

## Judges Instruction Sheet

*The following is the procedure for completing the forensic ballot:*

1. Have the students clearly print the needed information on the top of the ballot before the round begins.
2. Before each student begins, check over the ballot for completeness,
3. Print legibly your name and judges code on the ballot.
4. Orally review criteria with students in your room by reading areas from the ballot.
5. As the student is presenting his/her selection, jot down your comments on scrap paper.
6. When the student has completed his/her presentation, write the time on the ballot.
7. Each piece should have an appropriate introduction which names the title and the author of the piece and any pertinent setting information.
8. When a contestant has completed his/her presentation, tally the number of points he/she has achieved in the criteria areas.
9. Remember to write constructive comments on the ballots.
10. If you are in doubt as to a rule violation or need to address a negative action of the contestant, **please enclose a separate note to the moderator of the student using the school code.**
11. Send the ballots to the ballot room in a sealed envelope with either the timekeeper or one of the runners stationed in the hall. **Do not reveal any results to the students.**
12. **Do not leave the students unattended in the room.** Judges must stay in the room with the speakers until the bell rings for the second round.
13. At no time during the rounds are judges to indicate the placement of the contestants, give oral comments, or ask what school students attend.
14. If you are a judge in training, do not share that information with the students. It only serves to make them feel more anxious and question the results of the round. If you have any questions concerning the results of the procedure of the tournament, please contact one of the persons at the registration table prior to the tournament.
15. Any questions regarding selection must be addressed to the moderator. The student should not be penalized for category placement of selection.