

December 2023

Dear Provincial Judge,

Welcome to Ontario DECA's 45<sup>th</sup> Annual Provincial competition. Thank you for taking time out of your schedule to assist with the evaluation of our members. With over 6 500 students competing at this event, it would not be possible without you!

### Agenda

8:00 am – 8:15 am	Arrival of Judges
8:20 am	Training
9:00 am – 12:00 pm	Student Case Study Evaluations (Oral 1)
12:00 pm – 12:45 pm	Lunch
12:45 pm – 1:00 pm	Oral 2 Case Study for Individual and Principle Afternoon Events
1:00 pm – 4:30 pm	Student Case Study Evaluations (Oral 2; Team Oral Events have the same case from the morning)

### Judging the Event

When you arrive, please sit at the table marked with your assigned category. Here you will meet the other judges and the Series Director for your category. Together you will all ensure the event runs smoothly.

Read through the event materials carefully to familiarize yourself with the event. These will include a **Brief Description of the Event, Competencies to be Tested, Student Instructions, Evaluation Form and a page with Background Information of the Performance Indicators**. This is provided during the judge training session at 8:00 am. At that time, discuss as a group with the other judges in your category and your Series Director, the elements of the role-play. Ask questions so that you fully understand the event.

Participants (the students) may conduct a slightly different type of meeting and/or discussion with you each time. However, it is important that you maintain and demonstrate the exact same behaviour with each participant. Provide the same information and ask the same questions of each role-play. **Consistency is a very important element of judging.** You should not add any additional comments.

You will find some students to be very competent because they have either competed before, are presently employed in the occupational field, or have spent a good deal of time preparing. Of course, even well prepared students can "freeze" under pressure. Try and put the students at ease by smiling and being an active listener. Students are generally nervous and need the reassurance to perform. By making them as comfortable as possible, you are helping the students to do their best and achieve their potential.

Thank the participant upon completion of their role-play and be positive, but do not reveal immediate evaluation. Make anecdotal comments/suggestions on the BACK evaluation form. They will be returned to students. The score you give each student represents a portion of the student's overall total. The awards are presented to the top students who do well in all written and role-play events.

Assign a fair score to the ability you are witnessing while realizing that the winners in each category (top ten) at this Provincial competition qualify to continue on to compete at DECA's Internationals in Anaheim, California. Therefore, the points you award a student are very important!

### Timing and flow

The student has a definite period of time to prepare for the presentation or role-play, and another limited period of time with you. Take only a few minutes to complete the evaluation. After your first few role-plays, time will be provided for all judges of the event to reconvene and discuss what they have experienced. This provides an opportunity to reach a general consensus on the scoring. Some experienced judges also find it helpful to keep their evaluations in a ranking order, starting with the strongest performance on top of the pile of completed evaluations.

***Thank you for volunteering your valuable time to be a DECA judge. You have entered into an important partnership that joins the business community, DECA Ontario, and the students interested in leadership, law, marketing entrepreneurship and management. DECA Ontario applauds your support.***

On behalf of the Board,  
Nicole Tryhorn  
Director of Community Engagement

## Individual Oral Events Judge Information

1. Competition for all DECA members and performance will vary due to the length of training and skill level. We emphasize the learning aspect of competition. Avoid giving a perfect score of 100, in case you see a more qualified participant later in the competition.
2. Review and discuss the guidelines, with the other judges in your event prior to evaluating any delegates. As a group, discuss the specific questions and types of responses you will expect. Each participant must be evaluated on the same criteria.
3. The participants appreciate your written comments so they can prepare for international competition. Appropriate constructive comments are encouraged and may be written on the back of each evaluation form.
4. **BUBBLE** and **RECORD** the participants score on the evaluation form and total each form.
5. Remember that even though the scantron form indicates 10 points per item, the point value for each criterion will vary.
  - Questions 1 – 5 each has a **MAXIMUM** score of 14
  - Questions 6 – 10 each has a **MAXIMUM** score of 5

**Total your score; record and bubble in the amount on the box at the bottom right**

6. Please adhere to the specific time limits for your event when you are role-playing, listening to a presentation or answering questions.
7. Students are not to indicate what chapter or area they are from. Please do not ask the student anything that would indicate where they are from.
8. At the end of competition, return all materials to the Series Director.
9. To allow the competition to continue smoothly and on schedule, all judges of a particular event will be given breaks at the same time. Breaks will be given for morning judges around 10:00 a.m. and 11:00 a.m. and for afternoon judges around 2:00 p.m. and 3:00 p.m. **Please do not take a break without notifying your event assistant.**
10. Your **RED** name badges will act as your Judge's luncheon ticket.
11. If you have any suggestions on our competitive event process, please pass them on to your Series Director.

**Please review and correct the enclosed Judge Registration and Feedback Form so our records may be updated.**

**Thank you for your assistance today!**

## Team Oral Events Judges Information

1. Competition for all DECA members and performance will vary due to the length of training and skill level. We emphasize the learning aspect of competition. Avoid giving a perfect score of 100, in case you see a more qualified participant later in the competition.
2. Review and discuss the guidelines, with the other judges in your event prior to evaluating any delegates. As a group, discuss the specific questions and types of responses you will expect. Each participant must be evaluated on the same criteria.
3. The participants appreciate your written comments so they can prepare for international competition. Appropriate constructive comments are encouraged and may be written on the back of each evaluation form.
4. **BUBBLE** and **RECORD** the participants score on the evaluation form and total each form.
5. Remember that even though the scantron form indicates 20 points per item, the point value for each criterion will vary.
  - Questions 1 to 7 each has a **MAXIMUM** score of 10
  - Question 8 to 12 each has a **MAXIMUM** score of 6

**Total your score; record and bubble in the amount on the box at the bottom right**

6. Please adhere to the specific time limits for your event when you are role-playing, listening to a presentation or answering questions.
7. Students are not to indicate what chapter or area they are from. Please do not ask the students anything that would indicate where they are from.
8. At the end of competition, return all materials to the Series Director.
9. To allow the competition to continue smoothly and on schedule, all judges of a particular event will be given breaks at the same time. Breaks will be given for morning judges around 10:00 a.m. and 11:00 a.m. and for afternoon judges around 2:00 p.m. and 3:00 p.m. **Please do not take a break without notifying your event assistant.**
10. Your **RED** name badges will act as your Judge's luncheon ticket.
11. If you have any suggestions on our competitive event process, please pass them on to your Series Director.

**Please review and correct the enclosed Judge Registration and Feedback Form so our records may be updated.**

**Thank you for your assistance today!**

## Principle Oral Events Judges Information

1. Competition for all DECA members and performance will vary due to the length of training and skill level. We emphasize the learning aspect of competition. Avoid giving a perfect score of 100, in case you see a more qualified participant later in the competition.
2. Review and discuss the guidelines, with the other judges in your event prior to evaluating any delegates. As a group, discuss the specific questions and types of responses you will expect. Each participant must be evaluated on the same criteria.
3. The participants appreciate your written comments so they can prepare for international competition. Appropriate constructive comments are encouraged and may be written on the back of each evaluation form.
4. **BUBBLE** and **RECORD** the participant's score on the evaluation sheet and total. Scantron form indicates 20 points per item but only the first five are to be completed.
  - Questions 1 to 3 each has a MAXIMUM score of 18
  - **Question 4 PLEASE LEAVE BLANK**
  - Question 5 to 8 each has a MAXIMUM score of 7

**Total your score; record and bubble in the amount on the box at the bottom right; MAX score is 82.  
NO ONE should get a score higher than and 82 / 100.**

5. Please adhere to the specific time limits for your event when you are role-playing, listening to a presentation or answering questions.
6. Students are not to indicate what chapter or area they are from. Please do not ask the student anything that would indicate where they are from.
7. At the end of competition, return all materials to the Series Director.
8. To allow the competition to continue smoothly and on schedule, all judges of a particular event will be given breaks at the same time. Breaks will be given for morning judges around 10:00 a.m. and 11:00 a.m. and for afternoon judges around 2:00 p.m. and 3:00 p.m. **Please do not take a break without notifying your event assistant.**
9. Your **RED** name badges will act as your Judge's luncheon ticket.
10. If you have any suggestions on our competitive event process, please pass them on to your Series Director.

**Thank you for your assistance today!**