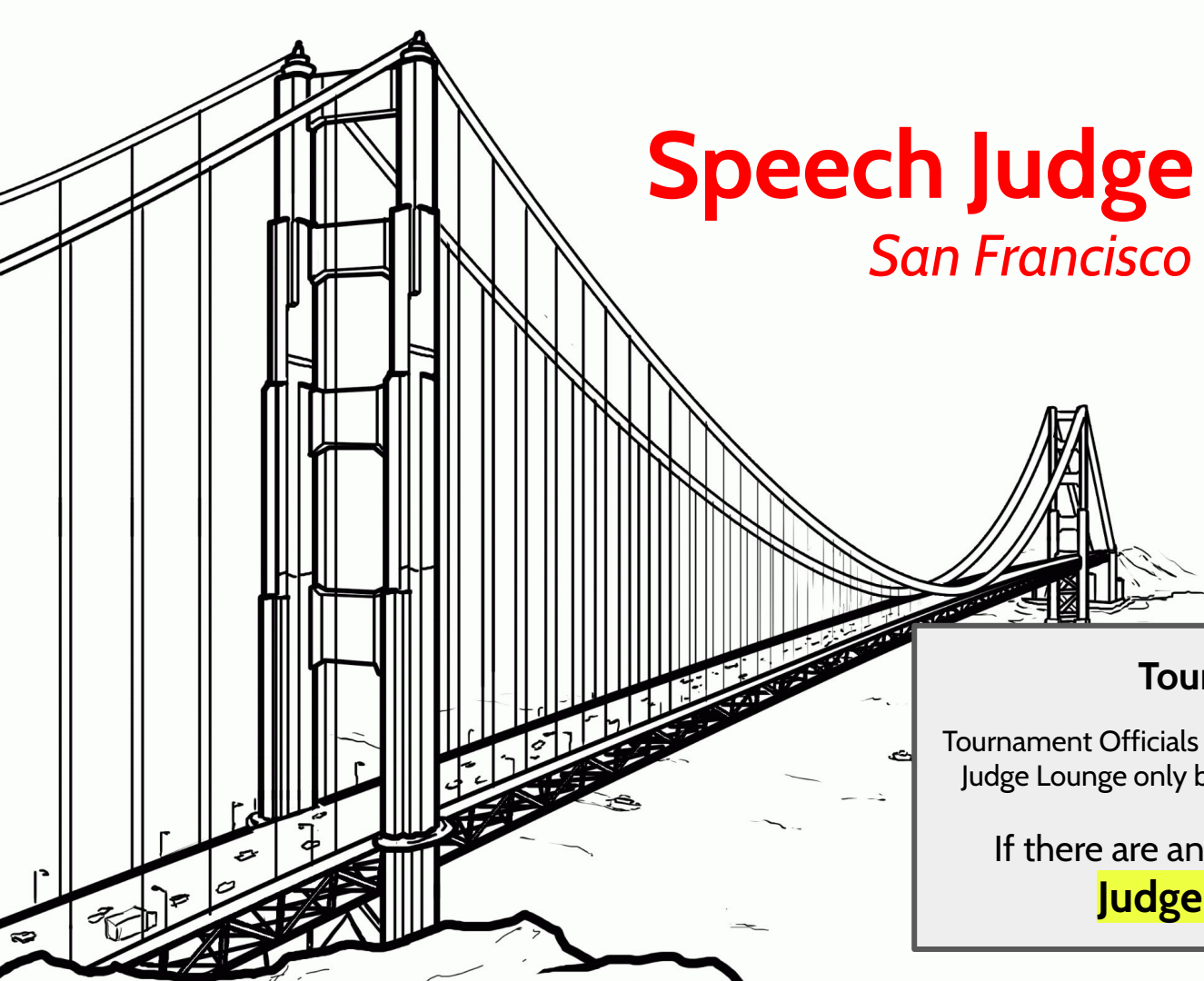




Speech Judge Instructions

San Francisco Bay District

Tournament Contact

Tournament Officials will be able to address questions in the Judge Lounge only before the start of each speech round.

If there are any issues, contact Help Desk.

Judge Lounge = Library

SCHEDULE

8:30 AM	Morning Judge Meeting in “Judge Lounge”
8:45 AM	Round 1
10:30 AM	Round 2 <i>Judges without a ballot assignment report to Judge Lounge</i>
12:15 PM	Round 3 <i>Judges without a ballot assignment report to Judge Lounge</i>
2:15 PM	Afternoon Judge Meeting in “Judge Lounge”
2:30 PM	Elimination Round 1
4:30 PM	Elimination Round 2

**This schedule is subject to change based on needs of the tournament. We thank you for your patience!*

Access your ballot.



The screenshot shows the Tabroom.com interface. At the top, there's a dark blue header with the 'TABROOM.COM' logo on the left and 'Logout' and 'Profile' links on the right. The email address 'bstewart@lweraphix.com' is highlighted with a red box and a mouse cursor. Below the header is a navigation bar with buttons for 'Settings', 'Entries', 'Panelling', and 'Schematic'. The main content area is titled 'CURRENT BALLOTS' and 'Pending Rounds'. It features a table with columns for Round, Room, Starts, and Entries. The first row shows 'DI Round 2' in 'Cafeteria 2' at '1:00 PM PDT' with 7 entries. To the right of the table is a green 'START ROUND' button, which is highlighted with a red box and a mouse cursor. There are also icons for a printer and a document.

Round	Room	Starts	Entries
DI Round 2	Cafeteria 2	1:00 PM PDT	1. 126 2. 174 3. 143 4. 186 5. 150 6. 127 7. 165

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 minutes before the start of each round. It will show up on the Dashboard like this.
4. Click **ACCEPT BALLOT** to confirm you have received your ballot & acknowledge that you have accepted the round.

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

You are obligated to judge the **ENTIRE DAY** unless you previously discussed your schedule with a district official. 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.

Finding your room.

Current Rounds							
Judge	Round	Room	Starts	Entries			
102	HI Round 1	412	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 **room number** once you accept your ballot.

Campus Maps will be posted at
sanfranbay.tabroom.com

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

IMPORTANT REMINDERS:

-- We ask that as the responsible adult in the room, you are the first to enter the classrooms and last to leave.

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

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

HOW TO SUBMIT YOUR BALLOT

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.

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

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

GENERAL PROCEDURE

There are students entered in multiple events. *You do not have to listen to speakers in the order they are on your ballot.* If a speaker is missing and does not arrive 15 minutes after the last speaker has spoke, 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 provide the speakers written comments on the ballot.** We need the students and their coaches to be able to see the feedback.

CONFLICTS

You may end up assigned to a panel 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 are assigned a ballot with a student you may know, please contact Speech Tab or come back to the Judge Lounge and we will reassign the ballot.

Please contact Speech Tab 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

IX and USX

7 minutes

(not counting 30 minute out of round prep time)

Grace period 30 seconds

DI, DUO, HI, INFO, OO, POI

10 minutes

Grace period 30 seconds

MONITORING THE ROOMS

The host school has generously donated its entire campus to our endeavors. It is our goal that the teachers and school administrators return on Monday with no evidence of our having been here. So please...



Do not allow any food or drinks in the classrooms. Ask the students to dispose of food outside the classroom so the ants do not visit over the weekend.



Do not allow the students to move furniture! If it is absolutely necessary to move furniture in the room so students can speak, then ask students to put the room back the way they found it. Also, please watch to make sure nothing is taken from the room.



Do not allow students to erase teacher material on the whiteboard. If students are using the whiteboard, make sure they use the correct pens and erase their material.

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

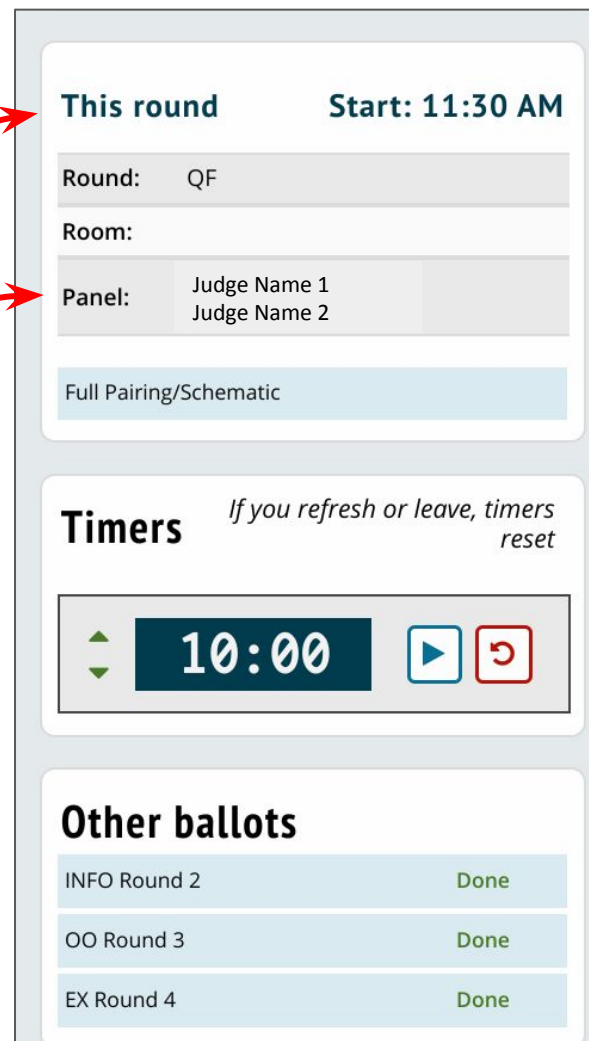
There are at least 2 judges in EVERY PRELIM for the National Qualifier. Start the round once all judges are in the room. You do not have to wait for all competitors as some students may be entered in other events.

Semifinals = 3 judges
Finals = 5 judges

Do not start rounds until all 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 student’s appearance 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.

**Speakers who go over the the grace period
CANNOT BE RANKED FIRST PLACE**

For spontaneous speaking & limited preparation events
(National Extemp [USX], International Extemp [IX])
judges are required to give visual hand signals if requested.

5 min
remaining



4 min
remaining



3 min
remaining



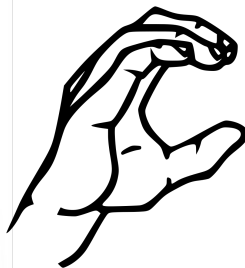
2 min
remaining



1 min
remaining



"C" at 30 sec
remaining



Fist when they
reach time limit



TIME LIMITS

IX and USX

7 minutes

(not counting 30 minute out of round prep time)

Grace period 30 seconds

DI, DUO, HI, INFO, OO, POI

10 minutes

Grace period 30 seconds



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.**

The screenshot shows a feedback form interface. At the top right is a blue button labeled "Submit Ballot". Below this, on the left, is the word "Feedback". To its right is the text "Comments go to:" followed by a dropdown menu currently showing "Everyone (Reason for R)". A red arrow points from the text "Select the name of the speaker from the drop-down menu to give them individual comments and feedback." to this dropdown menu. Below the dropdown is a green message: "These comments go to all participants in the round." To the right of this message is a "Save Feedback:" label and a save icon (a floppy disk). A red arrow points from the text "Write comments to every speaker in the round so students know why they received their score." to the large text input area below. The input area has a rich text editor toolbar with icons for undo, redo, bold, italic, strikethrough, bulleted list, numbered list, decrease indent, increase indent, link, unlink, and a smiley face icon. A "Formats" dropdown is also present. A red arrow points from the text "You can always go back and write feedback after you have submitted the ranks for the round." to the bottom right corner of the input area, where there is a small circular icon with a downward arrow.

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 why they received their score.

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

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

1st spkr	454	3	Edit Feedback
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

1st spkr	505	3	Edit Feedback
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

1st spkr	1053	5	Edit Feedback
----------	------	---	-------------------------------

[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](#)

Helpful Resources

When you have Questions about...	You can use these resources to help...
Issues about the round of competition Facilities issues Tabroom.com account issues	Contact the Tabroom by asking the Judge Lounge Help Desk or visit tournament staff in the Judge Lounge. Your school's coach can also be a great resource. Tabroom support page: https://docs.tabroom.com/Main_Page Always hear all the speeches if possible, and ask a tournament official about the problem when you return to the judges' room.
A student on your ballot doesn't show up to the round.	Students are allowed 90 minutes from the start time of the round to perform . Please wait for a student up until 90 minutes after the scheduled start time for them to arrive before submitting your ballot.
The room you were assigned to is locked or has an issue.	Notify the Judge Lounge Help Desk with the room number & wait outside the room for a response. If you do not hear back in a few minutes, you may return to the judge lounge to notify tournament staff.

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.

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

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

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 other judges to begin the round. Competitors who are double-entered may speak and leave or arrive late. Please be flexible in the speaker order.

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.

Never take into consideration the student's appearance when making your decision.

DO NOT go to an alternate room if you dislike the one you are assigned. 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.

Do not wait for all competitors before you begin. Some students may be entered in multiple events and will arrive late.



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!