

## **Attendance and Scoring Guidelines for Event Supervisors**

### **Attendance:**

#### **Attendance sheets**

There is a team attendance sheet for each time slot. Please check the teams off if they are there. Circle the teams that do not show up to participate. A team **MUST** participate during their assigned time slot only.

(If a team tries to participate during the wrong time slot, please ask them to leave and return at the correct time).

### **Scoring**

1. Check the teams' test/score sheet to make sure that each team put their (1) name, (2) school name and (3) school number on it. Their school number is also printed on their wristband.
2. On the Score Report form, write in the test (raw) score for each school.
3. Please separate Varsity and JV team tests.
4. Please put the tests in order from 1<sup>st</sup> place to N<sup>th</sup> place. All team tests/rubrics should be ranked 1<sup>st</sup> through N (N = number of schools competing in your event). The Varsity tests will be ranked 1<sup>st</sup> to Nth place and JV tests will be ranked from 1<sup>st</sup> to Nth place.
5. ABSOLUTELY NO TIES are allowed. A tie-breaker question MUST be designated and the winner of that question is ranked above the other team. Sometimes more than one tie-breaker question is needed.
6. The winner of the tie-breaker score will be designated by a higher decimal place if high-score wins. For example, if there are 3 scores of 25 points, the tie-breaker winner would be 25.2, the next score would be 25.1 and the tie-breaker loser would be 25.0. For low-score wins, the opposite occurs – winner equals 25.0, next would be 25.1, etc.
7. Participation Points: A team making an honest attempt to compete/participate but is not able to be ranked because of time, mechanical failure, wrong dimensions, etc should be given a P for participation on the score sheet in the test score column.
8. No Shows: Teams that do NOT show up to compete in the event should be given a NS on the score sheet in the test score column.
9. Disqualifications: Teams that are disqualified for behavior problems or cheating should be given a DQ on the score sheet and the DQ should be discussed at score counseling.