



# Judges' Instructions Four-Way Test Speech Contest

## *Judges Timer/Assistant*

Thank you for consenting to judge this contest. Your participation is appreciated by Rotary District 6690 and by the speakers. Each judge and the timer/assistant have a packet which includes instructions, the rules of the contest and score sheets. Judges and the timer/assistant will be seated at a table in the facility and will be provided lapboards or clipboards (if needed) and calculators to facilitate marking the scoring sheets.

To assure anonymity, all entrants will be referred to by number. Please mark your score sheet with student's number in place of the name. The students will introduce themselves after the judges have finalized their results.

Each entrant is allowed from 5 to 7 minutes. Under time or over time will result in a deduction of points for the speaker. There will be a timer/assistant timing the speeches with a stopwatch. At 6 minutes, which is one minute from the allowed ending time, the timer will signal the speaker in order to inform the speaker. The timer will inform the judges of the time and any penalties after each speaker concludes.

You, as a judge, will be allowed 2 to 2 ½ minutes between contestants to summarize your scores. The moderator and other Rotarians will speak about Rotary, its goals, projects and accomplishments during this period. A 10 minute judges' break will be at about the half-way point of the contest, if necessary.

Content is important, as indicated in the rules. Notes are allowed but the use of notes can cause points to be deducted. Score sheets will be given to participants after the contest, so mark sheets appropriately for the benefit of the judges and for the benefit of the contestant.

After all the speakers have concluded, the judges will retire to confer, adjust scores and determine the winners. The desired time for a suitable conclusion will be 30 minutes. The timer will assist the judges by tabulating the scores a second time to insure accuracy. After deciding the winners, please collate all judging forms by contestant so that they may be distributed to the contestants who desire them.

Excellence is the issue. You are allowed to adjust your scores at the end because your perception may change during the course of the judging and you may need to modify scores.

You are invited to join us after the awards for lunch.

Good judging and thank you again for being a judge.

Nelson Coleman, Moderator