

## California DECA State Career Development Conference

Judge Frequently Asked Questions & Key Information

Saturday, February 29<sup>th</sup>, 2020: 8:00 a.m. - 4:00 p.m.

Sunday, March 1<sup>st</sup>, 2020: 8:00 a.m. - 4:00 p.m.

### Where is the conference located?

All judging will take place at the Santa Clara Convention Center, 5001 Great America Pkwy., Santa Clara, CA 95054.

### Where should I park?

The Convention Center parking garage is located behind the convention center. You can access it easiest from Great America Parkway by turning onto Bunker Hill Lane (between the Hyatt and the Techmart). Parking is free and easily accessible, the third-floor parking allows for direct building access into the Santa Clara Convention Center. *See the map later in this document for specific locations for parking.*

### Where do I go when I arrive?

Once you arrive, you will need to report to judge check-in. Judge Check-in is just outside of the Mission City Ballroom which is inside the Santa Clara Convention Center (*see judge check-in location image later in this document*). Judges should report to check in at 8:00 a.m.

### What is the outline for the day?

After you check in, you will be directed into the Ballroom for the orientation. After the judge's orientation, you will be directed to the room where you will be judging. Competitive locations will be dispersed throughout the Mission City Ballroom and Grand Ballroom. You will be assigned a competitive event area upon arrival and will be directed to your location for the day accordingly.

### What is the time commitment for judging?

All judges are expected to stay for the entire day of judging (8:00 AM to 4:00 PM). Please do not depart without first checking with your event administrator to ensure that judging for your event has completed.

### Will food be provided?

Yes, breakfast and lunch will both be provided. A light continental breakfast will available during the judge's orientation. Lunch will be served between 11:30 a.m. and 1:30 p.m. (according to your competitive event assignment) and will be the same room where you are judging. You will be released for lunch by your event administrator at the appropriate time.

### How do I know what event I will be judging?

You will learn of your assigned competitive event once you arrive at the conference. Please note that you will receive judge training during the judge orientation in the morning.

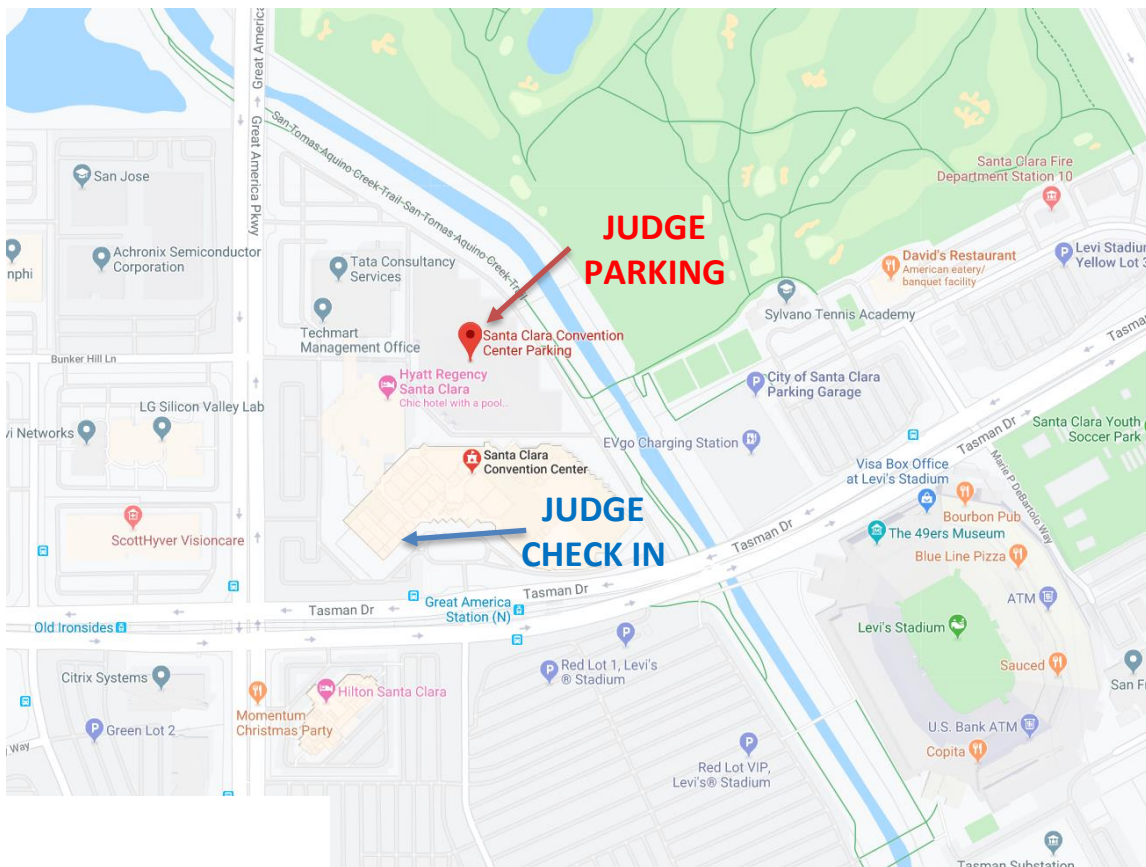
### Who do I contact if I have questions during the day?

Our judge coordinator is Becky Trimble. You will meet her at judge check-in at 8:00 a.m. You can either contact Becky or the event administrator for your event if you need any assistance during the day.

### Are there guidelines for my role as a judge?

Yes, all judges will participate in the Judges Orientation that will take place immediately after check-in. In addition to this we have put together “Volunteer Judge Guidelines” which are located at the end of this document. In addition to this training and information you will receive direct instruction on your assigned event from your event administrator.

### Parking & Check-in Map



## Competitive Event – Volunteer Judge Guide

### **Introduction:**

First and foremost, thank you for volunteering to serve as a competitive event judge for California DECA. Because of your support and guidance we are able to better prepare our students to be college and career ready in an ever-changing economy and post-secondary landscape. We strive to work closely with our competitive event judges to ensure each volunteer is well prepared for his/her judging experience. To that end we have outlined several policies and procedures that govern our judging experience and that volunteer competition judges are expected to abide by:

#### **1. Promptness:**

With so many students and competitive events, the day of competition is a tightly packed schedule of student success. Please do your best to arrive at your scheduled volunteer shift with plenty of time to account for parking, traffic, etc so that you can be ready to and prepared to be impressed by the students in your assigned event. If you are running behind or unable to make it on the day of the event, please be sure to contact the on-site judge coordinator. Also, during competition times please abide by the time limits set for student presentations and do not go over time with questions/discussion or allow students to exceed their allotted time. Event administrators will oversee the competition timing and will notify you and the student when time has expired.

#### **2. Limit Screen Time:**

We understand that each volunteer judge is taking time out of their busy work and personal schedule to serve as a volunteer judge and we simply ask that you do your best to limit distractions (cell phones, laptops, etc.) during competitive event presentations. If you need to take a call or respond to an email or text we ask that you do so during a designated break or outside of the presentation room, but not in front of the students during their presentations.

#### **3. Empower Students:**

For many of our emerging student leaders, this may be one of their first professional experiences and we want to do our best to ensure their experience remains educational and empowers them to be successful in their desired career and educational paths. We know that in order to do this, it is necessary to provide age appropriate and constructive criticism as well as positive feedback. We ask that you help us in achieving this by keeping these goals in mind as you score the student presentations and provide written feedback on their score sheets.

#### **4. Remain Fair and Balanced:**

As a judge you may encounter a situation where you have a personal relationship with a student, a particular school, school district, etc., and we ask that you remain neutral and remove bias during your evaluation of students. If you are ever assigned to judge a student with whom you have a direct relationship (familial or otherwise) we ask that you request that the student be assigned to another judge to avoid potential conflicts of interest.

#### **5. Judging Procedures**

On the day of competition, there will be a variety of teachers and conference staff managing the competitive events. Please listen closely to their instructions and follow the rules and guidelines that they share. Our competitive events are carefully organized to abide by DECA's strict competitive event standards and it is important that all judges abide by these guidelines.

## Volunteer Judge Guidelines

### GENERAL INFO

- Make sure your nametag is visible. Please turn off cell phones and pagers.

### STUDENT INTERACTION

- Starting the role-play: Please stand and shake each student's hand. Invite them to sit down. The **event guidelines for your event will indicate whether you or the student(s) should initiate the presentation.**
- Play your role: Make sure you understand your "role". Please **be consistent with each participant and ensure an equitable competitive experience.**
- Please **do not interrupt students while they are presenting.** They only have a limited time to present their ideas.
- Please **always provide written feedback** for each student. Students will receive the score sheets and your feedback will give them direction for their growth. Please **be sensitive and constructive** – all competitors are students!
- Students come into this competition with a broad spectrum of experience levels. Some students may never have participated in anything like this before. **Help this be a positive experience for them.**
- For Series Events; **all competitors should be asked the same or similar questions**, even if they might have answered them already. For Written Events; **there are no pre-defined questions.** Please be mindful of this and plan accordingly as this helps the competition process remain fair and uniform.
- If you are assigned to an event where students participate in more than one presentation, please notify your event administrator if you have seen a particular student before. **You should not judge the same student twice.**
- For Series Events; **please collect any materials participants bring to the role-play.** They are allowed to create brochures, business cards, etc. during their prep time. They may not take materials or notes with them at the conclusion of their presentation.
- Concluding the presentation: **shake the student's hand and thank them for participating.** Please do not provide verbal feedback to the student(s) after the conclusion of the presentation. Only write feedback on scoresheet.

### SCORING

- Please **write clearly and double check the math** on each score sheet. It is critical that the total score at the bottom of every sheet clearly represents the accurate sum of scores for each area – and please fill in every field (no blanks) Legible judge sheets keep our scoring system running smoothly. This includes your initials – **please make sure we can read whom you are!**
- **Avoid "ties" in all instances.** It's important that each competitor's score is unique to help us determine overall winners. If two competitors' scores are equal, please use your memory and notes to identify the student that did slightly better and adjust their score accordingly to decide the winner.
- We recommend you **see 2-3 students and then take a quick break to adjust your scoring sheets, as needed.** Your scores should always match the order that you would rank all of the competitors, so be sure to always update your scores to keep them in the appropriate order (with no ties!).
- Our scoring system works best when judges assign scores in a consistent manner. If you are looking for a certain level of performance, please **score based on the same expectation for all competitors.**

THANK YOU!