



INSTRUCTIONS FOR VIRTUAL JUDGES

SkillsUSA Florida State Championships

Thank you for giving your time and talent to evaluate our students! Your evaluation of their performance will help prepare them to succeed in their chosen occupation. Please review the information provided in this document in advance of your competition.

As a judge, you are responsible for scoring competitors on their skills during the competition. In a virtual environment, these evaluations may take on several forms. Contest formats are outlined in the [Virtual General Regulations](#).

- All contests require at least one written exam. Unless otherwise determined by the contest committee, all exams will be taken online through the official contest platform, and scores will be automatically uploaded to contestant scorecards.
- Each student will submit a resume to be scored by SkillsUSA Florida. Scores will be automatically uploaded to contestant scorecards.
- Contests may require a live presentation or skill demonstration. A pre-recorded video may be required instead of or in addition to a live session.
- Pre-recorded videos must be recorded in one continuous shot. Students may practice in advance. The onsite proctor will set up, start and stop any pre-recorded videos. A large-face digital clock must be included in the shot for the duration of the video.
- Most contests require submission or upload of some kind, including videos, photos, PDF files, engineering notebooks, drawings, prints, etc. Files must be named as outlined in the [Virtual General Regulations](#) and uploaded by the deadline using the designated form. Uploads will be shared with judges via a Dropbox folder.

Each competitor will acquire and provide their own tools, materials and equipment. Competitions will take place at their local school and judged remotely. An onsite proctor is required for competitions and will serve as a liaison between competitors and judges. The proctor does not score or judge contestants.

General Information

1. Remember that the contestants are students with entry-level skills. Please judge them accordingly.
2. Judges must evaluate every contestant. Be consistent in your judging and judge each contestant against the scorecard or rubric, not against each other.

3. Judges' names and contact information are not provided to instructors or students by SkillsUSA Florida at any time. Each judge will determine whether to disclose any contact information or provide means of contact following the conference.
4. Judges, facilitators, and Technical Committee members may not disqualify any contestant. Should an issue arise that may warrant disqualification, contact the State Director.
5. Judges will be provided with a list of contacts for use during the contest, including the scoring team, the State Director, the Tech Support Team, and other important contacts.
6. Refer to students only by contestant number and avoid asking for identifying details such as their name or school. Before the contest begins, ensure that no identifying logos are visible on contestant uniforms or attire.
7. Do not discuss your scoring with anyone, including contestants, advisors, observers or proctors. Results should be kept confidential. State score sheets are posted online within 2 weeks of the conference, accessible online by students with their contestant number and birth date.
8. All live contest sessions will be facilitated via Zoom and recorded. In some cases, one or more judges may facilitate and judge a live portion of the contest in real-time, and the recording(s) may be shared with other judges for scoring.
9. All written and printed materials (score sheets, judge's sheets, written tests, contest problems, etc.) are the property of SkillsUSA Florida.
10. If any questions or problems arise, notify the State Director as soon as possible.

General Contest Rules

1. If contestants need assistance bringing equipment into the contest area, one person may assist. Contestants may not receive any assistance with set up or tear down but may use one person to assist in removing equipment from the presentation area. Set up and tear down must be observed by the onsite proctor.
2. Contest displays and projects must remain intact until all scores have been certified following the Closing and Awards Ceremony. SkillsUSA Florida reserves the right to request access to displays or projects for clarification or further judging.
3. Contest notebooks or portfolios will be submitted online by the established deadline. Electronic files will be shared with judges via Dropbox. Do not share Dropbox folders or any submissions with anyone. If you need to grant additional access, please contact the State Director.
4. Contestants may ask questions in advance of the contest using an online form. Questions asked in advance will be communicated to the Technical Committee or judges for clarification. During live sessions, students will be able to ask questions of the judges before beginning the competition. Please review other procedures for questions and clarification in the [Virtual General Regulations](#).

5. If one contestant discovers an error in the contest or any other problem that needs a judge's help, it must be shared with all contestants. If contestants had already completed the project before the error was discovered, contact the State Director immediately.
6. Clothing penalties will not be assessed for failure to wear official SkillsUSA attire or contest clothing. Penalties will be assessed for clothing that is not business attire or poses a safety hazard, as outline in the [Virtual General Regulations](#).
7. Cell phones are not permitted in the contest area. Cell phones may not be used as a calculator. If a student is caught with a cell phone in their contest area, contact the State Director.
8. Contestants may only communicate with judges and onsite proctors during the contest. Advisors must be present to ensure safety and conduct standards are upheld but may not communicate with students except in the case of a violation.
9. Observers, teachers, or other non-contestants may not have contact with contestants during the contest and may not enter the contest or holding area at any time.
10. Contestants may not leave the contest area without an escort. Smoking during the contest is not permitted.
11. A gold medal should only be awarded if the winning contestant scores 70% or more of the contest's possible points. The State Director will verify gold medalist scores before the awards ceremony.

Before the Contest Begins

1. Review the contest Technical Standards, Virtual Contest Guide, contest updates, problems, and scorecards. Each judge should be familiar with the Virtual General Regulations.
2. Familiarize yourself with the score sheet and any provided rubrics. The points listed for each category are the maximum number of possible points. Determine the number of points awarded using the rubrics provided and without input from other judges.
3. Verify the stationary camera view for each contestant will show the entire area around the contestant. Ensure all onsite proctors are connected to the Zoom meeting via a second camera and have an audio connection.
4. Select or appoint a head judge who will oversee the contest and be responsible for collecting score sheets and certifying the contest results. The head judge will also:
 - a. Provide orientation instructions to the contestants.
 - b. Issue grievance forms and address any [grievances](#) during the contest.
 - c. Assign and verify deductions for clothing, time, and resume penalties.
 - d. Ensure all scoresheets are compiled and submitted electronically to the scoring team by 4:00 PM EST on Friday, April 23.

- e. Provide name and contact phone number to the scoring team, should any questions about scoring arise (Note: This information is used for the sole purpose of our scoring team and will not be distributed to any participant or instructor)
5. Select a judge to keep time and notify the contestant(s) or onsite proctors of the time remaining.
6. Decide on the highest weighted area on the scoresheet. In the event of a tie, points earned in this area will be used to determine 1st, 2nd, and 3rd place. Identify the three highest weighted areas, in order, to the scoring team when scores are submitted.
7. Verify all students have the proper materials, supplies and equipment. If a student is missing materials, supplies or equipment and an immediate replacement is not available, contact the State Director immediately.

At the Start of the Contest

1. Provide a contest orientation for students and their instructors. The contest orientation meeting is mandatory for all SkillsUSA Florida Championships participants. The purpose of this meeting is to review the following items with all contestants. Advisors may attend the orientation but should not communicate with their students once orientation is complete.
 - a. **Contestants' Credentials:** Verify each contestant number as they appear on the master list of contestants provided. Do not call students by name or school; only their contestant number should be announced aloud.
 - i. If a student is present but not included on the roster, contact the State Director or site contact (or Regional Coordinator at regional events).
 - ii. If a student is not present, mark them with an 'X' on the roster. If you are using paper score sheets, clearly mark through the corresponding column on the score sheet. This will prevent scores from being transposed from another contestant.
 - b. **Contest Rules:** Check that all contestants are familiar with the contest rules and have been notified of any relevant information in the contest updates posted to the state website. Contestants and instructors are responsible for the information posted as contest updates.
 - c. **Contest Procedures:** Explain how the contest will be run, including schedule, rating criteria, the procedure for breaking ties, and dealing with questions or problems.
 - d. **Safety Regulations:** Review general and specific safety requirements and procedures for the contest.
 - e. **Tools, Materials and Equipment:** Go over the list of tools, materials and equipment that are to be supplied by the contestants. Include any additional items mentioned in the updates. If contestants do not have all the required items, be sure they understand that they must obtain them before the contest begins. Failure to provide

the required supplies and materials will result in a penalty. If a student is missing a crucial tool, material or equipment, contact the State Director immediately.

- f. **Workstations/Order of Performance:** Student workstations must be clear from any materials not expressly approved for use in the contest. The order of performance is assigned randomly, and times may not be changed by competitors once assigned. If students are assigned appointment times and are present as a group for orientation, review the appointment schedule. Identify appointment times by contestant number only.
 - g. **Special Announcements:** Detail any special instructions, announce industry awards, and provide any additional instructions, including that students may not leave the competition area during the active portions of their competition.
2. All contests require the submission of a hard copy of the student's resume. Resumes will be submitted electronically by students and scored automatically. Failure to provide a hard copy of a resume at the designated time will result in a 10-point penalty, which will be uploaded to the scorecards. Students may not submit a resume after April 1, 2021.
 3. If a student arrives late, allow them to start the contest. Ask the student why they were late and document the reason on the head judge's scorecard.
 - a. Late arrivals will not be provided additional time, except as allowed by the State Director.
 - b. The head judge should note that the student was tardy on the scorecard, with the contest start time and student arrival time noted. Penalties for tardiness should be assigned only by the State Director.

During and After the Contest

1. Observers may not be in the contest area before the contest without the consent of the judges. If a non-contestant enters the contest area, the onsite proctor should ask them to leave the area and alert the judges.
 - a. If a non-contestant enters the area a second time, contact the Tech Support Team or the State Director, who will communicate with the judges, onsite proctor and advisor/instructor. Penalties may be assessed with the consent of the State Director, if necessary.
2. Enter scores on the electronic spreadsheets provided. It is not necessary to total the scores.
 - a. Judges should not alter or change the contests or score sheets. If there is a discrepancy on the printed score sheet or within the contest documents, contact the scoring team and/or the State Director to find the best course of action.
3. The head judge will send the electronic scorecards to the scoring team by 4 PM EST on Friday, April 23.

4. Our mission is to prepare students to enter the world of work. We want them to be prepared, equipped, and confident in their abilities. We encourage general, constructive feedback at the end of a contest. If possible, provide a contest debrief once all scoring is completed. The debrief should be open to advisors, and student competitors should be required to attend. The debrief may take place at the discretion of the technical committee and judges.
 - a. **Establish a meeting time and location.** Students will return to the contest area at the end of the competition, where a general debriefing session should be held.
 - b. **Provide general feedback.** Judges are asked to share suggestions, general comments, and observations on the overall event that would contribute to each student's learning experience. Do not discuss individual performance or praise or criticize any one student; instead, offer suggestions of skills to practice to be prepared for their career, or discuss pathways to success (internships, apprenticeships, etc.).
 - c. **Use discretion.** Do not announce winners or disclose information that would indicate the winning contestant, medalists, or final standings. Students should feel empowered for their own success when they leave the contest area. Scorecards are available online within 2 weeks of the event, accessible by students with their contestant number and birth date.
 - d. **Provide takeaways and information.** Giveaways and any other gifts provided by our industry partners should be sent to the SkillsUSA Florida State Office by March 15, 2021. Indicate if gifts or prizes should be provided to medalists or all competitors. These will be mailed to each school. Technical Committee members and judges may use this time to provide information on the programs and opportunities available within their organization. Any recruitment or similar activities should be limited to the contest debrief, and equal time should be provided to all companies or organizations represented.
5. SkillsUSA Florida does not share contact information for our judges or Technical Committees. At each judge or Technical Committee member's discretion, they may decide to share this information, and it should only be shared during the contest debrief.
 - a. In recognition of your contributions, each technical committee member's company or organization may be listed as a supporter of the contest in conference marketing materials or social media. Contact information or individual names will not be published.

Grievances

If a contestant believes a rule violation occurred during the contest, the contestant may file a Grievance. The Grievance form should be obtained from the head judge and returned. The head judge must accept the Grievance and notify the State Director or site contact (or Regional Coordinator at regional events) of the Grievance.

Grievances must be filed before the student leaves the contest area. Any reasonable amount of time missed while filing a Grievance will be given to the contestant to complete his/her contest without penalty, whenever possible. No Grievances may be filed after the contests are concluded.

Interpretations of rules and determinations of the Grievance Committee, State Director, and/or Regional Coordinator are final. Refer to the instructions on the grievance form for more information.

A Grievance will be accepted only for a Rule Violation. To provide general contest feedback, visit: <http://bit.ly/ContestFeedback>

Contest Grievance Form

SkillsUSA Florida Championships

PROCEDURE

1. The Head Judge will provide a copy of this form to the student to complete. Copies will be provided in the contest packet received by the judges and Technical Committee.
2. Once the form is complete, the student's advisor must be contacted to sign the form. If the Advisor cannot be reached, the form may be submitted without this signature.
3. The Head Judge will notify Championships staff of the grievance and submit the completed form to Championships staff.
4. Championships staff will submit the form to the Grievance Committee Chair, who will meet with the other committee members to review the grievance and associated Technical Standards and General Regulations and any published updates to the contest.
5. The Grievance Committee Chair will submit the ruling to the State Director (or Regional Coordinator at Regional events), who will verify the ruling. If there is a discrepancy, the State Director may choose to meet with the committee to discuss further, as necessary.
 - a. If the grievance is valid and would result in a change in the overall final ranking, the appropriate adjustments will be made with the Championships Scoring Team before the Closing and Awards Ceremony. The grieving student and advisor will be notified of the ruling, in addition to receiving a written response within 2 weeks of the conclusion of the conference.
 - b. If the grievance would not result in a change in the overall final ranking, the advisor will receive a written response within 2 weeks of the conference's conclusion to the email address listed below.

GRIEVANCE RULES AND REGULATIONS

1. The student competitor must file a grievance with the Head Judge before leaving the contest area. If the grievance occurs during the contest, the student may alert the Head Judge of the situation and determine the best time to file the official grievance.
2. Whenever possible, no time will be deducted from the student's contest, and additional time should be provided to account for the time missed filing the grievance. Additional time assigned is at the discretion of the Head Judge.
3. The student may also file a grievance at the end of the contest with the Head Judge, provided they do not leave the contest area before filing the grievance.
4. Contestants may only file a Grievance based on a rule infraction, as outlined in the SkillsUSA Technical Standards and/or General Regulations.
5. Final interpretations of all contest rules will be made by the SkillsUSA Florida State Director (or the Regional Coordinator at the regional contests) in cooperation with the Grievance Committee.

A Grievance will be accepted only for a Rule Violation. To provide general contest feedback, visit: <http://bit.ly/ContestFeedback>

Contest Grievance Form
SkillsUSA Florida Championships

Contestant Number: _____ Contest being grieved: _____

Describe the Rule Violation: _____

(use additional sheets, as necessary)

Contestant Signature: _____

Advisor Signature: _____

Advisor Email Address: _____

Head Judge Signature: _____

Resolution by Grievance Committee: _____

Grievance Committee Chair Signature: _____

State Director Signature: _____

Date: _____

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