

# JUDGE INFORMATION SHEET

International Leadership Conference 2017



## Prior to the Event and Event Logistics:

- Please review materials emailed to you which should include:
  - Event Guidelines
  - Rating Sheets (rubrics) for scoring
  - Judge Preview Video
- Event Site
  - Most events will take place at Disney's Coronado Springs Resort and Disney's Contemporary Resort
  - Some events will take place at off-site locations - Everest College, Valencia College, Disney Animal Kingdom, and Epcot.
- Event Time
  - Your specific check-in time for your Judge Orientation will be listed in your email confirmation.
  - We will provide a light meal with your orientation.
- Parking
  - Complimentary parking passes will be provided, if requested, upon your arrival at your orientation.
- Supplies
  - We should have everything you need when you arrive, including pens, pencils, paper and other competition needs. If you would like a personal copy of the guidelines, please print them before coming.
- Attire:
  - Students will be dressed in conference attire, professional attire or scrubs. Please wear business or business casual attire-we would appreciate no denim.

## Judge Orientation:

- A Judge Orientation will take place directly before your scheduled judging. Your email confirmation will list the time and place you should arrive for your judge orientation. HOSA event staff will then escort you to the individual judging rooms for your event once you have all the needed information.
- At this orientation you will:
  - Receive specific instructions from a HOSA event leader.
  - Review and discuss the rating sheets before competition begins. Agree upon interpretation as necessary for rating consistency.
  - Be informed of the timing of the event.
  - Clarify any questions/concerns about information regarding the event.

### During the Actual Event:

- Guidelines
  - It is your responsibility to follow the event guidelines. If you have any questions about the guidelines, ask the HOSA event leader.
- Scoring
  - Check the identification number on the rating form against competitor introduction to be sure they match.
  - Score each competitor as they compete based on provided rating sheet.
  - Do NOT leave any areas blank. If no score is awarded, bubble the 0.
  - Rating sheets are not returned to competitors. Remarks are for your benefit while judging only.
  - After individually rating all competitors, 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.
  - Final winners will be determined mathematically using a computer to adjust for differences among sections where needed. Please score between 60 and 99 for the best outcome. And please be judicious when giving perfect scores.
  - Sign your name to each rating form.
- Time
  - Unfortunately, there is no time for teaching moments during competition
  - Events are on a very tight time schedule, so please follow event personnel directions in regard to how long you have to complete each rating sheet.
  - As you can image, if one event gets behind the entire schedule for the day can be thrown off
- Evaluation/Feedback
  - Complete the evaluation at the end of the event to assist HOSA with continuous quality improvement.

Thank you so much for your willingness to judge at the HOSA International Leadership Conference! We know that our conference would not be as successful without your commitment, and we appreciate all you do for our HOSA members!