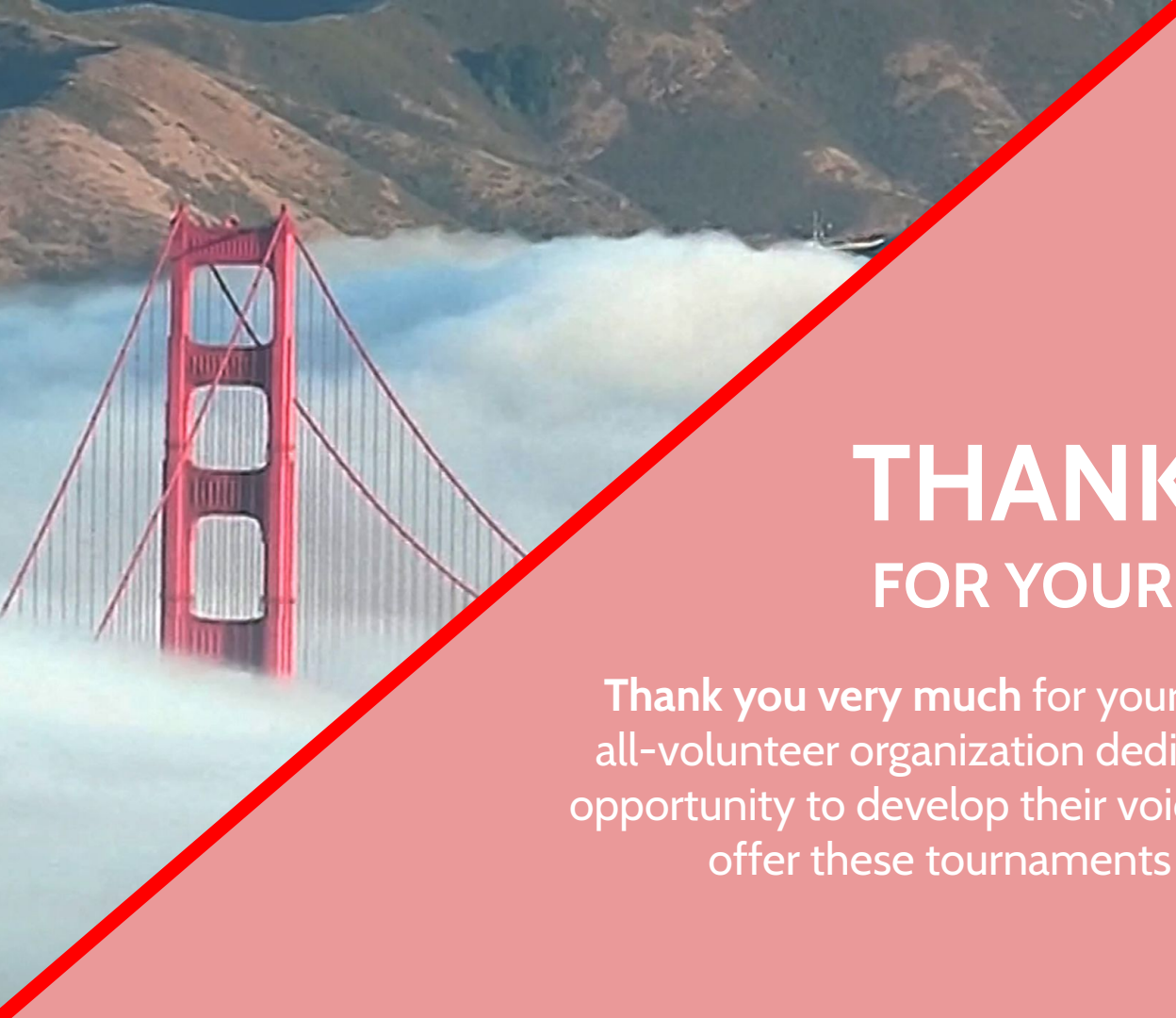
Do not base rank on whether or not a student shows up to the round. Some students may not be able to participate in real time due to their differing circumstances. Please use their submitted video as their participation in round.

Never take the student's environment, background, and access to technology into consideration when making your decision.

DO NOT go to an alternate video conferencing site if there are technical issues. This is a safety concern. Doing this will result in immediate disqualification of all students and removal of the judge with a fine levied toward your school.

Helpful Resources

When you have Questions about...	You can use these resources to help...
Tabroom.com account issues	Tabroom support page: https://docs.tabroom.com/Main_Page OR **Your school's coach.** *Tournament Officials often cannot answer your question.*
Classrooms.Cloud issues	1. Make sure you are using a Chrome internet browser. 2. Try logging off, clearing cache, and logging back in. 3. Ask participants to turn cameras off when not presenting to help with bandwidth. OR Submit a Help Ticket to ggsaIEhelpdesk@gmail.com
Issues about the round of competition	Contact the Tabroom by submitting a help ticket. Always hear all the speeches if possible, and ask a tournament official about the problem when you return to the judges' room.

THANK YOU
FOR YOUR SERVICE

Thank you very much for your time and help today. As an all-volunteer organization dedicated to giving students the opportunity to develop their voices, it would be impossible to offer these tournaments without your support!