

# Judges for the School Contest



- ☐ **Make a list and contact judge candidates.**  
You will need:
  - ▶ 3 performance judges
  - ▶ 1 accuracy judge
  - ▶ 1 prompter
  - ▶ 1 or 2 tabulators

! If students recite in two languages, you will need additional French-language judges.
- ☐ **Hold a meeting to explain how the contest works. Address the following points:**
  - ▶ The responsibilities of each role (performance judges, accuracy judge, prompter, tabulators)
  - ▶ The number of rounds
  - ▶ The time allowed to mark recitations (about one minute)
  - ▶ The marking system (both for performance and for accuracy)
  - ▶ The fact that judges will not be able to review their marks, nor will they be allowed to discuss them with the other judges
- ☐ **At least one week before the school contest, send an information pack to your judges that includes:**
  - ▶ Copies of all of the poems to be recited at your school contest
  - ▶ The Judge's Guide, which can be downloaded from our website
  - ▶ The Evaluation Sheet (for the performance judges)
  - ▶ The Accuracy Score Sheet (for the accuracy judge(s))
- ☐ **Prepare a copy of all of the poems to be recited, in order of recitation, for the prompter.**
- ☐ **Remind your judges that, before the contest, they must consider level of difficulty scores for each poem.**

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**JUDGE**

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