

INSTRUCTIONS FOR JUDGES

Before the First Student Enters the Zoom:

- Ensure you are located somewhere with a reliable internet connection that is free from distractions. Have any printed resources, such as the Head Judge Script, Speech Evaluation Form, Speech Guidelines, roster of students, time outline, etc. available if needed.
- Open the online Speech Evaluation form (a Google form) using the link that was sent to you. If you plan to use two devices, use the smaller-screened device to open the Speech Evaluation form and use the larger screen for the Zoom. If you are using just one device, you will have two tabs open during the event: the Speech Evaluation form and Zoom. If you are using a phone, set it to silent.
- Using the Zoom link provided to you, judges and timers will join the Zoom meeting at least 20 minutes prior to the scheduled start of the competition. Judges and timers should change their display name on Zoom to the name that was preassigned to them by the Speech Coordinator. (This allows the Speech Coordinator to easily identify the breakout speech room to which each judge and timer should be 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 judges and timers see an invite to join a breakout room, they should click to join. This will bring you to your speech room where you will remain for the duration of the event. Each speech breakout room should have at least two judges and a timer.
- Once in the speech breakout room, judges and timer should have their **Zoom video layout set to speaker view**. They should introduce themselves and review the speech process and roles and responsibilities. Judges should enter in their name, email, room#, and judge# on the online Speech Evaluation form, so they are ready for the student’s arrival. You can also enter the first student’s ID# based on your roster.

As Soon as the First Student Enters the Zoom:

- The head judge will **briefly greet** the student once they are present in the virtual speech room and confirm the student and judges can see and hear one another. The student’s name and ID will have been confirmed prior to their arrival in the breakout room. However, if the student has not changed their screenname to include their student ID#, head judge will confirm the ID# to ensure judges enter the correct number on the scoring forms. (*See Head Judge Script*)
- The timer will read the instructions for the prepared speech and then the student will present their speech. The **judges and timer should mute their mics** while the student is speaking to avoid distracting the student with any background noise.
- After the student has presented their prepared speech, **the head judge** will unmute their mic and thank the student, and then the timer will provide the instructions for the impromptu speech, will screenshare the three possible impromptu topics, and will time a one-minute preparation time. NOTE: If the timer experiences a technical problem and is unable to

screenshare the impromptu topics, the judges should have the document ready to share as a backup.

- During the impromptu instructions and preparation time, the judges will be scoring the prepared speech via the online Speech Evaluation form. As soon as the timer announces that the one-minute preparation time has elapsed, judges must stop scoring and focus back on the student, who will present their impromptu speech. The **judges and timer should mute their mics** while the student is speaking to avoid distracting the student with any background noise.
- After the student has finished, the head judge will unmute their mic, **thank the student and instruct them to exit out of Zoom**.

After the Student Exits the Zoom:

- As soon as the student has exited, the timer will inform the judges of any speech penalties.
- The judges will then **complete the scoring of both speeches and click “submit.”** Judges score the speeches independently of one another and do not discuss the scoring in any way.
- As soon as the scores for the student have been submitted, the judges should **click “Submit another response”** to bring up a new Speech Evaluation form and begin filling in the judge name, email, room#, judge #, and student ID# of the next student.
- If judges are still scoring when the next student arrives, the timer will greet the student and let them know the judges will be with them momentarily. Once judges are ready, the head judge greets the student, introduces the others, and the process repeats.

At the End of the Competition

- After the final student scheduled for your room has finished, and judges have submitted their scores, the judges and timer 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.

General Reminder regarding Tech Issues

- If there is a WiFi glitch or technical problem during a student’s speech, please do NOT interrupt the student. It is possible the WiFi issue is on your end only. Also, these issues are often quite fleeting. If the glitch impedes your ability to fairly score the student, note the student’s ID# and report the issue to the Speech Event Coordinator at the end of the event. Once the student has finished, you may ask the other judge(s) if they experienced any problems. If both/all judges are unable to score due to tech issues, click “Ask for Help” and then “Invite Host” to inform the Speech Event Coordinator immediately.