DUTIES OF INDIVIDUAL ORAL, TEAM ORALS AND PRINCIPLES ORALS SERIES DIRECTOR

Friday, February 6th, 2026

Reporting to: ▪ the Event Manager of your event/category **Managing:** ▪ 1 category with 10 Judges (Individuals/Principles) ▪ 1 category with 8 Judges (Teams)	**Category Team** ▪ Manager ▪ Series Director ▪ Administrator, Caller, Timer ▪ Advisor Judge Assistant

Order of Duties:

7:45 a.m. & Noon – Report to Sheraton Hall to collect your category resource bucket and/or return the category resource bucket from the morning oral. Upon pick-up and drop-off, ensure your bucket includes:

a. Judge cases (1 per judge)
b. Participant cases
c. Participant Scantrons (Student ID and information have been preprinted directly on the Scantrons)
d. Time sheets (multiple copies for category team)
e. Participant schedule
f. Pencils (for Judges)
g. 1 Calculator (for administrator)

Individual and Team Oral Events: train in **Sheraton Hall** to meet your Judges and category team; competitions in Grand Ballroom or Osgoode Ballroom.

Principle Oral Events: train in **City Hall Room** to meet your Judges and category team; actual competition is in Dominion Ballroom.

1. Ensure you have all your Judges. There should be **10 Judges for each Individual Series** Event, **8 for each Team Decision Making** Event, and **10 Judges for each Principles Series**
2. Distribute materials to your category team as indicated above
3. Before/After the general judge training, delivered by your Judge Trainer, conduct case-specific training with your Judges. Training should include the following:
    a. Read and discuss the case content
    b. Emphasize the need to ask each participant the case questions exactly and consistently (i.e. even if the student has addressed the question topic, ask the question to be consistent - the student may make connections they didn't mention already)
    c. Encourage Judges to make notes about the presentations - suggest "Things that were excellent" and "Things to incorporate next time" - on the **back** of the Scantrons (Scantrons are returned to students at the end of the competition and is vital for student reinforcement and improvement). The notes will also help the Judges remember each presentation more clearly.

- Demonstrate how to correctly fill in Scantron evaluations by bubbling the correct numbers, paying attention to the scale of each item (i.e. some items are out of 12, others are out of 5, etc.); and printing the score in the box to the right of each set of bubbles
- Ask Judges to keep their marks between 40 and 100
- Instruct Judges to **print their FULL name** on the bottom of their Scantron sheets and ensures they are ONLY judging students in their assigned Judge SECTION number.
- Reinforce the need for the Judges to collect all participants' notes at the end of their presentations. Participants should not have preprinted notes of any kind (this is grounds for cheating and disqualification)
- Any issues with the students!? ...Complete Judge Referral form
- Advise Judges to report conflicts of interest (i.e. judge knows participant, or, has evaluated the same participant in morning oral) to ensure unbiased and equitable judging

Discuss these evaluation tips to guide your Judges:

- Score each student as they go through the role-plays. For each successive role-play, begin to stack the evaluations with the 'best' role-play on top regardless of the score.
- If needed, adjust/modify scores before submitting them to the Series Director.
- Make comments about the participant's performance on the back of the Scantron (excellent things - to incorporate next time).

  Mark Guidelines:
    - First and second best = 90% and above
    - Third and fourth highest = 80% to 89%
    - Fifth and sixth highest = 70% to 79%

NO TIES for top 3 scores for EACH JUDGE!

- Aim to submit only a few marks over 90%
- These are only *guidelines*. If ALL role-plays weren't very good, then mark accordingly. Perhaps all will be below 70% but avoid extremely low scores. Nothing is gained by decimating a student by assigning a mark of 23%.
- Complete a Judge Referral Form for extreme cases of inappropriate student performance: unprepared, admits to cheating, behaviour is inappropriate behaviour/comments. IMMEDIATELY, hand in the form so that we can deal with the issue.
- As a group, move to the category location indicated on your name badge.

Seat Judges and discuss with your category team the importance of "DECA Time". DECA Time stresses the need for all members of a category team to synchronize their watches and not adjust the timesheets provided. For example, if your event was scheduled to start at 9:30 a.m. but delays cause you to start at 9:40 (10 minutes behind schedule), category team members should adjust their watches back to 9:30 a.m. such that their watches still reflect the times indicated on the timesheets.

1. For Individual Series Events, Principles Events and Team Decision Making Events, there will be enough chairs for two rounds of participants; while one round preps, the other round quietly sits and waits behind them.
2. Check to ensure prepping students are only using the approved competitive materials: blue/black pen, grey lead pencil, any DECA padfolio; only non-programmable calculators; no cell phone use, no pre-printed notes may be referenced or used. **Anything** beyond this is grounds for disqualification.
3. Give a 1-minute call/warning to Judges to wrap up any presentations still going and at the end of the presentation time, escort any remaining participants out of the booths. No participant is to have extra time.
4. In the scheduled morning break, bring your Judges together to discuss their best presentations and determine whether the same quality of presentation is garnering the same mark. The goal is to have all your Judges assess as though they are one Judge.
5. When Judges are done with the Scantrons, collect and count them to ensure you have one for every student/team who has been judged thus far (i.e. if Judge 1 was scheduled to see 15 participants, you should have 15 Scantrons including the kept "no shows"). Occasionally, go to each judge when there is a break and see how many scantrons they have. Theoretically, the SAME number PER judge.
6. Check to ensure each Scantron has been correctly and completely filled out (checklist below). Any recurring errors should be mentioned and clarified with the judge(s) by the Series Director to prevent more work for you. If you notice exceptionally high scores from the SAME judge or if EVERY judge is scoring nothing but 90s, you, the Series Director, should discuss judging tips with the Judges again.

- Scantron is completed using pencil only
- Student ID is correctly bubbled
- Each performance indicator and evaluation item on the scantron has been scored
- Each score is bubbled in; not circled, ~~not crossed-out~~, not underlined…completely COLOURED IN
- Each score is handwritten in ~~the box~~ to the right of the bubbles, and, the handwritten score matches the bubbled score
- The total score is accurate and bubbled correctly
- The judge has printed their name and judge number at the bottom of the Scantron

As the Series Director please SIGN YOUR NAME using a RED pen at the bottom of the sheet, that you proofed the Judges bubbling and adding, on each Scantron. If timing is an issue, please have the ADMINISTRATOR proof for you.

- After completed Scantrons have been checked and corrected, put them in competition order which is printed in the bottom right corner of the scantron cards; i.e., #1 of 83 scantrons, #2 of 83 scantrons, #3 of 83 scantrons, etc. **Ensure that no scantrons are missing**.
- Collect and organize all event materials, place them back in the bucket, and return them to the Vide office at the end of each session.

Individual and Principles Events hand in their morning Orals BEFORE lunch in the Vide office where they will be given Oral B events. They will repeat this process for the second oral event in the afternoon with training taking place at lunch.

- A hot, sit-down lunch will be served at noon in Sheraton Hall / City Hall Room for all assigned Advisors, Alumni on duty and Judges. Series Directors and Judges must sit at tables designated by category so they can conduct case-specific training for the afternoon orals.
- Review evaluation tips with your Judges if Scantrons are not filled in correctly or there are exceptionally high/low scores. Use the tips listed above to guide them.