

Judge Orientation

Led by the Quality Assurance

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 the orientation until judge assignments are finalized. A brief welcome and general orientation will be given by HOSA staff. While waiting, ask if they have judged before and what they know about HOSA. Judges can help themselves to the provided meal with you. You should determine when to take the judges to the event site – is it after eating? Is it taking the boxed meal with them to the site?

Introductions

- Welcome judges. Introduce self and other event personnel who may be present.
- Thank them for coming to judge. Judges are our VIP guests! We need to show-off HOSA to them!

Event Timing

- Inform judges how long the entire event is scheduled to last and confirm that all judges can stay for the duration.
- Explain the appointment times to judges so they understand approximately how many competitors they will be judging and with what approximate interval time.
- Explain how long they will have to complete each rating sheet.
- Remind judges of the tight time frame and the importance of staying on time. With over 8,200 competitors in 2.5 days it is vital we stay on schedule to get all the events completed!

Explain the Event Personnel in the Room with the Judges

- Section Leader
- Timekeeper
- Patient / Actors – applicable in some events
- Possible HOSA VIPs
- HOSA Photographer (should not interfere with event, but will need access to some events)

Review the Guidelines

- Highlight those items that are relevant to judging.
- Remind Judges to follow Event Guidelines at all times.
- 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)!

Rating Sheets & Scoring

- Go through the judge rating sheet in the guidelines.
- Discuss the differences between a 5, 4, 3, 2, 1, etc. (as applicable) and agree upon interpretation as necessary for rating consistency.
- Consistency between all competitors – judge first and last competitors the same way.
- Competitors either do it or they don't do it – all points or zero points (applicable for skill events that have a 0/1, 0/2, or 0/3 rating sheet option).
- Scores should range from 60 to 99 to provide the fairest distribution of scores. (applicable for all subjective events). A computer program is used to mathematically balance sections (for all subjective events).
- Please be judicious regarding perfect scores! (applicable for all subjective events).
- After individually rating all competitors, the judges may compare ratings before turning in the rating forms. If the point spread is greater than 10 points, Judges may discuss why they rated the way they did and may choose to adjust their score, if needed (applicable for all subjective events).

Rating Sheet Tips and Process During the Event for Judges to Follow

- Check the identification number on the rating sheet against competitor introduction to be sure they agree.
- Use #2 pencils
- Bubble the entire bubble
- Make a notation regarding any scores of zero – do not omit anything. If no score, bubble zero (0).
- 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.

- Only give one mark per criteria.
- To change a score, clearly erase and correctly bubble the score you wish to award.
- 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).
- Ratings are done independently.
- Sign your name to each rating form.
- 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.
- Follow the Judge Script, if applicable. Be sure to provide scripted feedback as appropriate so competitors have every opportunity to earn full points on skills.

Event Practice

It is vital to the success of the event to do a practice run through with a sample/mock competitor. All judges should be in the same room when this practice occurs. The goal is to promote consistency and/or consensus among judges in all sections.

Important Points

The Event Manager will handle dress code violations. Judges do NOT take off points for dress code.

Orientation Closing

- Assign judges to sections as appropriate.
- Ask judges to turn their cell phones OFF or set on “airplane” mode, if using as timer (alarms/notifications still go off in ‘silent’ mode and can disrupt competitors).
- 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 THEM – Distribute the Judge Evaluation Scantron for them to complete after the event (using a #2 pencil).