

*SkillsUSA Maine
Leadership & Skills Conference
Bangor, Maine*



SkillsUSA

Champions *at* Work®

*Contest Judges
Packet*

GUIDELINES FOR CONTEST JUDGES

The following is a guide for contest judges to help them become familiar with the Technical Standards of SkillsUSA. In addition, the information is to assist the judge with guidance on making decision in regard to the contest and the competition. All questions should be directed to the Technical Committee and its chairperson.

Prior to the event:

- All judges must be familiar with the National Technical Standards, 2010 edition, for the specific contest that they will be responsible for evaluating.
- Judges are responsible to review general and specific safety requirements and procedures for the contest. It will be the responsibility of the judges to oversee the contest at all times to ensure that safe work practices are followed by the contestants.

Day of the event:

- Judges are responsible to check the tools and materials that will be used by the contestants. The Technical Committee at its discretion may supply any items that are required for the contest and not appearing on the National Technical Standards listing. Contestants will have been notified in advance by utilization of the “update” procedure when special tools or equipment will be provided or if the contestant needs to bring them to the contest. The final “update” is March 1, 2010.
- Judges will identify contestants by number only. Judges will not use contestants’ name or school names. Judges are expected to rate contestants independently and not compare rating sheets with other judges.
- Judges must give careful attention to each rule, and each contestant or entry must be judged in exactly the same manner. Judging must be based on the criteria listed for the specific contest and it is recommendation that the rating scale as presented in the National Technical Standards, 2010 edition, be used to record scores for individual contestants or entries.
- The judging must be based on the established criteria without inserting personal opinion. Such things as length of hair, length of dress, style of shoes – unless specifically covered in the contest regulations—is not to be considered by the judges except where safety is a consideration.
- Judges should encourage the contestants to ask any questions prior to the start of the contest. Each student should have a copy of the instructions for the contest including any drawings and instruction sheets. Judges need to be certain that all contestants understand the contest as it is to be conducted.

- Judges must ensure that all contestants are familiar with contest rules and that they have been notified of any relevant modifications made through “updates.”
- Judges must explain the way the contest will be conducted including time schedule, rating criteria, procedures for breaking ties and the method that will be used to deal with problems that might arise during the contest.
- If workstations are to be used all attempts to make these “identical” for all contestants should be exhausted. Contestants should draw numbers to determine workstation assignments.
- It must be explained to the contestants prior to the contest that criteria as been determined by the Technical Committee that medals may NOT be awarded in the event if students do not meet the minimum standards.
- Judges should take great care to see that all contestants have equal time and equal opportunity to complete the requirements of the competition.

End of event:

- After the judging is complete; the official results must be tallied. The rating sheets, along with any notes or other pertinent information must be turned in to the Technical Committee Chairperson. The rating sheet (final results sheet) will be provided at the beginning of the competition but must not be opened until the competition has been completed. Once filled out, it needs to be replaced in the envelope and turned in to the conference coordinator in the main office of UTC.
- If possible, contestants should remain at the contest site after clean up in order to give the judges a chance to do a debriefing on the over all event. Judges should point stress positive and negative safety issues, the quality of the demonstrations performed, and other important information to assist contestants with their careers.
- Contest results must be kept confidential until the general announcement of results is made at the awards ceremony. Under no circumstances should the judges discuss the contest results with contestants or chapter advisors prior to the award announcements being made.

IMPORTANT NOTICE TO ALL CONTEST CHAIRS

*****SKILLS WRITTEN TEST*****

To ensure that competitors have the same advantage, all contest chairs are required to have an written notice that they are going to have a test as part of their competition to the Conference Coordinator by March 1, 2010.

Any written test for contest must be at the Bangor Civic Center by 11:00 am on Thursday, March 11, 2010. Any test not at the Civic Center by then will have to be done as part of the competition on Friday, March 12 at the respective competition sites.

Test can be dropped off Thursday morning after 9 am in the registration area at the Civic Center. Please make sure you have enough copies for the each contestant. You can obtain numbers from the Conference Coordinator anytime after March 1, 2010.

The contest chair also needs to make arrangements to pick up the completed test by 4:30 on Thursday.