

PROCESS REVIEW: Tabulation Process

Before you begin:

* This process will vary slightly with some events, depending upon the uniqueness of the event. Event personnel should use good judgment in following these process guidelines.

In the event room:

1. Judges independently rate the competitor using the criteria on the rating sheet and following the instructions for bubbling in scores on Scantron form.
2. Section Leader and the JM assure that the rules of the event are being followed by the judges.
3. Section Leader and the JM assure that all areas of rating sheet have been bubbled.
4. Once the Section Leader is sure that all rating sheets are filled out correctly and completely, he/she bundles the rating sheets and binds them to the Event Section Summary with the top part of the form completed. The Section Leader signs the Event Section Summary.
5. The Section Leader turns his/her event materials over to the Event Manager:
	1. Competitor List with the completed Event Section Summary (dress code violations, missed orientation, additions, no shows, etc..).
	2. Rating sheets to be scanned (no paperclips please) with total number of scantrons on sticky note. Added competitors must be flagged with sticky note (DO NOT re-use no show scantrons!).
	3. Judge & personnel evaluations (sorted separately).
	4. Timekeeper logs (MUST be completed and signed!).
	5. Any other event materials (portfolio copies, PSAs, etc…) for his/her section.
6. Both the Event Manager and the JM review the event materials:
	1. Review rating sheets to assure process was followed and take a big picture look at the event.
	2. Check that all event materials have been turned in by the Section Leader.
	3. Write a notation for anything to note on the Event Section Summary and both initial the notation (dress penalty, missing orientation, no show, etc.)
7. When all processes have been correctly followed, the Event Manager & JM:
	1. Review any special notations with Lieutenant. If the Lt. agrees, he/she must initial the notation.
	2. Sign all Event Section Summary forms and bundle all sections together.
	3. Turn event materials over to the Lieutenant and debriefs the event.
8. The Event Manager completes the Master Event Summary Form with the Lieutenant and/or Category Chair summarizing all happenings of the event.
9. The Category Chair touches base with HOSA Management with a big-picture summary of the event.
10. The Category Chair or Lieutenant binds all sections together and puts the event results in the Tabulations box.
11. Tabulations: Scores are scanned into the HCMS.
12. Tabulations QA: After scanning, check that there are no issues (missing scores, computer error, etc.)
13. Tabulations QA: Using the Tabulations Handbook, select the natural break for Round 2, if applicable.
14. Tabulations QA: After Round 2 is built, double check that the times and dates match the Tabulations Handbook.
15. Tabulations QA: Make 3 copies of Round 2 postings (one for Tabs, one for CE, one for posting) and post online with Round 2 Info Sheet (if applicable).
16. Tabulations QA: In the event of ties in medal or top ten position, tabulations team members will facilitate the tie-breaking process. Ties that have a judged tie-breaker will be judged by a judge with the appropriate professional expertise. All other ties will be broken by the computer.
17. Tabulations QA: For final scripts, check the following:
	1. Mathematical formula was applied, if applicable
	2. Skill scores and test scores were combined, where applicable
	3. All scores were recorded (for skills events: run individual skill reports, note any zeros, double check with rating sheets)
	4. Determine mastery, check mastery
	5. Check Section Summary Forms for process/dress point issues
	6. Check selected events (PSA, Clinical Specialty, Medical Photography, Health Education) to double check top ten have followed topic selection and guidelines.
18. Tabulations: Final scripts are printed.
19. Tabulations: The Tabulations Director approves the final script.

**Any time there is a score discrepancy** in any part of the process, the error must be corrected and results re-checked by a third person.