

## 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.**

*Head Judge's instructions to decathlete before prepared speech:*

**“You will be presenting your prepared speech. This speech should be no less than 3 ½ minutes and no more than 4 minutes. When the Timer holds up the “0” time remaining card, you must stop immediately or receive a time penalty. The Timer will now give instructions regarding timing and will demonstrate the timing cards.”**

*(Pause for Timer's instructions.)*

**“You may now begin your prepared speech.”**

*(Timer begins stop watch once student begins his/her speech.)*

*Head Judge's instructions to decathlete before impromptu speech:*

**“You will now prepare and present your impromptu speech. A topic card with 3 impromptu topics is face down on that table (*gesture toward table*). After I instruct you to begin preparing your impromptu, you should turn over the topic card. You will have 1 minute to choose a topic and prepare your speech. There are notecards and pencils if you wish to use them. The impromptu speech must be no less than 1 ½ minutes and no more than 2 minutes. When the Timer holds up the “0” time remaining card, you must stop your speech immediately or receive a time penalty. The Timer will now give instructions regarding timing and will demonstrate the timing cards.”**

*(Pause for Timer's instructions.)*

**“You may begin preparing your impromptu speech.”**

*(Wait one minute until Timer calls time)*

**“Please hand me the topic card and indicate the topic you have chosen.”**

*(Pause for while student indicates topic.)*

**“You may now begin your impromptu speech.”**

*(Timer begins stop watch once student begins his/her speech.)*

<b>Time Limit</b> (10 minutes)	<b>Procedure</b>
35 seconds	<p><b>The student is welcomed into the judging room by head judge or designee.</b></p> <ul style="list-style-type: none"> <li>• Head judge greets student.</li> <li>• Head judge may ask the student to announce his/her name and student number if they are not clearly visible on his/her nametag.</li> <li>• Head judge cues Timer to give the following instructions for the Prepared Speech:  <i>Remember: A prepared speech is "in time" if you speak between 3 ½ and 4 minutes. After you have spoken for three minutes, I will hold up the "1" minute card, (show the student the card) meaning you have 1 minute left to speak. After you have spoken for 3 ½ minutes, I will hold up the "30" second card, (show the student the card) meaning you have spoken 3 ½ minutes and still have 30 seconds left. After you have spoken 4 minutes, I will hold up the "0" card, (show the student the card) meaning time is up. You must stop your presentation immediately.</i> </li> <li>• Head judge asks student to begin his/her Prepared Speech.</li> </ul>
4 minutes	<b>The student delivers the Prepared Speech.</b>
20 seconds	<ul style="list-style-type: none"> <li>• Head judge thanks the student for his/her Prepared Speech.</li> <li>• Head judge will read the script of instructions to the student for the impromptu speech, after which the timer will read the script of timing instructions for impromptu:  <i>Remember: An impromptu speech is "in time" if you speak between 1½ and 2 minutes. After you have spoken for one minute, I will hold up the "1" minute card, (show the student the card) meaning you have 1 minute left to speak. After you have spoken for 1 ½ minutes, I will hold up the "30" second card, (show the student the card) meaning you have spoken 1 ½ minutes and still have 30 seconds left. After you have spoken 2 minutes, I will hold up the "0" card, (show the student the card) meaning time is up. You must stop your presentation immediately.</i> </li> <li>• Head judge instructs student to begin impromptu preparation. After the student turns over the impromptu topic card, Timer must begin timing of one-minute prep time.</li> </ul>
1 minute	<p><b>The student prepares for the Impromptu Speech.</b></p> <ul style="list-style-type: none"> <li>• The timer "times" the 1-minute preparation period.</li> <li>• <i>NOTE: During the student's 1-minute preparation time, judges may start scoring the prepared speech. This is the only time judges should work on the rubric while a student is in the room; at all other times their attention should be on the student.</i></li> <li>• Following 1 minute, the timer will call "Time." Head judge will ask student to indicate which topic he/she selected and then will instruct student to begin his/her impromptu speech. Timer must begin timing impromptu when student begins his/her speech.</li> </ul>
2 minutes	<b>The student delivers the Impromptu Speech.</b>
5 seconds	<ul style="list-style-type: none"> <li>• Judging panel briefly wishes the student well and dismisses him/her.</li> </ul> <p><b>The student exits the judging room.</b></p> <ul style="list-style-type: none"> <li>• <i>NOTE: The student should be in the judging room for only 8 minutes.</i></li> </ul>
2 minutes	<ul style="list-style-type: none"> <li>• Timer states whether the student's speeches had "No Penalty," "Penalty on Prepared," "Penalty on Impromptu," or "Penalty on Both Speeches." All three judges' Speech Evaluation Forms must be marked accordingly.</li> <li>• Judges complete scoring of Speech Evaluation Form, marking all 10 areas for evaluation.</li> <li>• Head judge collects all Speech Evaluation Forms and places them in the envelope that will be picked up by the runners at designated intervals.</li> </ul>