

## INSTRUCTIONS FOR THE HEAD JUDGE

The responsibilities of the head judge of each speech room are:

- Coordinate **arranging the room** before the competitors arrive so that the three judges and the timing judge will be facing the contestants. **REMEMBER: lecterns are not used.**
- **Solve problems** that might occur with regard to the scoring or judging of contestants in your room. Unsolvable problems should be referred to the Speech Coordinator.
- Review the **responsibilities** of a **speech judge** and the **timing judge**. The head judge or another judge selected by the head judge will greet each competitor at the door and welcome him/her to the room.
- Briefly, **explain the procedures to the student and tell him/her when to begin.**
- Start **on time**, follow the time schedule, and end on time!
- After the student has presented his/her prepared speech, **give** him/her the appropriate set of **impromptu topics**. **REMEMBER: Each student will receive a different card with three possible impromptu topics.** Be sure to use the correct set. Take up the impromptu topic cards and the student's note cards after the impromptu is complete and before the student leaves the room.
- **Verify that score sheets from each judge for each student are complete.** Make sure each Scantron has all the necessary identifying information recorded on it. Make sure the scoring marks are dark and can be read properly by the Scantron machine and that there is only ONE mark per rating category for the prepared speech and ONE mark per rating category for the impromptu speech.
- If a student is a **"No Show,"** each judge should indicate that on the score sheet and give it to the head judge to submit with the other completed score sheets. All score sheets will be sent to the scoring room. However, save the "No Shows" until the end of the judging period in case the student arrives late (through no fault of his/her own) and the Speech Coordinator can work him/her in to a time slot later in the schedule.
- **Arrange student score sheets** in order by judge, all facing the same direction. (Example: Student-Jones: Judge 1, Judge 2, Judge 3) Place all score sheets in the envelope or folder that is provided and give the envelope or folder to the Speech Coordinator at a designated time.
- At the conclusion of the judging period, collect **the stopwatch and time-signal cards** from the timing judge and return them along with all other supplies to the place designated by the Speech Coordinator.
- Have your judging panel assist you in **putting the room back** in the condition in which it was originally.
- **Do not leave the room until all Scantron Evaluation Forms have been picked up.**
- **Do not leave any of your materials unattended. It is very important that the impromptu topics remain a surprise to the students and that Scantron scores are not revealed.**