***Judge FAQ and Tips*

*\*During your Judge Orientation, the Judge Manager will explain everything on this page. If something is missed, please ask them to explain. Use this page as a reference during event judging.*

* You need to stay for the duration of judging to ensure fairness for all competitors. If you cannot stay, please notify your Judge Manager so a replacement judge can be found.

Importance of Event Timing

* Do you know how many competitors/teams you will be judging?
* Make sure you understand how long you have to complete each rating sheet. Please help us stay on schedule by following the directions from your timekeeper.

Event Personnel in the Room with You

* There will be other people in the event judging room with you. They may be timekeepers, section leaders, mock victims, special guests, etc. Be sure you understand the role of those in the room and ask for clarification if needed.

Follow the Guidelines!

* Be sure to follow the event guidelines at all times. The competitors study from and know the rubrics included in the guidelines. Even if you disagree with a rubric step or were taught a different way to do something, please follow the items listed on the rubrics.

Rating Sheets and Scoring

* Do you know the difference between ratings on rubrics, etc. (as applicable)? Are you and the other judges on the same page for providing consistent interpretation of the rating sheet items?
* Please make sure you are consistent between all competitors – judge first and last competitors the same way.
* If you are judging skill based events (such as Life Support Skills, Home Health Aide, etc.) – the competitors either do the item on the rating sheet or they don’t do it. You should give all points or zero points - i.e. They either put gloves on, or they didn’t. It’s not a range of how well the gloves were put on.
* If you are judging a subjective event (such as Community Awareness, Creative Problem Solving, Job Seeking Skills, etc.) please remember the following:
	+ Scores should range from 60% to 99% to provide the fairest distribution of scores. Please be judicious regarding perfect scores.
	+ A computer program is used to mathematically balance the different judging rooms.
* Check the identification number on the rating sheet against competitor introduction to be sure they agree.

Rating Sheet Tips and Processes During Judging

* Use #2 pencils.
* Bubble the entire bubble.
* Make a notation regarding any scores of zero – do not omit anything. If no score, bubble zero (0).
* Do not write on the edges of the scantron. You may make comments for yourself at the bottom of the scantron if space permits, but these remarks are for your reference only. The scantrons are not returned to competitors.
* Only give one mark per criteria.
* To change a score, clearly erase and correctly bubble the score you wish to award.
* Do not use this time for teaching. You may smile at the competitors but should not talk (to say good job, etc.) to any competitors before, during, or after the event, unless specified on event rating sheets (mostly skills and interviewing events).
* Judge ratings are done independently.
* Sign your name to each rating form.
* For events as applicable: It is your job as a judge to STOP the competitor if they are using the equipment in their skill in a way that could damage the site or the equipment, or cause harm to themselves or others.

Other Important Points

* Some events require judges to respond to competitors at certain specified points during the judging. If this is required in your event, you will be given a separate “Judge Script” so you know what to say when. Please confirm with your HOSA Judge Manager if your event has a specific Judge Script.

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* HOSA staff is responsible for handling any dress code violations. Judges do NOT take off points for dress code.
* It is vital to the success of the event to do a practice run through with a sample/mock competitor/team and/or to view a sample of a previous year’s project. All judges should be in the same room when this practice occurs. The goal is to promote consistency and consensus among judges in all sections for any interpretations of the event guidelines.