

## **Reminders for Judges**

### **Opening**

- Sit at the table opposite the students.
- Identify one judge as the head judge. This person will begin the introductions and read the question.
- Smile as you enter the room. Try to relieve the students' nervousness.
- Introduce yourselves by giving your name and profession.
- Ask the students to introduce themselves.

### **Prepared Presentation**

- Head judge should read the main question and its subquestions aloud in their entirety.
- Use the Group Score Sheet in evaluating each group's testimony.
- Students should be evaluated on the content of their presentations.
- An official timer will ensure that each team receives their allocated time for the opening statement (four minutes).
- The timer will hold up a card to notify groups when they have one minute left in the oral presentation, and he/she will announce "Time!" when time has expired.
- If the full four minutes are not used, the remaining time may be allotted to the follow-up portion.

### **Follow-Up Questioning Period**

- Tailor questions in response to the students' presentation.
- Be concise to ensure sufficient time for the students' response.
- Address most questions to the entire group.
- Suggested follow-up questions are recommended as guidelines. You are encouraged to create your own, relevant follow-up questions.
- If students do not understand the question, rephrase it.
- An official timer will ensure that each team receives their allocated time for the follow-up question period (six minutes).
- The timer will hold up a card to notify judges when there is one minute left in the follow-up question period, and he/she will announce "Time!" when time has expired. Extra time may be allowed at the discretion of the judges.

**Feedback**

- Be brief.
- Identify group's strengths, especially regarding the substance of their testimony.
- Offer suggestions for improvement as well as identifying weak answers.
- Focus on students' reasons and supporting evidence for opinions they express.
- Thank the students for their presentation and recognize the teacher.
- After you leave the hearing room, complete the score sheet.