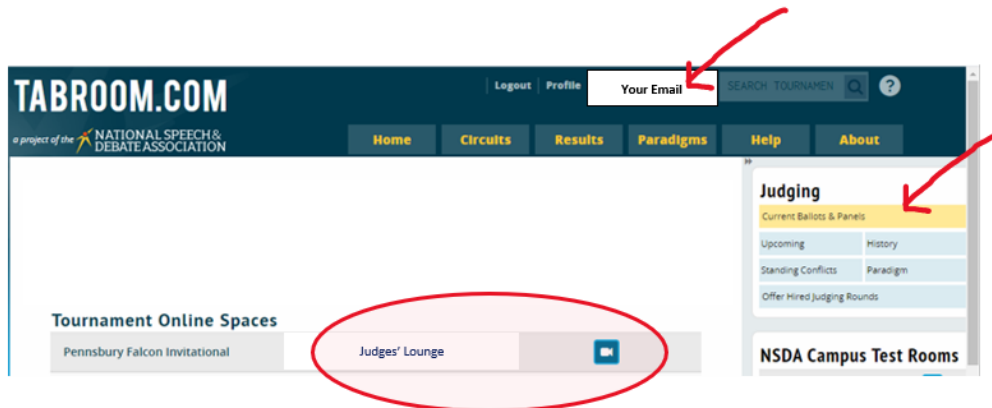


CONGRESS JUDGING GUIDE

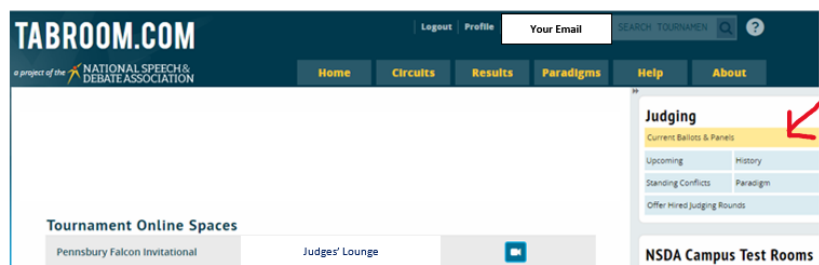
This is a general guide designed for on-line tournaments that can be used for in-person tournaments. Instead of a Judges' Lounge, some tournaments ask judges to report to another room such as a Cafeteria. Refer to each tournament's LiveDoc or emails for tournament-specific procedures and round start times.

Before the round:

1. **Report to the Judges' Lounge** to wait for the round assignments to be released - this is called a **blast**.
 - a. Depending on the tournament, the Judges' Lounge may be accessed through the tournament's LiveDoc, emails, or a blue camera link under "Current Ballots & Panels" on your home screen on Tabroom.com. (If you do not see "Current Ballots & Panels" on the upper right-hand side of your Tabroom.com screen, click on your email address at the top right of the screen to get to your home page.)

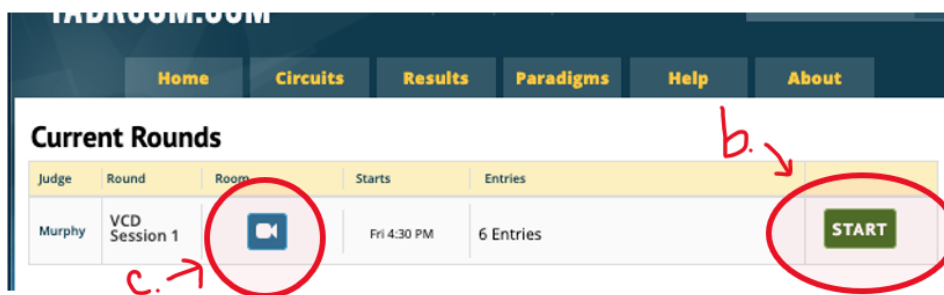


2. Check text/email for an assignment when the blast goes out.
3. **If no assignment is received in text/email:**
 - a. Confirm in Tabroom.com under "Current Ballots and Panels."
 - b. Refresh your page several times.
 - c. Still no assignment? Wait in Judges' Lounge until dismissed.
 - d. Return to Judges' Lounge before the next blast for your format as outlined in the tournament schedule to avoid fines for missing judges.



4. **If you received an assignment:**

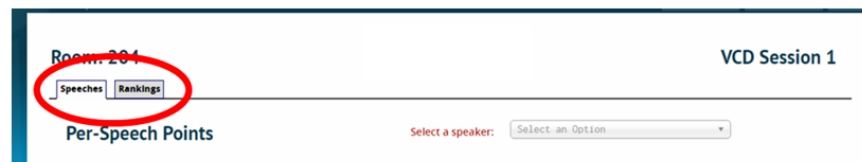
- a. Click on “Current Ballots and Panels” on your Tabroom.com page to get to the information for your current round.
- b. Hit the “Start” button immediately.
- c. Report to the competition room through the blue camera link.
 - i. Room link (blue camera link) can be found on your Current Rounds page under “Current Ballots and Panels” (see below).
 - ii. Room link can also be found on the ballot that will appear after you hit “Start.”



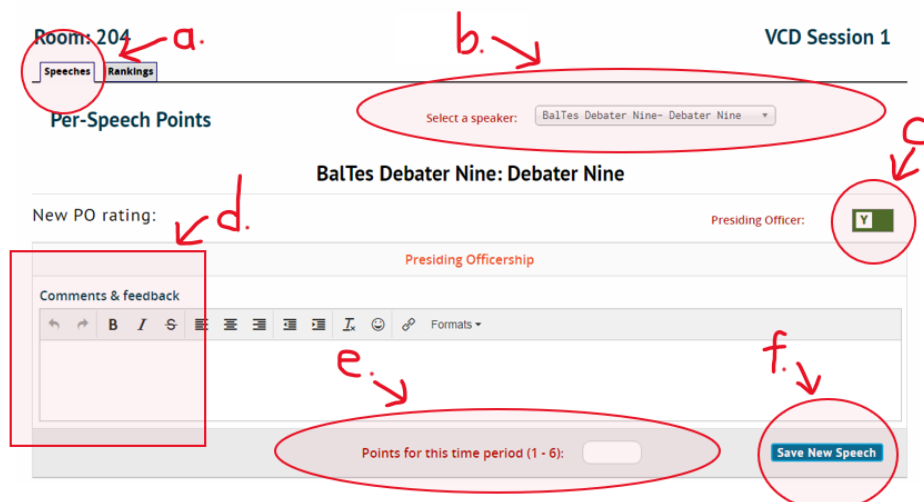
During the round:

1. Have multiple windows open during the round, including Tabroom.com, the ballot for the round, the competition room, and your notetaking document.
2. There will be multiple judges in a round. The round should not begin until all judges are present, have hit “Start,” and have completed a tech check.
3. There will be a Parliamentarian who is an adult who will organize the students for the start of the day and resolve any procedural disputes. The Parliamentarian will also confirm that all the speakers are present and conduct a tech check to confirm that all speakers can be seen as well as heard.
4. Students will elect a Presiding Officer who will select speakers and questioners as well as keep time.
5. Judges are responsible for:
 - a. Completing a ballot for the Presiding Officer’s performance at the beginning and end of the session.
 - b. Completing ballots for each of the competitor’s speeches throughout the session.
 - c. Ranking the Presiding Officer and speakers at the end of the session.

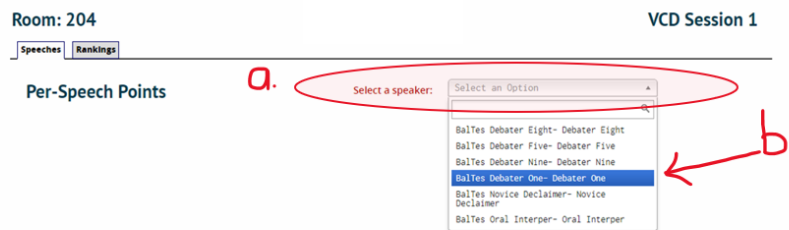
6. Mute your microphone if it hasn't already been muted.
7. Your ballot will have two tabs – one for feedback on the speeches (“Speeches”) and one for overall rankings in the room (“Rankings”).
 - a. You will remain on the Speeches tab throughout the session.
 - b. At the end of the session, you will click on the Rankings tab to enter your speaker rankings for the round.



8. Once elected, the Presiding Officer will explain their procedure and how they will run the chamber. Provide comments and feedback as well as a score for the Presiding Officer based on how they explain their procedures and how they present themselves before the first speech is given.
 - a. Be sure you are on the “Speeches” tab.
 - b. Choose their name from the “Select a speaker” drop-down menu.
 - c. Click the button next to “Presiding Officer” to turn it to “Y.”
 - d. Complete Comments & feedback based on how they started the round.
 - e. Give a point score for their performance up to this point on a scale from 1-6. See next to last page for Presiding Officer Rubric or [click here.](#))
 - f. Save your feedback and score by clicking “Save New Speech.”



9. Speakers will identify themselves after they are chosen by the Presiding Officer and before they begin their speech so judges can:
 - a. Find the speaker's name under the "Select a speaker" drop down menu, and
 - b. Click on their name to open their ballot page.



10. Before each speech:
 - a. Type in the topic of the bill.
 - b. Choose the side that the speaker is speaking on.
 - c. Be sure the Presiding Officer button shows "N."



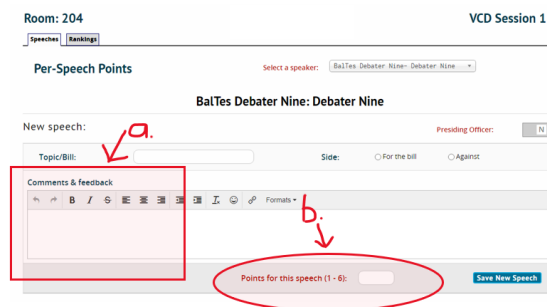
11. Take notes/type feedback during each speech noting the speaker's code, Topic/Bill, and Side.
 - a. Use a word processor (Word, Docs).
 - b. **Do not type notes on your ballot** - Tabroom.com can freeze up and you will lose all you have written.
 - c. There can be numerous speeches for each competitor so **record your feedback for each speech DURING the speech**.
 - d. Each speech will have a mandatory one-minute questioning period (except the first affirmative or negative speech on each piece of legislation, which will have two minutes). Keep in mind that although the questioner holds the floor, an overly aggressive or hostile posture should be discouraged. Speakers are expected to be able to defend their arguments during questioning. **How a speaker handles questioning should be part of the score**

for their speech, as well as part of their overall ranking. Concessions to the opposing side should be considered. If the speaker does not hold their ground, the speech score and feedback should reflect this.

- e. Between speeches, take note of the quantity and quality of questions each speaker asks during the round. One technique is to put a check or check plus (depending on the quality of the question) next to each speaker's code on a separate sheet of paper every time they ask a question. This will help you determine your rankings at the end of the round when you consider how the competitors added to the success of the session. While this can be used for any tiebreakers you may have at the end of the round, quantity of questions should not be the sole determiner for ranks as some speakers may not be able to question as often due to the Presiding Officer's rules.

12. Complete the ballot for each speech.

- a. Copy and paste your commentary in the "Comments & feedback" text box.
- b. Give a point score for the speech on a scale from 1-6. (See last page for scoring rubric or [click here.](#))



13. Click "Save New Speech."

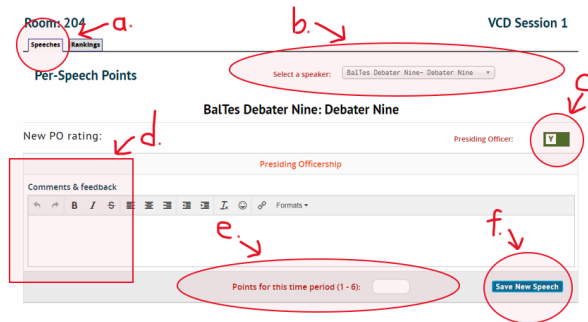
- a. Once you do this you will not be able to change the point score, but you will be able to go back and edit your commentary later, if needed.



14. Repeat the process with the next speaker. (See step 9 above.) Be sure that the correct name is displayed in the “Select a speaker” box so feedback and score for the speech are given to the correct competitor.

After the round:

1. Provide comments and feedback for the **Presiding Officer**.
 - a. Be sure you are on the “Speeches” tab.
 - b. Choose their name from the “Select a speaker” drop-down menu.
 - c. Confirm that the button next to “Presiding Officer” shows “Y.”
 - d. Complete Comments & feedback based on their overall performance in the round.
 - e. Give a point score for their performance as the Presiding Officer on a scale from 1-6. This should be the 2nd score given to them this round. (See next to last page for Presiding Officer Rubric or [click here](#).)
 - f. Save your feedback and score by clicking “Save New Speech.”



2. Click on the “Rankings” tab.



3. Rank the speakers with 1 being the best speaker in the session up to 8. All other speakers receive a rank of 9.
 - a. Presiding Officers should be included in the final rankings. If they did a good job without fumbling, include them in your top 3. If not, then rank them between 4 and 8. Unless they really did not know what they were doing, do not give them a 9.
 - b. Rank the remaining students' overall performance relative to each other. Rankings should reflect the overall impact of each legislator on the course of debate and the session as a whole.
 - c. Rankings should consider both quantity and quality of speeches, as well as other participation in the session (questions, motions, decorum, etc.). One quality speech is better than two mediocre speeches, and this should be reflected in your rankings. The tournament frowns upon repetitive debate, and on the abuse of parliamentary procedure to change the agenda or rules excessively. You may make note of these issues in your feedback for individual competitors.
 - d. These ranks do NOT have to correlate exactly with speaker point totals - sometimes a student speaks once but is more impressive than a student who spoke twice; sometimes a student gives impressive speeches but bogs down the session with motions or other forms of grandstanding and may be ranked lower.

Room: 204 VCD Session 1

Speeches | **Rankings**

Give no rank higher than 9 Blanks will be auto-filled with a 9

Entry Code	Name	Speech Points	Average	Rank
BalTes Debater Eight	Debater Eight			<input type="text"/>
BalTes Debater Five	Debater Five			<input type="text"/>
BalTes Debater Nine	Debater Nine			<input type="text"/>
BalTes Debater One	Debater One			<input type="text"/>
BalTes Novice Declaimer	Novice Declaimer			<input type="text"/>
BalTes Oral Interper	Oral Interper			<input type="text"/>

Submit Ballot

4. **Submit Ballot ASAP!**

Speeches | **Rankings**

Give no rank higher than 9 Blanks will be auto-filled with a 9

Entry Code	Name	Speech Points	Average	Rank
BalTes Debater Eight	Debater Eight			<input type="text"/>
BalTes Debater Five	Debater Five			<input type="text"/>
BalTes Debater Nine	Debater Nine			<input type="text"/>
BalTes Debater One	Debater One			<input type="text"/>
BalTes Novice Declaimer	Novice Declaimer			<input type="text"/>
BalTes Oral Interper	Oral Interper			<input type="text"/>

Submit Ballot

5. Confirm your ballot.

Please confirm your ranking of this round:

Rank	Code	Name	Title/Question	Spoke
1	108			3rd
2	113			1st
3	110			2nd
4	109			4th

Please check the accuracy of the information above & confirm.
You cannot change confirmed ballots online.
You may write further feedback until the end of the tournament.

NO! RE-ENTER BALLOT **YES! CORRECT! CONFIRM IT**

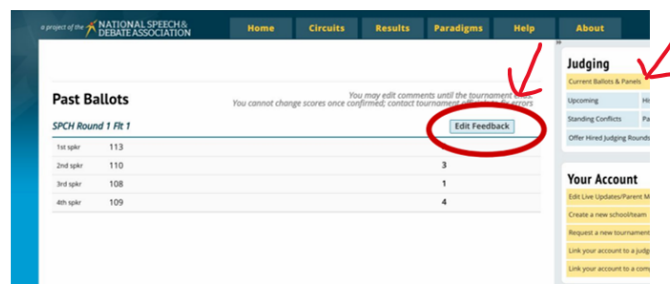
6. Wait until you see the confirmation message and then click “Return Home.”



7. Return to the Judges’ Lounge before editing your comments to avoid the team being charged fines for missing judges.

8. If you need to edit feedback, return to the ballot ASAP (found under “Current Ballots and Panels”) by clicking on the blue “Edit Feedback” box.

- a. Be sure to complete your ballot before the tournament ends. Once the tournament is closed, you cannot return to your ballot.



9. Wait in the Judges’ Lounge until the next round or the end of the tournament.

THANK YOU SO MUCH FOR VOLUNTEERING TO JUDGE!

Congressional Debate Rubric: Presiding

This table of evaluation standards may be used by any judge who would like assistance in determining scores for a presiding officer (PO). Each scorer independently (without collaborating) awards 1 to 6 points for each hour of presiding.

Points	1-2 Weak – Mediocre	3-4 Proficient	5-6 Excellent – Superior
Speaker Recognition	The PO needs to improve his/her communication with fellow delegates to gain their trust and respect relating to the rationale for rulings made. Frequent errors are made in speaker recognition, which lacks consistent method or impartiality.	While the PO does not adequately explain his/her preferences for running the chamber in advance, he/she does clearly explain rulings, when necessary. Speaker recognition may be somewhat inconsistent or biased.	Presiding preferences are clearly explained at the beginning of the session and executed consistently. The PO is universally respected and trusted by his/her peers, and is consistent in recognition (very few errors) and rulings, distributing speeches throughout the room, equally between schools of the same size, and among individuals.
Parliamentary Procedure	The PO's knowledge of parliamentary procedure is lacking, and he/she shows negligible effort to correct errors and/or consult written rules.	The PO demonstrates competency in procedure, but makes mistakes in determining the results of motions and votes, etc. S/he does not hesitate to consult rules when necessary to ensure fairness.	The PO has command of parliamentary procedure (motions) and uses this almost transparently to run a fair and efficient chamber, seldom consulting written rules and ruling immediately on whether motions pass or fail.
Delivery/ Presence	The PO needs to improve his/her vocal and physical presence and professional demeanor.	The PO displays a satisfactory command of the chamber in his/her vocal and physical presence. Word choice is usually concise. The PO generally has command over the chamber.	The PO dynamically displays a command and relates well to the chamber through his/her vocal and physical presence. Word choice is economical and eloquent. The PO does not hesitate to rule abusive or inappropriate motions out of order.

Speaker Recognition Rules:

1. When more than one speaker seeks the floor, the presiding officer must follow the *precedence/recency* method:
 - a. First recognize students who have not spoken during the session
 - b. Next recognize students who have spoken fewer times
 - c. Then recognize students who spoke earlier (least recently)
2. During any session, precedence/recency should not reset, to ensure that all students in a chamber have an equal opportunity to speak and receive evaluation from scorers. When a new session begins, precedence/recency will be reset along with a new seating chart, and election of a presiding officer.
3. Before precedence is established, the presiding officer should explain his/her recognition process and it must be fair, consistent and justifiable. **They may not use the following methods:**
 - a. Number of motions and/or questions (*activity*)
 - b. Number of times a speaker has risen to seek recognition (*longest standing or standing time*)

Presiding Officers and Motions

The presiding officer should pause briefly between speeches to recognize any motions from the floor, however, he/she should not call for motions (at the beginning of a session, the presiding officer should remind members to seek his/her attention between speeches).



Congressional Debate Rubric: Speaking

This table of evaluation standards may be used by any judge who would like assistance in determining scores for speeches. Each scorer independently (without collaborating) awards 1 to 6 points for each speech. Each speaker has up to three minutes to present arguments followed by a questioning period (the time length for which will vary, depending on specific league rules). Remember, you **do not base your score on agreement or disagreement with the positions they debaters offer; rather, evaluate based upon how well the debaters argue their positions.**

Points	3	4	5	6
	Mediocre	Proficient	Excellent	Superior
Content: Organization, Evidence & Language	The speech lacked a clear thesis and organizational structure. Claims are only asserted with generalizations and no real evidence. Language use is unclear or ineffective.	While the speaker's purpose is present, the speech lacks logical organization and/or developed ideas. Analysis of evidence, if present, fails to connect its relevance to the speaker's claims. Use of language is weak.	While a clear purpose is apparent, organization may be somewhat loose (weak introduction/conclusion; no transitions between points). Diction represents a grasp of language. Much evidence is presented, but not in a persuasive or effective manner; or the speaker relies on one piece of evidence, but does so effectively.	Content is clearly and logically organized, and characterized by depth of thought and development of ideas, supported by a variety of credible quantitative (statistical) and qualitative (testimony) evidence analyzed effectively to draw conclusions. Compelling language, a poignant introduction and conclusion and lucid transitions clearly establish the speaker's purpose and frame the perspective of the issue's significance.
Argument & Refutation	The speaker offers mostly unwarranted assertions, which often simply repeat/rehash previous arguments.	The speaker fails to either introduce new arguments (simply repeating previous arguments) or the speaker fails to refute previous opposing arguments; in other words, no real clash is present.	New ideas and response to previous arguments are offered, but in an unbalanced manner (too much refutation or too many new arguments). Questions are answered adequately.	The speaker contributes to the spontaneity of debate, effectively synthesizing response and refutation of previous ideas with new arguments. If the speaker fields questions, he/she responds with confidence and clarity.
Delivery	Little eye contact, gestures and/or movement are present. Vocal presentation is inarticulate due to soft volume or lack of enunciation.	Presentation is satisfactory, yet unimpressively read (perhaps monotonously) from prepared notes, with errors in pronunciation and/or minimal eye contact. Awkward gestures/movement may be distracting.	The presentation is strong, but contains a few mistakes, including problems with pronunciation and enunciation. The speech may be partially read with satisfactory fluency. Physical presence may be awkward at times.	The speaker's vocal control and physical poise are polished, deliberate, crisp and confident. Delivery should be extemporaneous, with few errors in pronunciation. Eye contact is effective and consistent.

Scores of less than three (3) are discouraged, and should be reserved for such circumstances as abusive language, a degrading personal attack on another legislator, or for a speech that is extremely brief (less than 45 seconds) or delivered without purpose or dignity for the cause exhorted by the legislation. Substantial written comments and description of specific incidents should accompany such scores.