

Judge Orientation

Led by the Judge Manager

BEFORE THE ORIENTATION: The Judge Coordinator and Competitive Events staff will balance judge assignments based on the number of judges that attend the orientation. Do not start your orientation until judge assignments are finalized. A brief welcome and general orientation will be given by HOSA staff. While waiting, ask if anyone has judged before and what they know about HOSA. Judges can help themselves to the provided meal. You should determine when to take the judges to the event site – is it after eating? Is it taking the boxed meal to the site?

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| 1(10 min) | 9:10amOR1:40pm | **Introductions*** 1. Welcome judges. Introduce self and other event personnel who may be present.
	2. Thank them for coming to judge. Judges are our VIP guests! We need to show-off HOSA to them!
	3. Get food!
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| 2(15 min) |  | Welcome and tips from National HOSA* When finished, JM may walk judges to event room or stay here to review steps 2-9.
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| 3(5 min) |  | **Event Timing*** 1. Ensure sufficient judge numbers; if not, notify Judge Coordinator for solutions.
	2. Inform judges how long the entire event is scheduled to last and confirm that all judges can stay for the duration.
	3. Explain the appointment times to judges so they understand approximately how many competitors they will be judging and with what approximate interval time. See Judge Fact Sheet.
	4. Remind how long judges will have to complete each rating sheet, per the guidelines.
	5. Remind judges of the tight time frame and the importance of staying on time. With over 8,200 competitors in 2 days it is vital we stay on schedule to get all the events completed!
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| 4(5 min) |  | **Explain the Event Personnel in the Room with the Judges*** 1. Section Leader
	2. Timekeeper
	3. Patients – applicable in some events
	4. Possible HOSA VIPs
	5. HOSA Photographer (should not interfere with event, but has permission to access events)
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| 5(3 min) |  | **Review the Guidelines*** 1. Highlight those items that are relevant to judging.
	2. Remind Judges to follow Event Guidelines at all times.
	3. If judging skills, mention that the skills are aligned to the textbook resource – even if a judge personally does a skill differently, follow the resource (rating sheet)!
	4. Review vocabulary, processes, skills, etc... and answer any questions. Be sure all judges are on the same page re: guidelines.
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| 6(5 min) |  | **Rating Sheets & Scoring*** 1. Go through the judge rating sheet in the guidelines.
	2. *New this year:* Rubrics have been reformatted. Please read over and familiarize yourself. It would be helpful to read them a couple of times before the first competitor arrives.
	3. Consistency between all competitors is imperative– judge first and last competitors *the same way.*
	4. Skill events: Competitors either do it or they don’t do it – all points or zero points (applicable for events that have a 0/1, 0/2, or 0/3 rating sheet option).
	5. Subjective Events: Scores should range from 60 to 99% to provide the fairest distribution of scores. A computer program is used to mathematically balance sections for these events.
	6. Please be judicious regarding perfect scores! (applicable for all subjective events). It is challenging to break ties with multiple 100%. Our goal is to recognize effort, so please do your best to help HOSA determine 1st, 2nd, & 3rd places as accurately as possible.
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| 7(3 min) |  | **Important Event Points*** 1. The Event Manager will handle dress code violations, photo IDs, etc... Judges do NOT take off points for dress code.
	2. Tallo/Wufoo points will be handled in TABS.
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| 8(15 min)  |  | **Rating Sheet Tips and Process During the Event for Judges to Follow*** 1. Check the identification number on the rating sheet against competitor introduction to be sure they agree.
	2. Use #2 pencils
	3. Bubble the entire bubble
	4. Make a notation regarding any scores of zero – do not omit anything. If no score, bubble zero (0).
	5. Do not write on the edges of the scantron. You may make comments for yourself at the bottom of the scantron if space permits, but these remarks are for your reference only. The scantrons are not returned to competitors.
	6. Only give one mark per criteria
	7. To change a score, clearly erase and correctly bubble the score you wish to award.
	8. Do not use this time for teaching. You may smile at the competitors but should not talk (to say good job, etc.) to any competitors before, during, or after the event, unless specified on event rating sheets (mostly skills and interviewing events).
	9. Ratings are done independently.
	10. Sign your name to each rating form.
	11. It is your job as a judge to STOP the competitor if they are using the equipment in their skill in a way that could damage the site or the equipment, or cause harm to themselves or others.
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| 9(4 min) |  | **Orientation Closing*** 1. Assign judges to specific sections as appropriate.
	2. Ask judges to turn their cell phones OFF or set on “airplane” mode, if using as timer.
	3. Walk to event rooms at this time, if you haven’t already.
	4. Offer a rest room break now. Explain that out of respect for their time, there will be no further scheduled breaks until the conclusion of the event.

THANK JUDGES – Be sure each has their gift and distribute the Judge Evaluation Scantron for them to complete after the event (using a #2 pencil). |
| 10(25 min)  |  | **Mock Run-through:** It is vital to the success of the event to do a practice run through with a sample/mock competitor before the event begins. All judges should be in the same room when this practice occurs. The goal is to promote consistency or consensus among judges in all sections.*It is imperative that every section be run the exact same way. Any missing supplies/equipment, or general questions must be addressed as soon as possible for the fairest experience for all competitors. Again, thank you for your help in making this a positive memory for all!** 1. *Tablet training, as applicable, will take place at this time as well.*
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| 11 | 10:30 amOR3:00 pm | **First Competitor Arrives!** |