

Judges Procedural Outline

This outline is designed to clarify the procedure for the We the People Competition hearings using Zoom.

For the very first hearing of each day, judges will log in to the Zoom call 20 minutes before the scheduled hearing time. This will allow everyone to make sure they are set up and working properly. Then the Facilitator will place judges into a breakout room.

While you are in the breakout room:

- You can talk to one another. No one outside of the breakout room can hear you.
 - Check your score worksheets and hearing schedule to be sure that you have the right team ready to score.
 - Discuss who is going to begin the introductions, read the question, and give the first follow-up question.
- The Facilitator will admit the teacher to the hearing room first in order to
 - Ask teacher whether there are any special considerations, such as a student who needs to join by phone
 - Confirm with the teacher that we can record this hearing
 - Admit students to the hearing
- The Facilitator will then advise you of any special considerations, if any, and then re-admit you to the hearing room when all the students are settled. (This will resemble the judges entering the room at an in-person event)

When you are back in the hearing room:

- The Facilitator will go over the Zoom “manners” and the hearing process
 - Turn off phones
 - Mute when you are not speaking
 - Clarification of the team code and the unit
 - Review the time parameters and explain where to see the time cards
- The Facilitator will invite the judges to introduce themselves and begin the hearing.
- After the hearing ends, including the follow-up and feedback, the Facilitator and judges should applaud the students and congratulate them for participating.
- The Facilitator will move the judges back into a breakout room. Students will leave the meeting. The Facilitator will begin to admit the next school.
- When judges are back into the breakout room, you can discuss the presentations confidentially and work on scores.
 - The Facilitator will call the judges back into the hearing room when the next unit is ready to begin.

- Judges can keep track of hearing scores on paper or fillable files. Please transfer your scores from the paper copies to the electronic score sheets in a timely manner—every three rounds or so. Before submitting the electronic score sheet for each team, please make sure you have chosen the correct team code, and all boxes have been filled in with a whole number between 1 and 10. At the end of your shift, competition scorers will need to confirm with your facilitator that all your scores have been received. You will then be free to go!
- Please remember to fill out the on-line evaluation provided by the Facilitator. This is an important part of our reporting process for our grant funding.