# SPEECH 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. <mark>Report to the Judges' Lounge</mark> 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.)
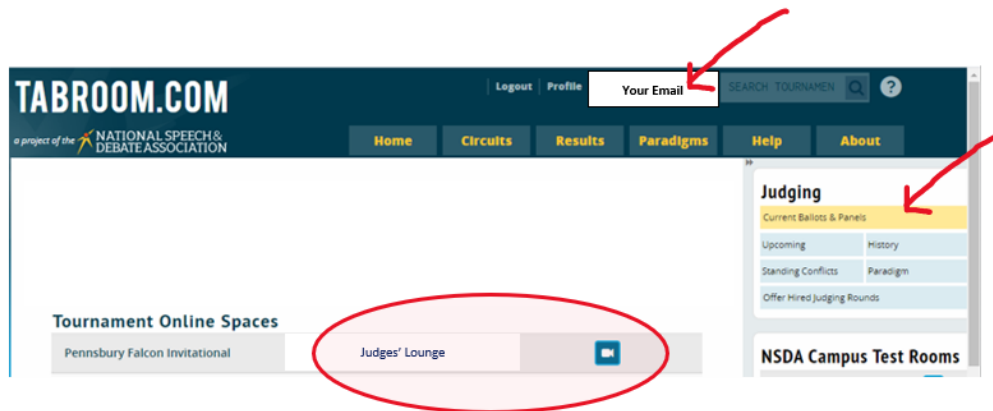

2. Check text/email for an assignment when the blast goes out.
3. **If no assignment is received in text/email**:
   a. <mark>Confirm in Tabroom.com</mark> under "Current Ballots and Panels."
   b. <mark>Refresh your page</mark> several times.
   c. Still no assignment? <mark>Wait in Judges' Lounge until dismissed</mark>.
   d. <mark>Return to Judges' Lounge before the next blast</mark> for your format as outlined in the tournament schedule to avoid fines for missing judges.
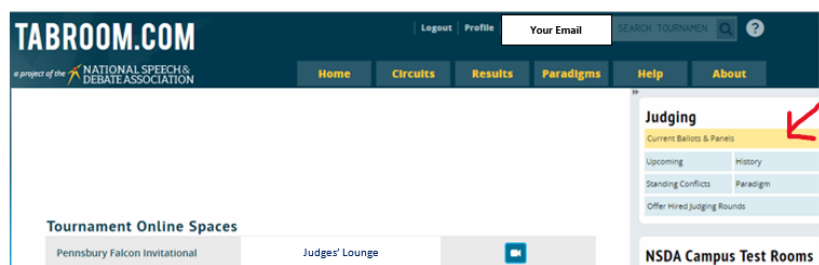
4. **If you received an assignment**:
   a. Click on "Current Ballots and Panels" on your Tabroom.com page to get to the information for your current round.
   b. Hit the "Start" button immediately.
   c. Report to the competition room through the blue camera link.
      i. Room link (blue camera link) 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."
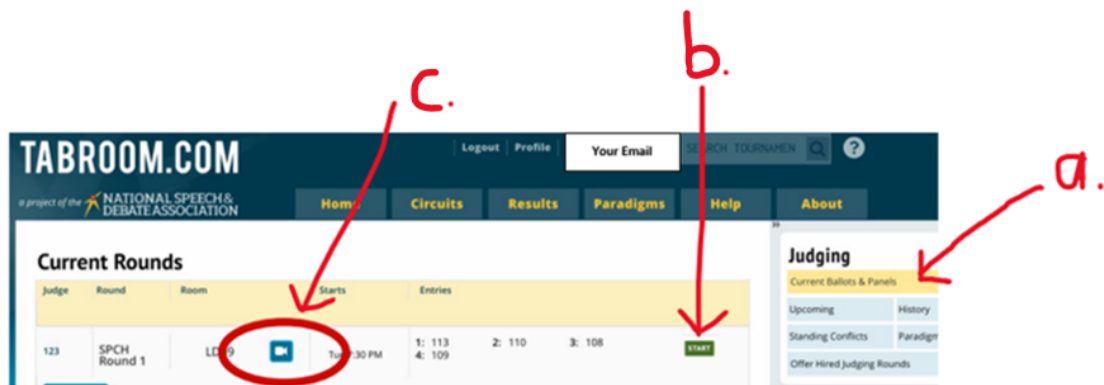
During the round:

1. Have multiple windows open during the round, including Tabroom.com, the ballot for the round, the competition room, and your notetaking document.
2. You will be the only judge in preliminary rounds. If you are judging an elimination round (also called an **out round**), there will be 3 judges. Do not start the round until all judges are present, have hit "Start," and have completed a tech check.
3. Confirm names/codes of all speakers as shown on the ballot.
   a. Inform the Tab Room (not Tabroom.com) if you are missing anyone.
   b. Each tournament will give you instructions, usually in the LiveDoc, on how to communicate with the Tab Room. They may provide an email address or cell number. There may also be a blue camera link for the Tab Room on your ballot or "Current Panels & Ballots" page.
   c. In some events such as Extemporaneous Speech, the speakers will enter the room one at a time throughout the round instead of all being present at the beginning.
4. Hit the "Start" button if you have not already done so.

5. Double-entered speakers have an asterisk next to their names. They may report to the room late or leave early to compete in both events. Speaker order can be adjusted to meet the scheduling needs of these speakers.
6. Perform a tech check with each speaker. Be sure their camera works and that they can both hear as well as be heard.
7. Have speakers place their speaker codes and the titles of their speeches in the chat.
8. Copy and paste the titles onto your ballot.

9. Copy and paste their speaker codes and titles on your notetaking document.
   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.
10. Have a timer ready to go (your own timer or the one on your ballot).
11. Ask if time signals are needed before each speech.
    a. For example, a "3 Down" signal = 3 fingers shown with 3 minutes left, 2 fingers shown with 2 minutes left, 1 finger shown with 1 minute left, a "C" shown with 30 seconds left, and a fist shown when time is up.
    b. Aside from this format, speakers can request their own specific time signals.
12. Mute your microphone.
13. Time each speaker and record the time of each speech to add to the ballot.
    a. Speakers cannot be ranked #1 if they go over the 30 second grace period.
14. Take notes/type feedback during each speech.
    a. **Reminder - type in your notetaking document, NOT on your ballot**

3

15. <mark>Keep a running ranking</mark> which you adjust after each speaker to help you enter your final rankings as soon as possible at the end of the round. This is also helpful as it becomes challenging to remember the earlier speeches as the round progresses.

16. After the last competitor, simply thank the speakers and leave the room.

After the round:

1. <mark>Rank the speakers</mark>, with 1 being the best speaker.

2. **<mark>Submit Ballot ASAP!</mark>** (You will enter feedback once the ballot is confirmed.)

3. 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

4. Wait until you see the confirmation message and then click "Return Home."

Online Ballot Confirmed   Return Home

5. Return to the Judges' Lounge before entering your Reason for Rankings (RFR) and comments to avoid the team being charged fines for missing judges.

6. Go back 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.

7. <mark>Enter a Reason for Rankings ASAP</mark> and <mark>save</mark>.
   a. Seen by **ALL** speakers
   b. An example of an RFR: "The highest ranked speeches in this round contained [key feature #1] and [key feature #2]. Please see individual commentary for additional feedback."
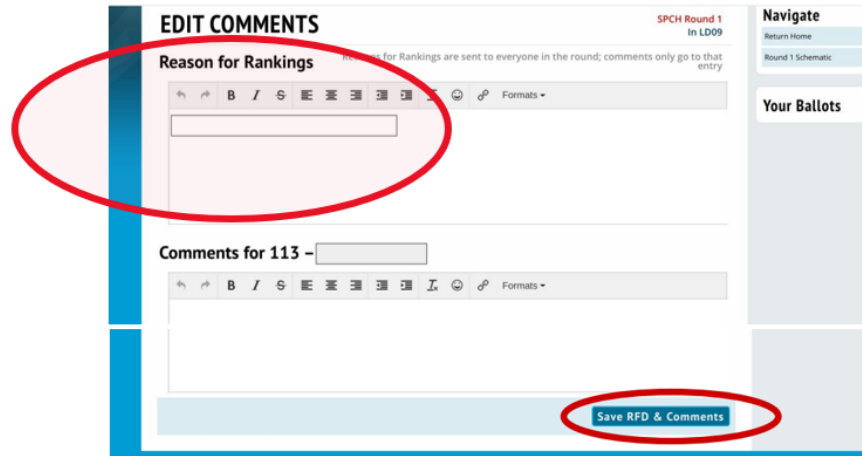
8. <mark>Copy and paste comments for each speaker ASAP</mark> from your notes and <mark>save after each entry</mark>.
   a. Seen only by each speaker.
   b. Your comments should recognize positive attributes of the speech, as well as something each speaker could do to improve upon their performance (tone, energy, emotion, body language, transitions, etc.).
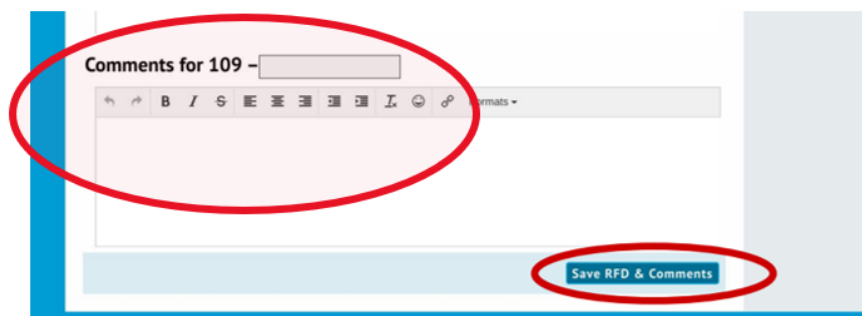
9. Wait in the Judges' Lounge until the next round or the end of the tournament.

THANK YOU SO MUCH FOR VOLUNTEERING TO JUDGE!