



INSPIRE. LEAD. ACHIEVE.

# Nevada DECA Judge Volunteer Handbook

## Volunteer Exceptions

First and foremost, thank you for volunteering to serve as a competitive event judge for Nevada DECA. Because of your support and guidance, we can 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 their judging experience. To that end we have outlined several expectations and guidelines that govern our judge program and that volunteer 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, check-in, 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 overtime 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 the 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 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 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 the 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 Inc.'s strict competitive event standards, and it is important that all judges abide by these guidelines.

# Competitive Event Guidelines

## GENERAL INFO:

- Make sure your nametag is visible. Please turn off cell phones.
- Ensure to carefully read the event scenario provide to you on-site.

## LIVE JUDGING :

- The event scenario 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 questions noted in the event scenario, even if they might have answered them already. For Written Events; there are no pre-defined questions. Please be mindful of this as it 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: Thank the student for their time and conclude. Please do not provide verbal feedback to the student(s) after the conclusion of the presentation. Only write feedback on the 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 identify your score sheets.
- 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.