Instructions for the Timer

<u>*Before the First Student Enters the Zoom:*</u>

▪ Ensure you are located somewhere with a reliable internet connection that is free from distractions. Have any printed resources, such as the **three color-coded timing cards**, **Timer Script**, Timer Instructions, Time Outline, roster of students, etc. available if needed. Make sure you **have the document with the impromptu topics open on your computer, so you are ready <u>when it is time</u> to screenshare**.

▪ Using the Zoom link provided to you, join the Zoom meeting at least 20 minutes prior to the scheduled start of the competition. Once you are in Zoom, you should change your display name on Zoom to the name that was preassigned by the Speech Coordinator. (This allows the Speech Coordinator to easily identify the breakout speech room to which each timer is assigned.) To change your Zoom display name, right click on your name on the Zoom, click the "rename" option, and type in the preassigned display name.

▪ The Speech Coordinator will assign all judges and timers to Zoom breakout rooms that will function as individual speech rooms. As soon as you see an invite to join a breakout room, click to join. This will bring you to your speech room where you will remain for the duration of the event.

▪ Prior to the student's arrival, hold up the timing cue cards and ensure they are visible to the judges to confirm you are holding them properly in front of your device's camera and there is no excessive glare.

<u>*As Soon as the First Student Enters the Zoom:*</u>

▪ Once the first student arrives in the virtual speech room, the Head Judge will greet the student, introduce the other judges and timer, and then you will provide the timing instructions for the prepared speech by reading the following aloud:

You will first present your prepared speech, which must be at least 3½ minutes but no more than 4 minutes long. When 3 minutes have gone by and 1 minute is remaining, I will hold up the GREEN card *(timer holds up card to demonstrate)*. When 3 minutes and 30 seconds have gone by and 30 seconds are remaining, I will hold up the YELLOW card *(timer holds up card to demonstrate)*. At 4 minutes, I will hold up the RED card *(timer holds up card to demonstrate)*. To avoid a timing penalty, you need to reach the yellow card, but not go past the red card. Timing will begin with your first spoken word. Please begin.

▪ Mute your mic and keep it muted for the duration of the student's speech. Start time as soon as the student begins speaking. Watch the time carefully and hold up the three timing cards at the appropriate times. Stop timing as soon as the student finishes their speech. If the speaker continues to speak after you hold up the red "0" card, do not say "stop," but note this action. The student will receive a timing penalty if they do not meet the minimum standard time, or if they exceed the maximum time, for each speech.

▪ After the student finishes their speech, the Head Judge will thank the student and let them know that the timer will be providing the instructions for the impromptu speech. You will unmute your mic and read the following aloud:

Your impromptu speech must be at least 1½ minutes but no more than 2 minutes long. When 1 minute has gone by and 1 minute is remaining, I will hold up the GREEN card *(timer holds up card to demonstrate)*. When 90 seconds have gone by and 30 seconds are remaining, I will hold up the YELLOW card *(timer holds up card to demonstrate)*. At 2 minutes, I will hold up the RED card *(timer holds up card to demonstrate)*. To avoid a timing penalty, you must reach the yellow card, but not go past the red card. Timing begins with your first spoken word.

In a moment, I will share a screen that will show you the three possible topics for your impromptu speech. I will confirm that you can see this screen and once you confirm, I will immediately begin timing for 1 minute. During this 1 minute, you must

select one of the topics and prepare your impromptu speech. You may compose and use note cards if you wish, but you are not permitted to use any outside materials such as an online search engine, book, etc.

- **Screenshare the impromptu document** with the student and **confirm the student sees the three prompts**, by saying the following aloud:

  Do you see the three possible topics on your screen? *(As soon as student says yes)* Please prepare your impromptu now. *(Timer begins timing for one minute.)*

- If the student cannot see your shared screen, tell the judges there is a tech issue, inform the judges of the page# for that student's prompts, and ask a judge to screenshare the correct page. If that does not work, then the timer will copy the three prompts and paste them into the chat. Confirm the student sees the prompts and begin timing the one-minute prep immediately.

- Make sure your mic is unmuted, and **when one minute has elapsed announce that time is up** clearly and loudly, so judges are made aware that it is time to focus on the student's speech:

  Time is up! Please indicate the topic you selected and then begin your speech.

- You will **stop screensharing**. Mute your mic and keep it muted for the duration of the student's impromptu speech. Begin timing as soon as the student begins their speech.

- Make sure the cards you are holding up are visible on the screen. If the speaker continues to speak after you hold up the red "0" card, do not say "stop," but note this action. The student will receive a timing penalty if they do not meet the minimum standard time, or if they exceed the maximum time, for each speech.

- After the speaker has finished both speeches and exits out of the Zoom room, you will immediately inform the judges of the timing results by giving them one of the following choices: "No Penalty," "Penalty on Prepared," "Penalty on Impromptu," or "Penalty on Both Speeches." You are the final arbiter in the matter of timing so be very careful not to make a mistake. All three judges will mark the same penalty "bubble" on their online Speech Evaluation Forms.

- Prepare for the next student by **forwarding to the next page of impromptu topics**. If the next student arrives in the breakout room while the judges are still busy scoring the previous student, please greet the student:

  Hello and welcome, _____(student name)! I am _____ and will be your timer. The judges are still scoring the previous speaker, but they will be with you momentarily.

- It is easy to get so involved with a performance that you forget to give time signals. This can be both devastating and disastrous to the student. Most of them have these speeches timed to the second so PAY ATTENTION and signal EXACTLY! If you are the one who makes a mistake, do not penalize the student for your error.

- You are not allowed to give competitors their times for the speeches or even to say if the speech is "in time" or not. So, if the student asks, simply say that you are only allowed to tell the judges the exact times AFTER the student leaves the room.

- If a student hesitates and/or pauses for a long duration during his/her speech, the timekeeper should make a mental note of when the pause begins, but NOT stop the clock until the speech time has expired. Students may resume their speeches if time has not expired.

- After the final student scheduled for your room has finished, the timer and judges should exit out of the breakout room only to return to the main Zoom, do not exit out of Zoom entirely. This will allow the Speech Coordinator to assign any additional students to your room, if needed; if not, the Speech Coordinator will thank and dismiss you.

The following instructions are for stopwatches that are set to a certain time and count down to zero. If you have stopwatches that count forward, you will not need to follow these instructions; however, we strongly recommend that all four regions use the type of stopwatch that counts down to zero for consistency.

TIP FOR TIMING CARDS: *Stack your cards face down with "0" on the bottom, "30 sec." in the middle, and "1 min." on top. This will ensure you show the correct timing card at the correct time. As soon as you're done timing the Prepared Speech or Impromptu Speech, immediately restack the cards, so you're ready for the next timing round.*

Step by Step Procedures:

1. Using the Stop/Reset button, set the stopwatch to 4:00 by pressing those numbers on the keypad.

2. Press the Start button when the student begins his prepared speech. The stopwatch will <u>count down</u> from 4:00 minutes.

3. When the stopwatch reads 1:00, hold up the appropriate timecard. Then do the same when the stopwatch reads 00:30. The stopwatch will make a noise at the 00:00 point. Hit the Stop/Restart button to disarm the noise and immediately hold up the "0" card. DO NOT SAY "STOP." However, if the student continues to talk, he will receive a penalty. No extra courtesy time is allowed.

4. If the student goes over time, simply note this on your timer's log for prepared speech. Since your stopwatch counts down from 4:00, you will not know the exact time if he goes over. However, for every other scenario, please record on your timer's log, the EXACT time of the speech.

   <u>Do the math on the timer's log!!! Do not trust "doing it in your head."</u> If the stopwatch reads 00:33 at the end of the speech, here is how you figure the time:

$$3:60$$
$$\underline{-\ 0:33}$$
$$3:27$$

   This student would be *under* time by 3 seconds because the prepared speech must be between 3:30 and 4:00 minutes.

5. The head judge will explain the impromptu procedure. When he hands the student the topics, <u>give the student ONE minute on the stopwatch to prepare.</u>

6. After you have indicated to the judges and the student that the one minute is up, immediately reset your stopwatch for 2:00 minutes and follow the same procedure in timing as you did for the prepared speech. The student's impromptu speech must be between 01:30 and 02:00 minutes.

7. Figure the time for the impromptu and record on the timer's log.

8. After the student completes his/her speeches and has taken a seat, show the judges whether the student has any timing penalties.

After the competition, put your stopwatch, timing cards, and timer's log back in the manila envelope provided and return to the Speech Coordinator in room _____. Please do not leave until he/she releases you.

<div align="center">

Speech Timer's Log

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Timer _____ **Room #** _____

Student #	Exact Time Prepared	Exact Time Impromptu	Comments
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SAMPLE Speech Timer's Log

Timer _____Jane Doe_____   **Room #** _____227_____

Do the math on every speech! Two examples are

Student #	Exact Time Prepared	Exact Time Impromptu	Comments

Student	Prepared	Impromptu	Comments
1807	--	--	Did not come to the room.
1607	OK	1:58	I messed up on prepared speech. Did not hold up card at correct time. Did not penalize student.
2007	1:32	0:36	Was not prepared. Short on both.
2407	3:59	1:43	No penalties
2007	3:46	1:36	No penalties
3007	over time	1:34	Forgot prepared speech – paused a long time then went over time.
1407	2:46	1:39	Was nervous and spoke too fast on prepared – under time.

Margin calculations (left side):

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3:60
-:14
3:46

1:60
-:24

3:60
-1:14
2:46

1:60
-:21
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NOTES:
- Note that this timer made a mistake on student #1607. The timer took responsibility for her error and did not penalize the student.
- These instructions assume you are using a stopwatch that counts down from a set time to zero. If you are using a stopwatch that counts up from zero, you will not need to do the math in the margin.
- If the student is over the time limit on either speech, you do not need to record the exact time; simply record "over time". However, if the student is anywhere within the time limit, you must record the exact time.