

## INSTRUCTIONS TO JUDGES

Your coordinator will check in with you throughout the morning in case you need anything and to answer questions. His/her cell number: \_\_\_\_\_ (may also be on your packet envelope)

Our students are excited and nervous, and we teachers are very proud of them! We greatly appreciate you being here today, as your donation of time, encouragement and constructive comments tremendously benefits our students and our German programs! Your critique sheets are returned to the students to assist them with future language learning and contest preparation, and they could be instrumental in a student's further study of German!

### Do: (Each judge in the room)

1. Wait to begin judging until at least 2 judges are in the room. (When in doubt, contact your coordinator.)
2. Remain in room until all contestants have performed. (When in doubt, contact your coordinator.)
3. Read through and familiarize yourself with the critique sheet for your event.
4. Carefully and legibly fill out a critique sheet for each contestant. (Make certain you get their name, school, and level, especially if judging multiple levels/events in one room!!)
5. Listen carefully and evaluate contestant(s) fairly based on the rules and criteria on the critique sheet.
6. Try to rank at 70 or above, unless you justify a lower score on the critique sheet.
7. Look up and smile periodically at the contestant(s)! ☺
8. **Include at least one positive, encouraging and/or constructive comment on the critique sheet** (especially when deducting points)!!!
9. Be flexible (if/when students ask to change times because of cross-entries)!
10. Prompt if necessary - even the best English-speaking performers occasionally forget a line; it's even more difficult in a foreign language! (Reflect excessive prompting in contestant score.)

### Don't:

1. Disqualify contestants (Call your coordinator or send to the Tab Room for help if in doubt about the level of the competitors, advantaged speakers, instructions given, appropriateness of an entry, or about any aspects of the contest.)
2. Allow your personal taste/German dialect to bias your scoring. (Consider the literary/musical/artistic quality of the materials performed/presented.)
3. Quit/leave early. (Students may be cross-entered and running behind in other events...)
4. Make comments about yourself as a judge. (ie. "I'm new; I don't know what I'm doing...")
5. Make negative verbal comments to/about the contestant(s) (Include corrective comments on the critique sheet.)

### Calculating, Ranking, Award Assembly Sheet

1. Complete and total individual critique sheets in pencil after each contestant.
2. Confer with each other to determine ranking (1<sup>st</sup> – 10<sup>th</sup> places) of contestants after ALL have performed.
3. Adjust scoring (if necessary) so that there are no ties in TOTAL CUMULATIVE points of all judges, based on agreed upon rankings.

#### 4. **DOUBLE-CHECK ADDITION!!!**

5. Carefully and legibly fill out only one Award Assembly Sheet per category. (1<sup>st</sup> place at the top and 10<sup>th</sup> place at the bottom - This is used for posting winner names and schools!)

*If students: fail to provide copies of their pieces (music, drama scripts, prose/poetry) or their artwork's identifying information (name/school), have inadequate number of lines (poetry/prose) **OR** time limit violations (many events), deduct **ONLY 10 points** in the designated column of the Award Assembly Sheet. Please note the reason for the deduction.*

6. ALL judges report to the Tab Room to turn in packet with:
  - a. completed critique sheets (with comments)
  - b. completed Award Assembly Sheet (ranked 1<sup>st</sup> – 10<sup>th</sup> places)
  - c. copies of student entries, if applicable, which may include USB drives (make sure school names are on them)
  - d. any extra forms and/or equipment provided by the contest for your room

**Vielen herzlichen Dank!**

### **TEXAS STATE GERMAN CONTEST ONLY**

Please be sure that no school enters anyone other than those listed as having qualified in this category, which are listed on your envelope. No substitutes are allowed.