Adjudicator Workshop Trainer Guide & Checklist

Participants <u>must</u> *first* complete the online course, and pre-register for the workshop.


Before the workshop:

- Both instructors will receive a participant roster electronically, by noon on the day of the workshop (or Noon Friday for a Saturday workshop).
- Please review online videos: www.whsfa.org/videos. Password: **evaluate**

Opening of workshop:

1. Adam Jacobi will start the meeting and hand over hosting duties to the instructors, so I can troubleshoot any tech issues as we start.

2. Brief introductions; including past experience with Speech, etc. to get sense of the room.

3. Q & A re: online course (clarify rules, etc.).

4. Briefly reiterate value of constructive criticism (e.g, never to use the word "good," nor to say something "needs work"); emphasize *specificity* and discuss effectiveness of *tactics* students employed, particularly in the *substance* and *content* of their presentation – not just mere delivery. Also discuss point values and ranges -- that whenever an adjudicate does not award a "5" in an area, the adjudicator should indicate why the student didn't reach that level (highlight the rubric descriptions on the top of the evaluation sheet for each point value). They may write how the score may reflect the degree of something lacking, or multiple issues in that criterion. Tell adjudicators to avoid ***double jeopardy,*** that is, deducting points in multiple areas for the same issue, unless they articulate exactly *how* the problem in the contestant's presentation relates to *each* area in which points are deducted by using key words in the criteria questions.

Practice evaluating:

How to share videos on Zoom – first, click the green "Share Screen" button, then select the window for your web browser with the videos, and be sure to check "Optimize for video clip" before clicking the blue "Share" button.
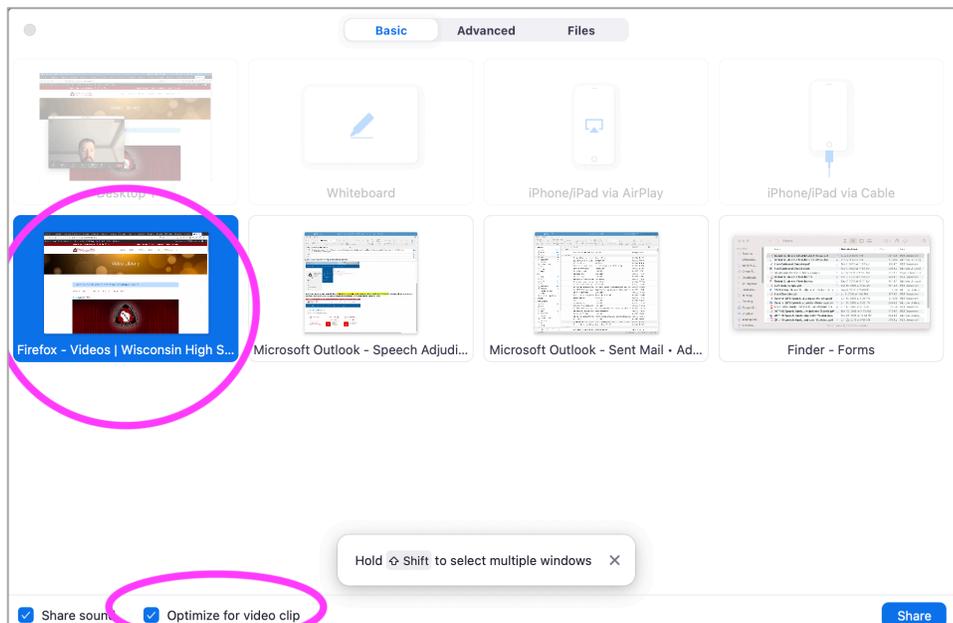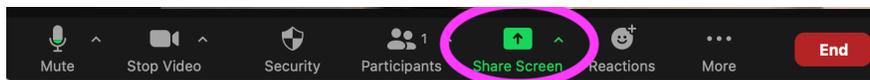
If you and/or your participants have any trouble viewing the videos *via the Zoom meeting,* share the link in the chat to https://www.whsfa.org/videos with the password "evaluate" and let everyone know which video you would like them to watch, hitting "mute" while they watch, and then returning to the meeting afterwards.

5. Evaluate a selection (Prose is usually great for starters). Prepare everyone by reading through the evaluation sheet together, and highlight things they should look for. Then, allow everyone to share excerpts of what they wrote, how they scored, and discuss commonalities and differences, to foster conversation about subjectivity and how we all perceive presentations a bit differently. ***Impress upon everyone the importance of justifying their ratings with comments, particularly when they deduct any points.***

6. Evaluate another presentation (Group Interp is a good choice, since it's such a unique format). Discuss again, as you did for #3. As you go, give less time afterwards, so they understand importance of evaluating *while* contestants present.

7. Evaluate another presentation or two, time-permitting, and discuss responses (each time you do this, it will take less time). Please scaffold having participants write comments during the videos, to simulate best the expectation during a contest (even though they will have more time to evaluate videos for asynchronous festivals, we want them to be prepared for live videoconference contests as well as eventual return to in-person contests).

Assessed evaluation:

---

8. Give yourself 15 minutes for this part -- ask participants to write <u>one</u> evaluation that will serve as their assessment. Storytelling or Four Minute is often a great choice for this one. You may make up a code for the contestant, so they have something to write on the top of the sheet. Remind them to write during the video presentation. They may type into a word processing document, or write on the printed workbook sheet, which they can then scan or snap a pic and upload as the "quiz" submission in the online course. ***Please remind them to indicate points, especially if they type comments in a word processing document.***

What participants will see in the online course for submission (this section is the PDF shown below):

Workshop Assessment Lesson – first, they click "Take Quiz;" on the next screen, "Start Quiz."

They then will be prompted to drag/upload a file from their computer. After uploading the file, a "Quiz Submitted" message will flash briefly in the upper right-hand corner of their screen.

They can click the light orange box on the screen, and should see at the bottom, either a link to "Question 1 Upload" (if a word document or PDF) or a preview of an image.

Workshop Assessment

Return to Lesson

Attempt #5 Results

0%
Pending Review

Correct Answers: 0 / 1
Completed: January 5, 2021
10:16 am
Total time: 15 seconds

1.

0 / 90 points

Description: you will submit your evaluation here, **following the workshop.**

Remember to type/circle point value (1, 2, 3, 4, or 5) with comments for each criterion. As a reminder, here is what each point value represents. Your comments for any given criterion should reference key words in the rubric to make it clear why you chose a certain point value, and if you reference a similar issue under multiple criteria, you should relate your concern to how it applies to each area. Generally speaking, identifying two major issues to improve might mean a 1-point deduction; or identifying a major shortfall in a particular issue while also indicating it's **developing** would justify a score of "3" for a particular criterion. Rubric values:

1. Missing elements, refer to evaluation criteria
2. Needs many improvements
3. Developing, needs additional coaching/practice
4. Meets expectations, needs polish
5. Mastery, exceeds expectations

To submit, you will either:

- Below, drag/drop your Word document or image/scan, or click to browse your computer for the file. Wait for the file to upload (it should appear in a light gray box). Then click the "Submit Assignment" button; or
- Mail to:
  1501 Saint Andrew St, Ste C200
  La Crosse, WI 54603-2817

Selected answer:

Question #1 Upload

Conclusion:

9. Tell attendees: (1) In three years, we will email them a reminder to renew, which involves an abbreviated online course, plus online evaluation of a video student presentation; and (2) If they change name or contact information, they should notify the State Office.

After the workshop:

The State Office will assess participants' evaluation of videos, unless you would like to be able to do so. We award up to 3 points per area (see rubric in the workbook participants downloaded); if the participant doesn't pass, we will send them a link to evaluate another video, after they see your feedback. If you decide to grade the assessed evaluations, we will send instructions. Assessements must be graded within five (5) business days of your workshop.

_____   Complete online reimbursement form (the host also will complete; if you hosted, too, you only complete once): **whsfa.org/adjudication-workshop-reimbursement**