

DUTIES OF WRITTEN EVENTS SERIES DIRECTORS

Friday, February 10th, 2017

Note: Wearing a watch in which the time can be manually adjusted easily is critical for this role. Most cell phones do not allow for manual adjustments to time and therefore will not suffice.

Reporting to: <ul style="list-style-type: none">Paola Fiocco, Michele Axelrod or Vicki Moore Birchwood Ballroom Managing: <ul style="list-style-type: none">1 category with 1 - 11 Judges depending on the category	Category Team <ul style="list-style-type: none">2 Written Events Managers (smaller events will have only one)39 Series Directors
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You will pick up the business papers from Vicki Moore, Michele Axelrod or Paola Fiocco which you will then share with your Judges.

Order of Duties:

- NEW THIS YEAR!!** Judges have been timetabled to READ a paper then listen to the PRESENTATION immediately afterwards, then READ the next paper then listen to the PRESENTATION, and so on (10 page papers ~ 5 minutes to read; 30 page papers ~ 10 minutes read)
- 7:45 a.m. – **Birchwood Ballroom** You will meet your Judges there.
- Identify your calling area outside your category location. Look for the large pull-up banner with the event code. This is where participants will congregate and you will stand to call and organize each round of the competition.
- Review your call sheet (provided by Written Events Manager at initial meeting) and ensure your watch is set to “DECA Time” (according to the start time of your event such that your watch is always in sync with the timesheet).
- Begin bubbling and recording the participants’ 4-digit ID numbers on the Scantrons. Participant IDs are pre-printed on the Scantron label area. Ensure Scantrons are in TIME ORDER order to make Scantron distribution easier.
- Once your Judges have arrived, begin calling students repeating both category and time. “IBP, 8:45 – IBP, 8:45!”
- Organize two rounds at a time so that vacant spots from one round can be filled with participants physically present for the subsequent round. If someone is late within 1 round of his/her call time, reschedule him/her. Beyond 1 round of the call time, the participant is disqualified. Check that the scantron card and badge(s) match the photo ID. **NO ID, NO COMPETE..... no exceptions!**
- Distribute Scantrons to the participants as they proceed to the judge (with bubbled IDs). Scantrons for participants who do not show up for their event should be given a score of 1 for item 1. RECORD the words “No Show” beside the participant information, and kept aside.
- 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 A was scheduled to see 15 participants, you should have 15 Scantrons)
- 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) to prevent more work for you. If you notice exceptionally high scores, 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 his/her name and judge letter at the bottom of the Scantron
- As the Written Events Series Director, please SIGN YOUR NAME at the bottom, that you proofed the Judges bubbling and additions using a RED pen, on each Scantron.**
- 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.**
- At the end of the day, all materials, binders and Scantrons should be given to the Written Events Manager.