EVENT SUPERVISION BEST PRACTICES

Preparing for the Event

Event supervisors must read and thoroughly understand the rules for the event being supervised. Questions about interpretation should be directed to the State Event Supervisor (ES) early enough to allow an answer to be obtained before the tournament. All ESs for Regional tournaments must familiarize themselves with the tests and guidelines provided by State ESs in advance of the tournament (they will be available just after February 1). Sufficient understanding is required to be able to administer and grade each test and/or run the event. All ESs for Regional tournaments should contact the Regional Tournament Director to determine who is responsible for copying tests and providing equipment to run the event. In general, the ES is supposed to provide all items needed to run the event. The State ES should provide a list of items needed to run the event. The number of each item needs to be coordinated with the Regional Tournament Director and is based on the number of teams in each time slot. For example, if the tournament schedule has 10 teams in a time slot, you need at least ten sets of equipment and some spares in case of breakage or loss. It is the responsibility of the ES to obtain or borrow sufficient equipment to run the event.

Tests should be SINGLE-SIDED COPIES. While this does use more paper, it allows the students to work in parallel. Make one copy for each team. Do not plan to use the test papers in multiple sessions, this only leads to problems. Students should be allowed to write on the test papers, but nothing in the test is graded (this eliminates the need for scratch paper). You only grade what is on the answer sheets. Students should be allowed to separate the pages to work in parallel, so bring a stapler and staples to fasten them back together. There should not be any penalty for writing on a test or for separating the pages.

Check to find out if your event has a spreadsheet and/or checklist from the national office to facilitate grading. If so, download it and get familiar with it so you know how to use it correctly. The State ES can answer questions on this also. You only enter data into yellow columns in these spreadsheets.

Use of Stations

The use of stations is primarily to allow limited samples and equipment to be shared by all teams. Stations should not be used to save money on making copies; instead each test should contain the items. Laying out copies also leads to problems since they can taken or damaged by students. Students may want to write or draw on a chart or graph to help read or interpret it. The number of stations should be limited to avoid losing on-task time by having to move around the room. The flow of students to the stations must be well thought out so there is no confusion about how and when to move. The time as each station should be sufficient to complete all tasks at each station. If there is any time left over out of the 50-minute event time, consistent treatment must be given to all students. If some students are allowed to go back to a previous station, they all must be allowed to do so. If you do not want to allow this, say so in the instructions. It is recommended that no one be allowed to go back to previous stations since this can lead to too many students at one station. It is also recommended that there be some part of the event/test that can be done in any remaining time after the station rotation is complete.
Events that use stations can be modified to fit the local venue as needed. Local samples are encouraged and may be substituted for samples listed in the event as written by the State ES. Questions may be changed as needed to be appropriate for substituted samples.

Use of Powerpoint or Similar Presentation Software

One way of saving money on color copies is to put them into a presentation software that can be projected in the event room. However, presentation timing varies significantly from one computer to another. Therefore, it is recommended that such presentations be converted to a movie so that timing is consistent at various venues. ESs that use this software must clearly identify the need for projection equipment for the event.

Time Management

Events are designed to be run for approximately 50 minutes. Consistency is very important, so that students are given the same amount of time in each time slot. Instructions and clean up should be outside of the 50-minute on-task time. The schedule of the day should give each event 60 minutes so that ESs have 10 minutes for instructions, cleanup, and reset for the next time slot. Tournaments run at venues with multiple buildings must allow time between events for travel. It is vital that each time slot start on time! An ES cannot take longer to explain an event in one time slot and shortchange the students on-task time. If students are late, they may participate, but are not given any extra time. The ES must repeat instructions to late students and that time comes out of the late team’s on-task time.

Attendance

You must take attendance at the beginning of each session. If all members of any team are absent, contact the tournament director or whoever is appointed to deal with absent teams as soon as you get your event underway. The team coach will be notified of the absence. Late arriving teams may compete but are not given any extra time. This will be strictly enforced at the State Tournament. Regional tournaments may or may not choose to enforce this since there are a significant number of teams at Regional tournaments that do not participate in all events. It is recommended that Regional Directors find out which teams plan to participate in all events and notify the coaches of those teams when students are absent.

Notebook Check

The rules for notebooks usually require that all pages are secured in the rings of the notebook and no loose pages may be in pockets or in the notebook. Check this as students arrive before beginning the on-task time. Students may take pages out of the notebook after the notebook check during a test for all events.

Identifying Tests

Make sure either you or the students write their team number and team name on each page of the test, answer sheet, and scratch paper (if used). Please allow teams to write on the exam to avoid scratch paper.

Test Collection

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It is important to make sure you have all pages of a test, answer sheet, and scratch paper (if used) before that team leaves the room. Please put the tests in a secure location that only you and your event volunteers have access to. When you leave the room at the end of your event, make sure you have all tests and answer sheets with you. Staple the answer sheet on the front of the test before meeting with the Score Counselor. I recommend you bring a stapler with extra staples.

Grading

Grading the exams and labs is a critical part of being an event supervisor. You may assign parts of the grading to event volunteers, but you must supervise this process. The following procedure will help minimize errors and therefore must be followed. All graded items should be double checked by a second person to make sure the grading has been done correctly. If you are using a scanner for grading multiple choice questions, spot check a few questions to make sure there were marked correctly. ZipGrade is a free app that can generate custom multiple-choice answer sheets and grade tests by taking a picture. Just spot check a few questions on each test to make sure it worked correctly. If scores are added to obtain the overall score for a test, the addition process must be double checked by a second person. ESs are strongly encouraged to use something like ZipGrade for multiple choice questions to speed up the grading process. For more information on ZipGrade, contact Dave Moyer.

Breaking Ties

There cannot be any ties in your event. The event rules usually specify methods or breaking ties. Follow those methods to determine what team gets the better place. The best way to break ties is to determine which team gets a better place and put a number in the Tie Break column of the Event Scoring spreadsheet (shared with you before the tournament). For example, if you have two teams tied and high score wins, enter a 1 in the better team tie break column and leave the cell blank for the worse team tie break column. If the event is low score wins, then the better team tie break gets a blank and the worse team tie break gets a 1. Make sure you mark the test or checklist to indicate the tie break winner and loser. If multiple teams are tied, just use higher numbers accordingly. Make sure you record what teams were tied and how you broke each tie so you can explain this to the Score Counselor.

Data Entry of Scores

If your event has an Event Specific spreadsheet, all entered data must be double checked by a second person. Event specific spreadsheet data will NOT be reviewed by a Score Counselor. All Event Supervisors will be provided with an Event Scoring Spreadsheet to record final (called raw) scores, tiers, and tie breaks. Do not use the Tier column unless your event scoring specifically includes tiers. All such data entry must be double checked by a second person. The ES must transfer the final score and tier data from the Event Specific spreadsheet to the Event Scoring spreadsheet. Event Scoring spreadsheet data will be reviewed by the Score Counselor. To facilitate this review, arrange all tests, answer sheets, and checklists in RANK ORDER before meeting with a score counselor.

Meeting with a Score Counselor

The last step in the event supervision process is to meet with a Score Counselor. This must be completed by the event supervisor personally. This process will be rigorous so that the final scores are accurate. Please be patient and provide all the information that you are requested to provide. If you follow the above steps, score counseling will not be difficult.

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