

## Kentucky Association for Academic Competition

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# Contest Manager's Guide

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## About Our Sponsor

When a Governor commissions an individual as a Kentucky Colonel, he is awarding the state's highest honor to someone who has made a contribution to Kentucky or society in general. The individual may be someone famous such as Tiger Woods. More likely though, the recipient is an outstanding teacher, a fireman who saved a life or a volunteer who works endless hours to help those less fortunate.

**The Honorable Order of Kentucky Colonels, made up of Kentucky Colonels from around the world, is dedicated to perpetuating the Good Works of the individual members but on a collective basis. Colonels from all over the world voluntarily contribute**

**dollars to help low-income senior citizens in Johnson County, autistic children in Henderson, at risk teens in Northern Kentucky, students with reading difficulty in Paducah, the homeless in Louisville and thousands of others across the state.**



Since 1951, the Honorable Order has awarded nearly 5000 grants to charitable and educational agencies. For the last dozen years, the Order's Board of Trustees has distributed approximately 1.5 million dollars each year. This year, a program funded by the Kentucky Colonels is touching someone in every county in the state.

On behalf of all Kentucky Colonels, the Board of Trustees extends congratulations to those who have earned the right to participate in the Sixth Grade Academic. We are most pleased to participate in recognizing your achievement. You are already setting the stage to be nominated as a Kentucky Colonel at some future date.

For more information, visit [www.kycolonels.org](http://www.kycolonels.org)

## To Our Contest Managers

On behalf of the Kentucky Association for Academic Competition (KAAC), thank you for your willingness to serve the students of your area as a Kentucky Colonels Sixth Grade Showcase host. Since those students are the beneficiaries of your efforts, the time you spend is most worthwhile.

**\*All school policies relating to COVID-19 are to be followed to the letter for KAAC events. If a particular school policy presents you with a problem you are having difficulty solving, please contact us.\***

This year, students will participate at the host school in Composition and Content Assessment using custom virtual platforms. We're excited for our 6<sup>th</sup> grade schools who get to blaze a new trail for Kentucky academic competitors!



### ***Kentucky Association for Academic Competition***

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Office hours: Monday through Friday, 8:00 A.M. to 4:30 P.M. EST

John Bennett, Executive Director  
Brenda Darnell, Program Director  
Cindy Clark, Administrative Specialist  
Lucy Flanary, Administrative Assistant

The KAAC staff will be available to offer procedural guidance for Composition questions until 7:30 PM on competition day.



## Schedule of Events

### Thursday, November 18

#### Coaches' Planning Meeting

Schedule your videoconference at a time convenient to the greatest number of coaches.

### Tuesday, November 30

Composition—90 minutes

Deadline for changes/additions to school rosters—3 hours before competition

Time decided by coaches at planning meeting

### Saturday, December 4

#### Content Assessment and Quick Recall

7:30 a.m.	Deadline for changes/additions to school rosters
8:45 a.m. – 9:30 a.m.	Content Assessment time frame 1
9:40 a.m. – 10:25 a.m.	Content Assessment time frame 2
9:45 a.m.	Release exams/keys to coaches after time frame 2 begins
10:35 a.m. - 11:20 a.m.	Content Assessment time frame 3
11:00 a.m.	Quick Recall begins
12:00 noon	Content Assessment inquiries due
12:30 PM	Content Assessment rebuttals due

**The awards ceremony follows the last Quick Recall match.**



## Showcase Scheduling Policy

Showcase is a voluntary activity. In designing the competition and its rules, consideration has been given to a wide spectrum of interests. Realizing that students are engaged in a variety of school and extracurricular activities, the Kentucky Association for Academic Competition publishes competition dates in advance, and makes a determined effort to avoid conflicts with other statewide events and activities.

In choosing to participate in the Showcase, a school and the student participants agree and accept the rules governing the competition.

### **COMPETITION SCHEDULE**

Students must participate in the section to which they are assigned, and all competition events must be held at the designated place and time. **No changes to the official published schedule may be made to avoid conflicts with other events or activities, nor is it appropriate for the host school or a participating coach to request a change in the published schedule.**

With the exception of severe weather or natural disaster, all events must be held at the prescribed date and time, and all students in each respective event must compete at the same time. If severe weather or natural disaster causes the competition to be delayed or postponed, the Severe Weather Plan agreed upon by the coaches attending the Coaches' Planning Meeting is enacted. Regardless of whether the original schedule or Severe Weather Plan is in effect, all students in each respective event must compete at the same time. Failure to comply with this policy shall result in disqualification. A Contest Manager may not adjust the competition schedule to meet the needs of a particular student, group of students, coach or school. Because the same questions are used across the state, this policy protects the integrity of the competition.

Schools that disregard this policy jeopardize their membership in the Kentucky Association for Academic Competition.



# Severe Weather

As with any activity involving students and travel, safety is the foremost concern when decisions are made. Having said that, we have to safeguard the integrity of the Showcase wherever we can. The same questions and exams are used at all sites, regardless of the date of the competition. **The safety of the students is our primary concern; it is better to be overly cautious than to jeopardize their safety.**

## Your Responsibilities

### 1. Establish three Severe Weather Plans

You must give all participating schools input on the alternate date and schedule. All coaches will be provided a preliminary form to complete before the Coaches' Planning Meeting. At the Coaches' Planning Meeting, work with your coaches to develop three Severe Weather plans:

- a. **Plan A** is to operate on a delayed basis, if severe weather exists but the roads will clear up later in the day. Don't set an actual start time; leave that to your judgment on competition morning. Consider the travel time required by the participating schools and plan your decisions accordingly. *See Severe Weather Planning Form.*
- b. **Plan B** is to postpone competition to another day or days. If weather forces you to enact Plan B, keep in mind that you have to complete your events before the Friday following the scheduled competition date, unless the severe weather persists. *See Severe Weather Planning Form.*
- c. **Plan C** is to hold part of the competition on Saturday with a delay until 2 pm or later and the remainder of the competition during the following week as approved by the coaches. Keep in mind that you have to complete your events before the Friday following the scheduled competition date, unless the severe weather persists. *See Severe Weather Planning Form.*

### 2. Communicate the plans to all coaches

- a. If there are coaches who do not attend the Coaches' Planning Meeting, inform them of the plans agreed upon by the coaches.
- b. Provide a home or cellular telephone number for direct contact by coaches or administrators.

### 3. Enact the plan if severe weather strikes

- a. Depending on the severity of the weather, enact either Plan A, Plan B or Plan C. Wait as long as possible before making your decision to postpone; remember, weather forecasting is an inexact science. If the road conditions permit it, always choose a delay over a postponement.
- b. Contact the participating coaches, local and regional radio and television stations to announce the delay or postponement. Often during severe weather, Internet and email communication is not available due to the lack of electricity. Remind coaches to also contact you by home phone and/or cell phone about delays or postponements for any modified schedule/s.

## What You Can't Do...

1. You can't let one group of students compete in an event at one time and another group compete in that same event a different time.
2. You can't enact a plan other than the one agreed upon by the coaches at the planning meeting.
3. You can't delay or postpone events to avoid a conflict with another extracurricular event. The only reason you can delay or postpone is if bad weather exists.

**If you postpone or reschedule for any other reason than severe weather, you will cause all participating teams and students to be disqualified.** Please don't jeopardize their participation by failing to follow this policy.

# Severe Weather Plan—Coach Input Form

*You must send a copy of this form to the coaches in the Showcase tournament before your Coaches' Planning Meeting.*



Showcase Section# \_\_\_\_\_

School \_\_\_\_\_ Coach or School Representative \_\_\_\_\_

## KAAC Severe Weather Policies—Summary (see complete policy on pages 4-5)

The duty of the contest manager is to implement a delay or postponement if travel conditions within the competition area are unsafe. Only a school principal, superintendent or assistant superintendent shall be allowed to request a postponement or delay. If a request is made to delay or postpone a Showcase competition, that request must be approved by KAAC. The Contest Manager must implement a delay or postponement at the request of one of the above mentioned administrators. Coaches who knowingly alter the established competition dates or schedule (with the exception of the Severe Weather Plan) for any Showcase event(s) disqualify their school and forfeit their school's continued participation for those altered event(s) for that competition year.

Coaches, remember two things when putting forward your suggested schedule below:

1. All events must be completed, weather permitting, by the Friday after the scheduled competition date.
2. Rest assured that there won't be a solution that is perfect for everyone.

## Coach Input Section for Composition

**COMPOSITION ONLY**—Should severe weather or natural disaster force a postponement of the published Showcase schedule for Composition, my preferences for rescheduling are as follows:

Composition	<b>1<sup>st</sup> Choice</b> M Tu Wed Th F Sa at _____ AM/PM	<b>2<sup>nd</sup> Choice</b> M Tu Wed Th F Sa at _____ AM/PM
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## Coach Input Section for Delay

**PLAN A**—Should severe weather or natural disaster force a delay in the published Showcase schedule, my preference for the first delay would begin with a: **1 hour 2 hours 3 hours 4 hours Other TIME:** \_\_\_\_\_

## Coach Input Section for Postponements for Plan B or C

**PLAN B**—Should severe weather or natural disaster force a postponement of the published Showcase schedule with the implementation of **Plan B**, my preferences for rescheduling the various events are:

Event	1 <sup>st</sup> Choice—Dates and Times	2 <sup>nd</sup> Choice—Dates and Times
Content Assessment	M Tu Wed Th F Sa at _____ AM/PM	M Tu Wed Th F Sa at _____ AM/PM
Quick Recall	M Tu Wed Th F Sa at _____ AM/PM	M Tu Wed Th F Sa at _____ AM/PM

**PLAN C**—Should severe weather or natural disaster force a delay on Saturday and a postponement of the published Showcase schedule with the implementation of **Plan C**, my preferences for rescheduling the various events are:

Event	1 <sup>st</sup> Choice—Dates and Times	2 <sup>nd</sup> Choice—Dates and Times
Content Assessment	M Tu Wed Th F Sa at _____ AM/PM	M Tu Wed Th F Sa at _____ AM/PM
Quick Recall	M Tu Wed Th F Sa at _____ AM/PM	M Tu Wed Th F Sa at _____ AM/PM

Special Information for Contest Manager:

Return to your host school Contest Manager at least 48 hours before the Coaches' Planning Meeting.





# Severe Weather Planning Form

*You must return a copy of this form to KAAC after your Coaches' Planning Meeting.*

*In the event that your first date is postponed, please list additional postponement dates approved during the meeting.*

Showcase Section # \_\_\_\_\_ Date \_\_\_\_\_

Host School \_\_\_\_\_ Contest Manager or Designee \_\_\_\_\_

## Severe Weather Plan

Composition (*Plans A, B & C*): Date \_\_\_\_\_ Begins \_\_\_\_\_

### Severe Weather Plan A—Delay

If this plan is enacted, we will conduct events after a delay of one or more hours. The Contest Manager will determine the exact delay period on competition day after considering road conditions across the travel area and consulting with coaches. Only a school principal, superintendent or assistant superintendent shall be allowed to request a postponement or delay. If a request is made to delay or postpone a Showcase competition, that request must be approved by KAAC. Refer to pages 4-5 for more information. **Delay 1 hour 2 hours 3 hours 4 hours Other TIME:** \_\_\_\_\_

### Severe Weather Plan B—Postponement

If, in the judgment of the Contest Manager, road conditions will not allow for a same-day delay, we will enact dates and starting times:

Postponed Registration: Date \_\_\_\_\_ Opens \_\_\_\_\_ Closes \_\_\_\_\_  Content Assessment Begins \_\_\_\_\_

Quick Recall Begins \_\_\_\_\_

Postponed Registration: Date \_\_\_\_\_ Opens \_\_\_\_\_ Closes \_\_\_\_\_  Content Assessment Begins \_\_\_\_\_

Quick Recall Begins \_\_\_\_\_

### Severe Weather Plan C—Saturday afternoon/evening and Postponement

If, in the judgment of the Contest Manager, road conditions will not allow for a completed tournament in the same-day delay, we will enact a starting time:

Saturday Registration: Date \_\_\_\_\_ Opens \_\_\_\_\_ Closes \_\_\_\_\_  Content Assessment Begins \_\_\_\_\_

Quick Recall Begins \_\_\_\_\_

Postponed Registration: Date \_\_\_\_\_ Opens \_\_\_\_\_ Closes \_\_\_\_\_  Content Assessment Begins \_\_\_\_\_

Quick Recall Begins \_\_\_\_\_

### Communication Method and Decision Time

Coaches, if severe weather exists, the Contest Manager will contact you by the following method and at the following time to relay any decision concerning delay or postponement:

Method:

Decision time:

### Notification Acknowledgement

Coaches, please sign below verifying that you have been informed of these plans. Contest Managers are under no obligation to obtain signatures from coaches who do not attend the planning meeting.

1.

2.

3.

4.

5.

6.

7.

8.

Contest Manager's Signature \_\_\_\_\_

At least 2 days before the competition, fax a copy to KAAC at 502.223.0430.

Return to KAAC

Please provide subsequent postponement dates for each of the events if the first date is not available. You may use an additional page for detailed information for coaches and KAAC.

## Contest Manager's Duties

- Provide the physical facilities and Internet access to accommodate the competition.
- Secure working emails from all coaches and officials.
- Coordinate:
  - Coaches planning meeting (may be in-person, by videoconference or a combination)
  - Composition proctors' orientation
  - Composition event with students and proctors
  - Content Assessment proctor orientation
  - Quick Recall official orientation
  - Content Assessment online testing with students and proctors
  - Quick Recall question preview and officials' orientation (led by Chief Official)
  - Each Quick Recall match, with students, coaches and officials
- Receive Entry Forms from the participating schools.

On the Official Form (Appendix A) coaches provide names of the officials with emails and their availability for the competition with their preferred duties. Coaches enter the students of their team and the events in which they'll compete into ASAP (online scoring program). Other information you need is also provided on the form.
- Based on input from coaches at the planning meeting, assign officials to their various roles and confirm their participation. Coaches may proctor for Showcase in Content Assessment, but they must not proctor alone.
- Coordinate the progression of the Quick Recall bracket, ensuring the correct teams play each other and officials have access to the correct question round.
- Gather event results and enter them into KAAC's online scoring system.
- Contact coaches regarding student participation and updates.
- Protect the security of the competition materials.
- Publicize the competition in the community, both beforehand and after results are posted.
- Notify coaches when results are finalized and posted.

# Online Events: Composition, Content Assessment

## Overview

Coaches enter the names of all the students on their academic team during the Student Entry Period, and assigns them to events. Based on this data, students are eligible to take part in online Composition and Content Assessment.

Students travel to the host school and get Internet-connected. The host school is not required to provide devices. Some of the ways students can connect are:

1. Through a public Wi-Fi network
2. Through a private Wi-Fi network, with a password you provide (this needs to be discussed with your school IT coordinator beforehand)
3. By using their mobile phone as a “hot spot” for their testing device

We HIGHLY recommend you provide a time where your visiting coaches can bring their students’ devices and test their compatibility with your network before competition day.

## Composition

A team representative must attend the Planning Meeting and declare if the students in Composition will be competing at the host school or off-site at the students’ schools. If students will be participating off-site, the in-person proctor’s name and email must be submitted for correspondence. In addition, a videoconference must be scheduled to serve as the second proctor. Each team may enter up to three students. All students must begin the competition at the time approved at the Planning Meeting.

Before the event, coaches use their SHOWCASE coach password to log in at <http://my.kaac.com/login>. There they retrieve student Composition passwords and distribute them. Using their Composition passwords, students log into the same site and follow the on-screen instructions to access their Composition booklet. Ten minutes before start time, the Chief Official emails the off-site proctors a copy of the Composition prompt.

Once the proctors have determined that all students are online, the proctor begins the competition to allow students to type their booklets for submission.

Scoring materials will be uploaded for Composition Readers to score all booklets from the section. Scores are automatically retrieved from the Summary Page of the scoresheets returned by the reader. The scores and ranks will be imported into the Showcase scoring system. The host school will have access to the scoresheets to review for accuracy. The host school’s Head Scorer ensures all scores are verified and the finalizes to be recorded on the results page.

## Content Assessment

Before the event, coaches use their SHOWCASE coach password to log in at <http://my.kaac.com/login>. There they retrieve their student testing passwords and testing ID numbers, and distribute to their team members. Using their testing passwords, students log into the same site and follow the on-screen instructions to take their exam(s).

Scores are automatically retrieved from the testing platform and imported into the scoring system. The host school’s Head Scorer simply makes sure all scores are entered and saves them.

# 1. Facility Needs

## **Tuesday, November 30 – Composition (for on-site participants)**

1. Registration area with tables
2. Competition rooms must accommodate the number of participants assigned to Composition.

## **Saturday, Dec. 4**

### **Registration**

1. Sign-in area with tables
2. Cafeteria, gym, or other commons area for students and spectators to gather, wait and eat lunch. This could be the same room used for the awards ceremony. If necessary due to space limitations or prevailing COVID protocols, place each school in a separate room.

### **Contest Management**

1. Room to store materials and to house Chief Official
2. Room for Head Scorer with good Internet, away from competition traffic

### **Content Assessment**

1. Room to hold assessment proctors' orientation
2. Testing rooms with Internet access (can be combined or split if necessary due to space issues)
  - a) One-Exam Students
  - b) Two-Exam Students
  - c) Three-Exam Students (if needed)

### **Quick Recall**

1. Room for Quick Recall question preview for moderators and judges
2. Competition rooms - number of Quick Recall teams divided by 2
3. Area to post bracket and results (this can also be done virtually)

### **Awards**

If COVID protocols allow, use your largest common area. Awards follow the final Quick Recall match.

# 2. Officials Required

Each coach downloads from kaac.com an Entry Packet, which includes the Officials Form, which asks coaches to list the officials their school is providing. **It is your job as Contest Manager to contact these officials and confirm their participation; do not rely on coaches to perform this task.**

Each coach sends a copy of the Officials Form to the Showcase Contest Manager. **The Official's Form is due by November 18<sup>th</sup>.**

### **Composition**

1. Each school entering students in Composition must provide a reader. A minimum of three and maximum of five readers is required. If you have "extra" readers, assign them in another official role.
2. Proctors—if competing at host school: 2
3. Proctor—if competing off-site: 1 at each site and videoconference to serve as second proctor

### **Quick Recall**

Each school **MUST** provide TWO Quick Recall officials. A Quick Recall match requires a judge, moderator, scorer, and buzzer operator. Refer to the *Quick Recall Manual* for more info.

### **Content Assessment**

1. Two proctors/graders are required for each testing area.
2. Coaches may proctor this event.

### **Other Officials**

1. Chief Official
2. Head Scorer

## **3. Student Participation Guidelines**

### **Participation Limits**

Each school may enter:

- One Quick Recall team
- Up to three students in each Content Assessment examination
- Up to three students in Composition

An individual student may participate in a maximum of three events.

### **Substitutions**

A student may be substituted in the various events as long as that student is listed on the Entry Form and meets the participation limits above. Any Composition changed from a student listed on the entry form to a substitute name must be forwarded to the Contest Manager and KAAC at this email ([bdarnell@kaac.com](mailto:bdarnell@kaac.com)) 3 hours before the competition begins so the filename of the booklet can be corrected. Coaches may make additions to their Entry Form up until 7:30 AM on Saturday.

If a coach needs to add student names they didn't enter online, your Head Scorer can perform that task. **Students not listed on the Entry Form or added during registration may not compete. If they do so, their performance is disqualified.**

## **4. Coaches' Planning Meeting**

Contact the coaches in your section notifying them of the Coaches' Planning Meeting. This can be held either in-person or through a videoconference.

### **Agenda**

1. Composition
  - a. Required reader status with required videoconferencing during off-site scoring
  - b. Required declaration of any school wanting to participate off-site
  - c. Internet connectivity instructions and troubleshooting
  - d. Competition time
  - e. Evaluation schedule
  - f. Off-site Composition requirements and procedures (see below)
  - g. Notify Brenda Darnell at KAAC with your official start time for all students
  - h. Notify Brenda Darnell at KAAC of the Chief Official's name and email address
2. Content Assessment
  - a. Internet connectivity instructions and troubleshooting
  - b. Proctors (coaches may proctor)
  - c. Mathematics calculator approval team
  - d. Testing room assignments

3. Quick Recall
  - a. Required officials' status
  - b. Officials' assignments
  - c. Buzzer systems
  - d. COVID protocols (not changing sides, sanitizing equipment, etc.)
4. Nominations for Chief Official and optional inquiry panel
5. Head Scorer (appointed by Contest Manager, and assistants if needed)
6. Lunch options (you can provide lunch free or as a fundraiser, or schools can be on their own)
7. Awards ceremony details

### Notes on Key Officials

While it is not recommended that parents of student participants serve as Chief Official, they may do so if unanimous coach consent is secured prior to competition day. If there are no nominations, the host school is free to select the Chief Official. The Head Scorer is selected by the Contest Manager. It is not recommended that parents serve as Head Scorer. If a parent does so, however, KAAC recommends that the scoring team include assistant(s) from different school(s). An inquiry panel is optional for Showcase.

## 5. Receive Materials from KAAC

The following materials are sent to the Contest Managers prior to the competition:

- A. Registration forms
- B. Quick Recall scoresheets, official labels and inquiry forms;
- C. Copies of officials' duties
- D. Composition prompts
- E. Neck award ribbons (Note: Trophies may be shipped directly from the manufacturer)
- F. Guidelines for Composition and Content Assessment Proctors are available online
- G. Quick Recall questions, including the set of extra Quick Recall questions
- H. If awards are not included, they will be shipped separately from the vendor.

\*Note: pencils are no longer provided\*

KAAC sends a large box containing all contest material to the Contest Manager. ***This box of materials must remain secure, and must be opened in the presence of another coach or official from a school other than the host school.*** Sensitive materials are placed in sealed envelopes inside the sealed box.

**Inspecting and counting materials in the presence of an individual from another school avoids even the appearance of impropriety.** Included with the packing list is a form verifying that the materials were counted, inspected, and sealed according to instructions. Both the Contest Manager and the other individual sign the form. The form is retained at the host-site.

The Contest Manager and another individual verify the other contents of the box according to the packing list, count all materials and note the exact number of tests, answer keys, and Quick Recall questions. Once these materials are verified, the sensitive materials are returned to their respective envelopes and sealed.

If you're missing something, notify KAAC and additional materials will be sent, or you may make copies yourself. If the missing document is sensitive, like Quick Recall questions, make these copies in the presence of someone from another school, then return them to the secure envelope.

## OTHER MATERIALS

The Contest Manager is asked to locate the following items:

- A. Scratch paper for Quick Recall
- B. Stop watches for backup timing for Composition, Quick Recall and Content Assessments
- C. Buzzer equipment for Quick Recall (teams help supply)

## SECURITY OF MATERIALS DURING COMPETITION

- Release the Composition prompt no more than ten minutes prior to agreed-upon scheduled time. Prompts will be emailed to Off-site proctors by the Chief official to make 3 copies for distribution to the students. Please make sure they have the Composition Proctor's names and emails.
- Release the Composition prompt to coaches five minutes after the competition begins.
- Release Content Assessment exams to proctors no more than ten minutes prior to each time frame.
- Release remaining Content Assessment exams and answer keys to coaches after the second Testing Time Frame begins.
- Allow Quick Recall moderators and judges to review Quick Recall questions, then collect and hold the questions for distribution just prior to each round of Quick Recall.
- Quick Recall questions are not released until after the conclusion of **all** Quick Recall matches.

***These items are sensitive competition materials and must be collected and distributed to the coaches after the awards ceremony or upon notification by KAAC if severe weather caused a postponement in any part of the state. The notification will be made on the ASAP scoring page for Showcase.***

## 6. Coordinate Composition

Please see Appendix A for the Composition worksheet for identifying officials, and to Appendix C for guidelines for administering both onsite and offsite Composition.

Review the intent requests of any coaches to have participants compete in Composition Off-site

1. BEFORE you get firm commitments from coaches, make clear the requirements for offsite testing.
2. Off-site participants must have an in-person proctor and be connected to a videoconference.
3. Proctors should be able to view the computer screens during the competition.

Proctors for Composition at the host school

1. A minimum of 2 (if safety protocols dictate, more proctors can be used)
2. Proctors should be able to view the computer screens during the competition.

### A. Ensure Students Have Necessary Information

1. Coaches enter student names online and assign them to Composition event. A Comp ID number and password must be assigned for each student. If the ID number is not automatically assigned, follow the ASAP Scoring Guide to assign ID numbers before the competition begins. When this is done, students have both an ID and a password that can be downloaded by coaches.
2. Students will have a unique password to log into the website to complete the Composition booklet.
3. The student received the assigned password before the competition. Caution coaches that access to the site should not be accessed until the time of the scheduled event.

### B. Conduct the Proctors' Orientation

1. Make sure proctors have their Composition proctor guidelines. These are available in the Hosting Resources section of <http://my.kaac.com/login> and in the back of this guide.

2. The Chief Official is to send a copy of the Composition Prompt to the off-site proctors 10 minutes before the competition is to begin so it can be copied and given to each student.

## 7. Score Composition

Before Composition booklets are given to readers to be scored, they will be coded with new filename numbers that correspond with the numbers in ASAP. This ensures that students remain unknown to the readers. The list of both original and new codes for the filenames will be available on the Composition Scoring page and accessible through the ASAP Scoring Password.

Review each booklet for the placement of the original number in the body of the submission. If it is present, remove the number by deleting only the number. If a student identifies himself/herself in any way, that student will be disqualified upon notification and approval by KAAC.

The Contest Manager and Head Scorer should be the only persons with access to the master code list through ASAP.

Each Composition Reader receives an electronic copy of the prompt, Composition Reader Scoring Notes with Instructions for Completing the Scoresheet which includes the Report Forms, and Composition Scoresheets for each participant in the event as well as access to a copy of each booklet in the section. The Reader will be given a password and 5-digit Reader ID and link to score the booklets and return the scoresheets to KAAC.

NOTE: Please be sure that Composition Readers are aware of the format of the Composition scoresheet. Remind them that it is electronic and self-tabulating. If they do not read the Notes about the scoresheet, it will be a nightmare for them to score. Also, the scoresheet is in Excel format. Also remind readers that tied scores must be identified on the Scoresheet Review page and must be broken before determining the final rankings. If booklets are tied, the Reader must break the tie/s with points assigned. No booklets may receive the same number of points or rank. The head scorer or designee should review the scoresheets for errors such as these.

### Composition Evaluation Reminders

1. Showcase Composition coaches, Composition proctors, or immediate family member of one of the participants in Composition may not score this event.
1. A reader evaluates writing based on the KAAC rubric. Readers are encouraged to meet and discuss the writing prompt; however, each person scores independently. Each Composition Reader should review with the coach the KAAC Composition Guide.
2. Readers should be those who are experienced with scoring such as the scoring used in the composition assessment.
3. Not all readers need to be present at the same time, or be in the same location; however, each reader must conduct their scoring in one sitting. A reminder, off-site evaluations must be conducted through a videoconference with the host school.
4. All scoring is completed using electronic scoresheet in an Excel format. Handwritten sheets or PDF formats are not accepted and will be reverted by to the scorer.
5. The reader assigns a numerical score on the Summary scoresheet. When all entries have been scored, the Summary Page will automatically insert points and ranks of each student based on the numerical scores recorded on each booklet worksheet.
6. **Composition readers score ALL Showcase booklets.**

Proctors collect all Composition materials (including prompts) to be distributed after the awards ceremony.



If you have any questions about Composition, please feel free to contact Brenda Darnell at KAAC.

## 8. Coordinate Content Assessment

### A. After Content Assessment IDs are entered, retrieve from the scoring interface a list of participants that includes their name, school, ID number, and event(s).

1. The download of the names in the scoring system can be sorted by 100, 200 and 300 ID numbers to decrease the number of people congregating at one table.
2. Ask coaches to initial beside each name of participants in attendance to take assessments.
3. Provide a copy of the **Content Assessment Substitution Sign-in form** to the Head Scorer.
4. Report any no-shows to the Head Scorer.

### B. Ensure Students Have Necessary Information

- 1) Coaches enter student names online and assign them to a Content Assessment event. When this is completed, students will be assigned a password. On Wednesday of competition week, coaches will be "locked out" from making any further changes. Enter IDs after that time through the scoring system. Any students without IDs on Friday afternoon will be given IDs by KAAC so they can be downloaded by coaches.
- 2) Students will have a unique password for each exam they are taking. They will have a 100-level ID if taking one exam, 200-level if taking two exams, and 300-level if taking three exams.
- 3) Any changes must be made in the scoring system. Changes will generate a new password for the new student. Do NOT provide a "no-show" student password to their replacement.
- 4) The day before Assessment (typically Friday), remind all your coaches that they MUST login with their coach password and pass along to their students the information below:
  - i) Student ID (100-, 200-, 300-)
  - ii) Student password for each exam
  - iii) Section number

### C. Conduct the Proctors' Orientation

1. Make sure proctors have their proctor instructions and calculator guidelines. These are available in the back of this guide and at <https://kaac.com/downloads/>

### D. Conduct the Inquiry Process

1. The day before Content Assessment, KAAC will make the exams and answer keys available to your Chief Official via email. \*You must enter your Chief Official's email in the scoring system under "Manage Officials."\*
2. Set aside a secure area where coaches can review exams. Make paper copies of the exams that were sent to the Chief Official for coaches to review during the Inquiry Process, OR forward the exams via email to coaches **after** they arrive in the room. If you choose the latter option, have coaches permanently delete their email before they leave the inquiry room. Coaches will receive their copy, including student results via email later in the evening.
3. Release exams to coaches five minutes after the second Assessment time frame has begun.
4. Coaches must submit inquiries to the Contest Manager by noon.
5. Upon receipt of an inquiry, the Contest Manager forwards or makes available copies of the inquiries to the coaches for rebuttals, which are due at 12:30 PM.
6. The Contest Manager forwards inquiries to the Chief Official for a ruling.
7. You may choose to use a shared folder rather than email for these tasks.
8. KAAC's testing platform emails each student's answers to the Chief Official upon their exam completion. This will allow you to make any scoring adjustments made necessary by successful inquiries.

## 9. Quick Recall

1. At a time designated by the Contest Manager, all Quick Recall officials meet for an orientation session led by the Contest Manager. Discuss the procedures for obtaining and returning material from the contest management room.
2. Briefly review the rules for Quick Recall, particularly whether each round is timed or has all questions read.
3. Judges and moderators preview questions with the Chief Official. This is the appropriate time to discuss acceptable alternate answers, pronunciation and correction of typographical errors.
4. All Quick Recall officials in the preview session must wear a badge. These are included in the box of competition materials.
5. Instruct officials to collect all copies of Quick Recall questions at the end of each match.

## 10. Awards Ceremony

**Do not post or announce scores or results before the awards ceremony.** Invite local media to cover the awards ceremony. Invite your superintendent, principal or a public official to present awards.

### INDIVIDUAL AND TEAM AWARDS

1. Certificates are now available for Showcase as a download.
2. The following individual and team awards are presented:
  - Medals to the top six students in each Content Assessment event;
  - Medals to the top six students in Composition;
  - Medals (8) to the first through fourth place Quick Recall teams; and
  - Plaques to the first, second and third place teams overall.

**In the event of ties or scoring errors, requests for additional awards will be made online at [www.kaac.com](http://www.kaac.com) by the coaches of the affected students. The host does not order the awards.**

## 11. Distribute Materials after Competition

If you have not been notified of a weather-related sequester of materials, you may release:

- Copies of the Composition prompt
- Quick Recall questions

Coaches receive Content Assessment exam copies via email the evening of competition.

## **Appendix A – Officials From**



# Appendix A--Officials Form

School \_\_\_\_\_

School Representative \_\_\_\_\_

School Representative phone - Home \_\_\_\_\_

School Representative phone - Day \_\_\_\_\_

School Representative email - Home \_\_\_\_\_

School Representative email - Day \_\_\_\_\_

Quick Recall Coach \_\_\_\_\_ Cert. # \_\_\_\_\_

Composition Coach \_\_\_\_\_

Visit [www.kaac.com](http://www.kaac.com) to research certification numbers.

## In order to take part in Showcase, you must help provide officials.

**REQUIRED Quick Recall Official: Name** \_\_\_\_\_ Cert. # \_\_\_\_\_ Years Experience \_\_\_\_\_

Phone (day) \_\_\_\_\_ (evening) \_\_\_\_\_ E-mail \_\_\_\_\_

Can serve as (circle all that apply): Judge Moderator Scorer Spotter Timer

**REQUIRED Quick Recall Official: Name** \_\_\_\_\_ Cert. # \_\_\_\_\_ Years Experience \_\_\_\_\_

Phone (day) \_\_\_\_\_ (evening) \_\_\_\_\_ E-mail \_\_\_\_\_

Can serve as (circle all that apply): Judge Moderator Scorer Spotter Timer

**ADDITIONAL Quick Recall Official: Name** \_\_\_\_\_ Cert. # \_\_\_\_\_ Years Experience \_\_\_\_\_

Phone (day) \_\_\_\_\_ (evening) \_\_\_\_\_ E-mail \_\_\_\_\_

Can serve as (circle all that apply): Judge Moderator Scorer Spotter Timer

**Content Assessment Official: Name** \_\_\_\_\_ Can serve as (circle) Proctor / Grader

Phone (day) \_\_\_\_\_ (evening) \_\_\_\_\_ E-mail \_\_\_\_\_

**Content Assessment Official: Name** \_\_\_\_\_ Can serve as (circle) Proctor / Grader

Phone (day) \_\_\_\_\_ (evening) \_\_\_\_\_ E-mail \_\_\_\_\_

**Composition Proctor: Name** \_\_\_\_\_ Identify Proctors for On-site and Off-site

Phone (day) \_\_\_\_\_ (evening) \_\_\_\_\_ E-mail \_\_\_\_\_

**Composition Reader: Name** \_\_\_\_\_ Identify Readers for On-site and Off-site

May not be the Showcase Composition Coach

Phone (day) \_\_\_\_\_ (evening) \_\_\_\_\_ E-mail \_\_\_\_\_

Your Composition Reader may be asked to perform a different if the Host School has enough readers.

Each school may nominate a Chief Official and members of the inquiry panel. List nominees below.

Chief Official: \_\_\_\_\_ Years Experience: \_\_\_\_\_

Inquiry Panel: Name \_\_\_\_\_ Subject Area(s) \_\_\_\_\_

Inquiry Panel: Name \_\_\_\_\_ Subject Area(s) \_\_\_\_\_



# Worksheet for Officials

Head Scorer:

\_\_\_\_\_  
\_\_\_\_\_

Assistant(s)

\_\_\_\_\_  
\_\_\_\_\_

Composition Proctors: Name and email for On-site and Off-site (Select between 3 and 5 to score)

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_  
5. \_\_\_\_\_ 6. \_\_\_\_\_

Composition Readers: Name and email for On-site and Off-site

1. \_\_\_\_\_  
2. \_\_\_\_\_ 3. \_\_\_\_\_  
4. \_\_\_\_\_ 5. \_\_\_\_\_

Content Assessment Proctors: Time Frame 1, Time Frame 1, 8:45 - 9:30 a.m. (2-4 proctors needed)

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_  
5. \_\_\_\_\_ 6. \_\_\_\_\_

Content Assessment Proctors: Time Frame 2, 9:40 - 10:25 a.m. (2-4 proctors needed)

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

Content Assessment Proctors/Graders: Time Frame 3, 10:35 - 11:20 (2 proctors needed)

1. \_\_\_\_\_ 2. \_\_\_\_\_

Chief Official \_\_\_\_\_

Inquiry Panel Members (optional) \_\_\_\_\_

## Quick Recall:

Each room has 1 moderator, 1 judge, 1 timer, 1 scorer, and 1 spotter per room. Duties may be combined.

2-6 teams: 2 rooms

7 teams: 3 rooms

8 teams: 4 rooms

A separate worksheet is provided for Quick Recall officials.

# Quick Recall Officials Worksheet

	NAME	SCHOOL AFFILIATION
Moderators:	1) _____	_____
	2) _____	_____
	3) _____	_____
	4) _____	_____
Judges:	1) _____	_____
	2) _____	_____
	3) _____	_____
	4) _____	_____
Timers:	1) _____	_____
	2) _____	_____
	3) _____	_____
	4) _____	_____
Scorers:	1) _____	_____
	2) _____	_____
	3) _____	_____
	4) _____	_____
Spotters:	1) _____	_____
	2) _____	_____
	3) _____	_____
	4) _____	_____
Buzzer Operators:	1) _____	_____
	2) _____	_____
	3) _____	_____
	4) _____	_____

## **Appendix B – Composition Forms**

# Composition Worksheet Form—MUST be completed for Off-site



Host School \_\_\_\_\_ Section # \_\_\_\_\_ Date \_\_\_\_\_

List the names and IDs to be assigned to Off-site students at the Planning Meeting.

ID#	Student Name	School	For Official Use	For Official Use
			Offsite ID entered & checked	HOST-Site ID entered & checked
401			<input type="checkbox"/>	<input type="checkbox"/>
402			<input type="checkbox"/>	<input type="checkbox"/>
403			<input type="checkbox"/>	<input type="checkbox"/>
404			<input type="checkbox"/>	<input type="checkbox"/>
405			<input type="checkbox"/>	<input type="checkbox"/>
406			<input type="checkbox"/>	<input type="checkbox"/>
407			<input type="checkbox"/>	<input type="checkbox"/>
408			<input type="checkbox"/>	<input type="checkbox"/>
409			<input type="checkbox"/>	<input type="checkbox"/>
410			<input type="checkbox"/>	<input type="checkbox"/>
411			<input type="checkbox"/>	<input type="checkbox"/>
412			<input type="checkbox"/>	<input type="checkbox"/>
413			<input type="checkbox"/>	<input type="checkbox"/>
414			<input type="checkbox"/>	<input type="checkbox"/>
415			<input type="checkbox"/>	<input type="checkbox"/>
416			<input type="checkbox"/>	<input type="checkbox"/>
417			<input type="checkbox"/>	<input type="checkbox"/>
418			<input type="checkbox"/>	<input type="checkbox"/>
419			<input type="checkbox"/>	<input type="checkbox"/>
420			<input type="checkbox"/>	<input type="checkbox"/>
421			<input type="checkbox"/>	<input type="checkbox"/>
422			<input type="checkbox"/>	<input type="checkbox"/>
423			<input type="checkbox"/>	<input type="checkbox"/>
424			<input type="checkbox"/>	<input type="checkbox"/>



# Composition Guidelines and Proctor Instructions

These procedures must be followed by all schools who participate in Composition for JV Challenge. *If you do not follow these guidelines, you may subject students to disqualification.*

## Guidelines and Requirements:

1. Attend the Coaches' Planning Meeting
2. Capability for 2 proctors at the Host School (more if safety protocol requires)
3. Capability for 2 proctors at the Off-site School (one in in-person and one videoconference)
4. A proctor is not a Composition coach nor a parent of a student taking part in Composition
5. You must schedule all locations for Composition at with the same start and competition times
6. All participating schools must submit a name to be a reader of the Composition booklets from the section. Between 3 and 5 readers will be selected. Three (3) readers is preferred.

## Before the Planning Meeting:

1. Email the coaches and request information about On-site (at the Host school) or Off-site (at the participants' home school—NOT THEIR HOMES).
2. Names and email addresses of all proctors must be submitted at the Planning Meeting to receive the copy of the prompt 10 minutes prior to the start of the competition from the Chief Official.
3. Provide your proctor with:
  - a. A list of students and passwords to enter the Composition Login Page at <http://my.kaac.com/login>
  - b. Supply each student with a hard copy of the Composition prompt faced down until instructed to begin.
  - c. A timing device.
  - d. The Guidelines for Composition Proctors—Offsite document

## Hosting the Event and Proctor Instructions:

1. Students should be seated 15 minutes before the competition begins to accommodate and troubleshoot any connectivity issues with the Internet.
2. **Tell Students:** *"Any use of non-approved electronic devices is prohibited, including cell phones. No one is allowed to enter the competition late or leave early unless all participants in the room have completed their submissions. Cell phone use results in disqualification."* If a student's device creates a disturbance, the student shall be instructed to turn off the device and place it under the chair and out of sight. It is important to remember that a disturbance does not indicate use.
3. **Tell Students:** *"No website pages other than the ones required to access your competition booklet are permitted. **Any infraction or violation** of this rule will result in disqualification."*
4. Proctors remain with the students at all times. DO NOT INTERACT WITH STUDENTS UNLESS YOU ARE ASKED A QUESTION.
5. Proctors are responsible for keeping the **ABSOLUTE COMPETITION TIME** no matter what the countdown clock indicates.
6. Students are allowed to use a dictionary/thesaurus and a scrap sheet of paper provided by the proctor. A pen, pencil or highlighters may be used. Coaches are to provide these items if needed. Unopend Post-A-Notes is also permissible.
7. Proctors must keep the room quiet and free from any distractions. Proctors must refrain from talking on the phone or with others in the room while the competition is being held.
8. Follow the On-site or Off-site proctor guidelines for the number of in-person and/or videoconference proctors to be used.

9. Verify that all students have Internet access and are online with access to the Composition booklet. The student's password and ID Code number are linked to the booklet assigned to the student. Once the students have entered the site of the competition, please confirmed that each competitor sees the blank booklet.
10. Inform the students: "The booklet has a countdown clock and a character limit countdown once the clock starts and typing begins."
11. Once the students are online at the link for Composition, instruct the students to click on the link to begin the competition. **This starts the countdown clock.** Instruct the students to turn over the Composition Prompt.
12. At any point, if the student has an issue with their booklet such as loss of connectivity or the booklet was submitted in error, please notify the competition host and Brenda Darnell at [bdarnell@kaac.com](mailto:bdarnell@kaac.com) immediately.

**Insert Start Time Composition:** \_\_\_\_\_

13. Verify that the clock has start for each student that you are serving as the Proctor.
14. At the midpoint of the competition (45 minutes) Announce, "Check your countdown clock. Approximately 45 minutes has expired. You have 45 minutes remaining."

**Insert Midpoint Time of Competition:** \_\_\_\_\_

15. Optional reminder at 15 Minutes, "Check your countdown clock. You have 15 minutes remaining."

**Insert Midpoint Time of Competition:** \_\_\_\_\_

16. An announcement is made with approximately 30 seconds remaining. Announce," Check your countdown clock. You have approximately 30 seconds remaining.
17. A student may submit the booklet early by clicking on the link at the end of the booklet. No student is permitted to leave the competition early.
18. Once the event time has expired, the booklet will be submitted even if the Submit link is not activated by a student.

**Insert Stop Time of Competition:** \_\_\_\_\_

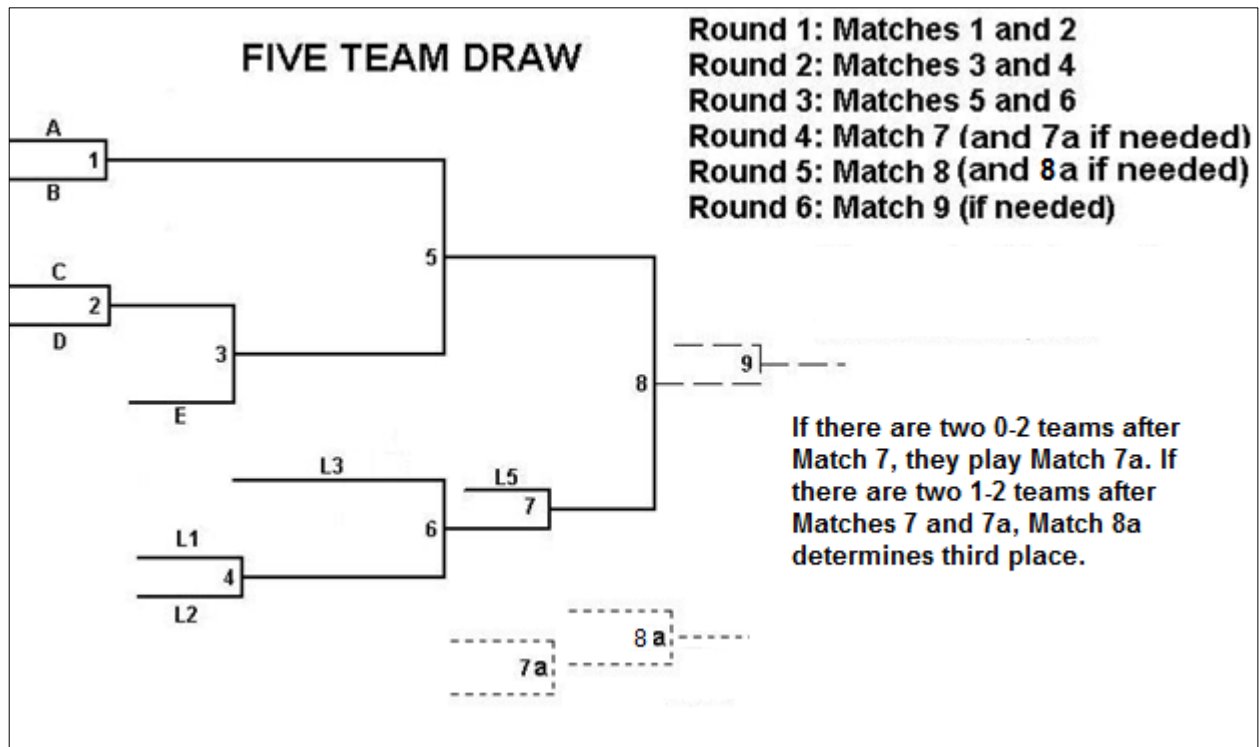
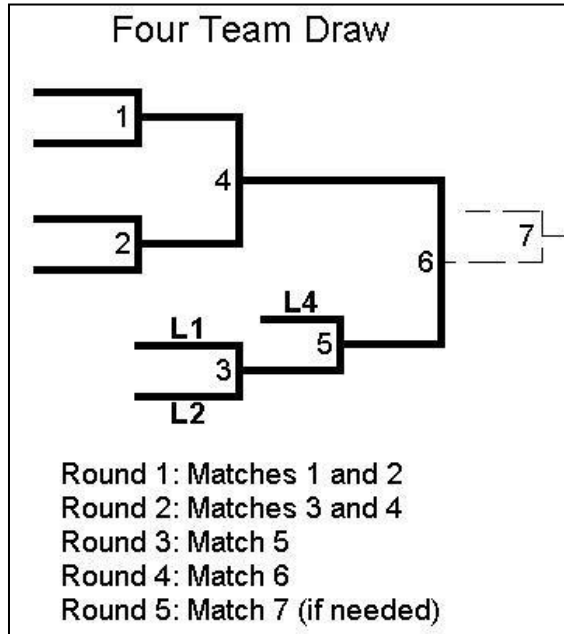
***If you do not follow these guidelines, your students will be disqualified.***

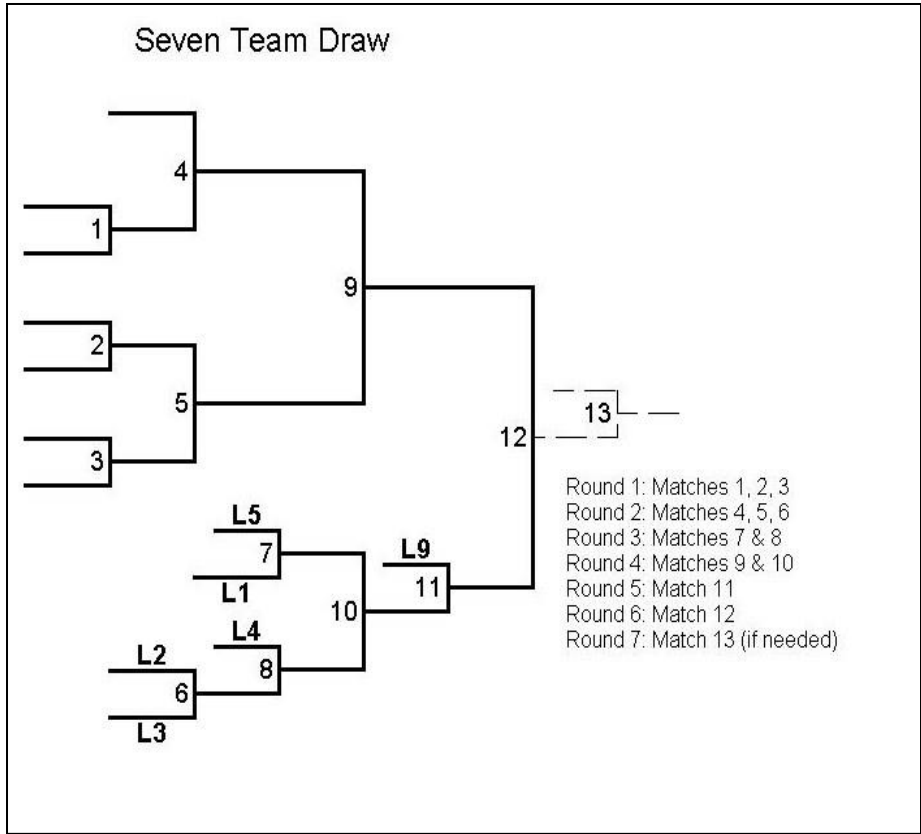
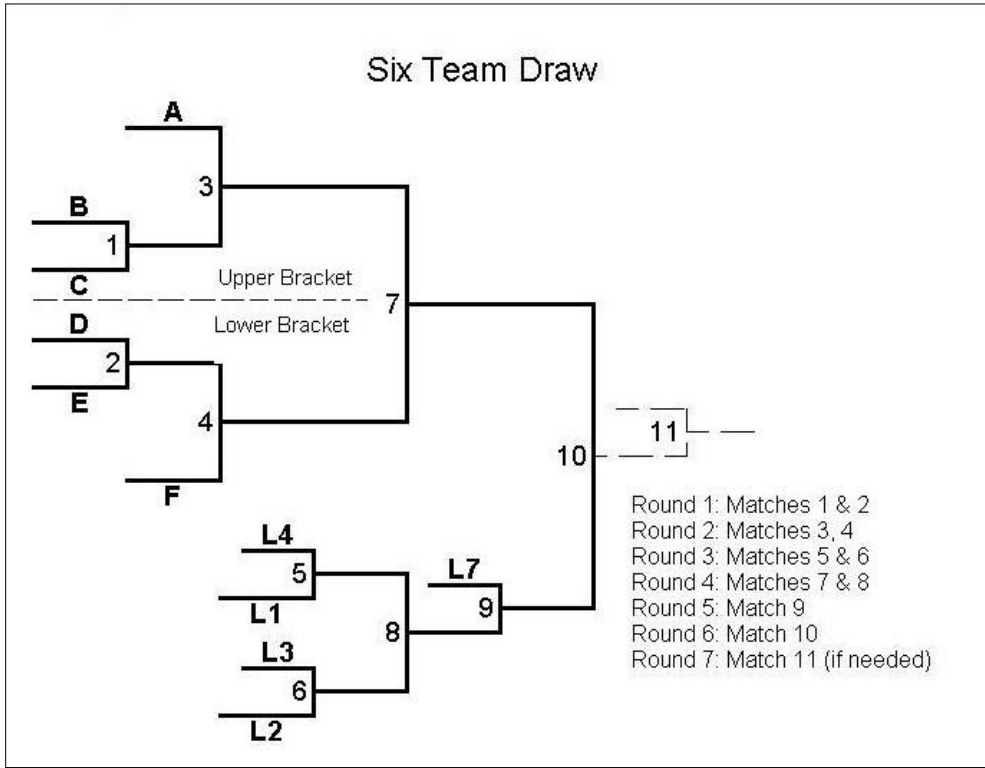
## **Appendix D--Quick Recall Draw**

# Quick Recall Draw for Placement

At the Coaches' Planning Meeting the Contest Manager or designee performs the drawing for the Quick Recall competition following the instructions below:

1. Write each team name on a piece of paper and put the pieces of paper in a box or hat.
2. Use the appropriate bracket below for the number of participating Quick Recall teams.
3. Begin at Match 1. Simply draw two teams out of the kitty and place them into the bracket.
4. Continue with Match 2, etc. until all teams are placed into the bracket.





## Eight Team Section—Quick Recall Draw

- Write each team's name on a slip of paper and put the slips in the kitty.
- Set up a grid for the teams as follows.

<b>Pool A</b>	<b>Pool B</b>
<b>E</b>	<b>W</b>
<b>F</b>	<b>X</b>
<b>G</b>	<b>Y</b>
<b>H</b>	<b>Z</b>

- The preliminary pool play rounds will play as follows.

<b>Round 1</b>	Match 1: E-F	Match 2: G-H	Match 3: W-X	Match 4: Y-Z
<b>Round 2</b>	Match 5: E-G	Match 6: F-H	Match 7: W-Y	Match 8: X-Z
<b>Round 3</b>	Match 9: E-H	Match 10: F-G	Match 11: W-Z	Match 12: X-Y

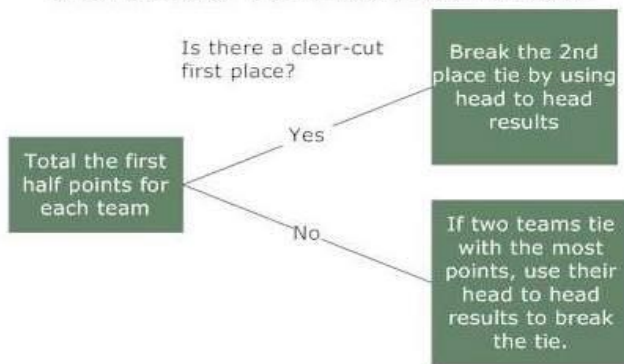
- Determine your seeding for the 8-team bracket based on pool play wins and losses:

Record	Seed	Record	Seed	Record	Seed	Record	Seed
3-0	1	2-1	1/2*	3-0	1	2-1	1/2/3**
2-1	2	2-1	1/2*	1-2	2/3/4**	2-1	1/2/3**
1-2	3	1-2	3/4*	1-2	2/3/4**	2-1	1/2/3**
0-3	4	1-2	3/4*	1-2	2/3/4**	0-3	4

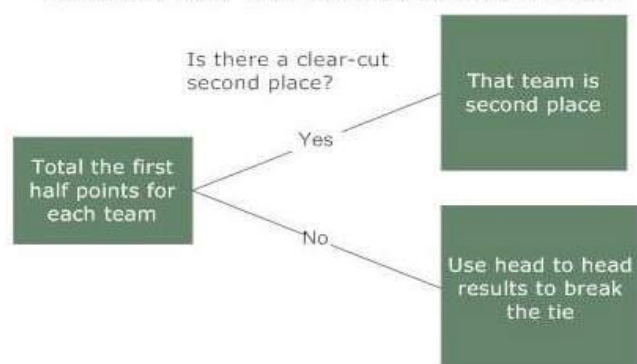
\*IF TWO TEAMS ARE TIED in overall record, use head-to-head result to break the tie.

\*\*IF THREE TEAMS ARE TIED

### THREE-WAY TIE FOR FIRST PLACE

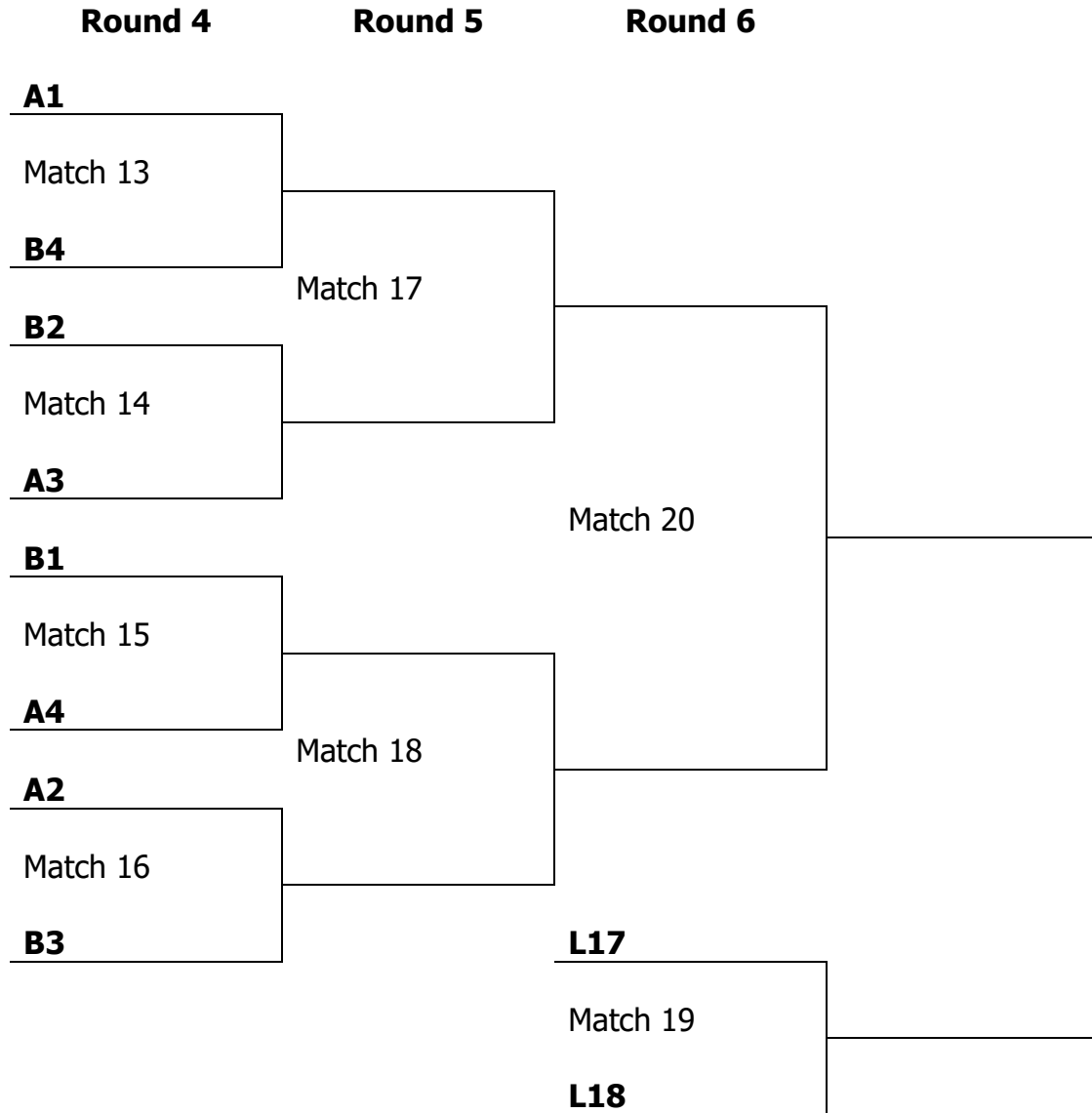


### THREE-WAY TIE FOR SECOND PLACE



## 8-Team Single Elimination Bracket JV Challenge

1. Establish the seeding for each team from the pool play rounds.
2. Place each team in the bracket as follows:



3. The final placements are listed below:
 

Winner Match 20: 1 <sup>st</sup> Place	Loser Match 20: 2 <sup>nd</sup> Place
Winner Match 19: 3 <sup>rd</sup> Place	Loser Match 19: 4 <sup>th</sup> Place

## **Appendix D – Sign-In Forms**



**Content Assessment Student Sign-in forms are generated through the online scoring system.**



# Quick Recall SIGN-IN FORM

Host School \_\_\_\_\_ Section # \_\_\_\_\_

ID#	School Name	Names of participating students			
A		1		7	
		2		8	
		3		9	
		4		10	
		5		11	
		6		12	
B		1		7	
		2		8	
		3		9	
		4		10	
		5		11	
		6		12	
C		1		7	
		2		8	
		3		9	
		4		10	
		5		11	
		6		12	
D		1		7	
		2		8	
		3		9	
		4		10	
		5		11	
		6		12	
E		1		7	
		2		8	
		3		9	
		4		10	
		5		11	
		6		12	

**Quick Recall****SIGN-IN FORM, Page 2**

ID#	School Name	Names of participating students			
F		1		7	
		2		8	
		3		9	
		4		10	
		5		11	
		6		12	
G		1		7	
		2		8	
		3		9	
		4		10	
		5		11	
		6		12	
H		1		7	
		2		8	
		3		9	
		4		10	
		5		11	
		6		12	





## **Appendix E – Chief Official and Inquiry Panel; Inquiry Forms/Procedures**

# Chief Official and (Optional) Inquiry Panel

The Chief Official and (optional) Inquiry Panel members act only to decide matters the other competition officials cannot resolve. The Chief Official must still have all subject areas represented by those who are "on call" when content area assistance is needed. While it is not recommended that parents of student participants serve as Chief Official, they may do so if unanimous coach consent is secured prior to competition day. Some members of the Inquiry Panel may not be on-site the day of the competition.

The Chief Official:

- ✓ Makes a final ruling on inquiries the other officials cannot resolve
- ✓ Distribute badges to Quick Recall Officials
- ✓ Should be the most knowledgeable official in attendance
- ✓ Should be of highest personal character
- ✓ May not be a coach of the participating schools
- ✓ Should not be an employee of any school involved in the JV Challenge competition
- ✓ Must be certified in Quick Recall
- ✓ Does not evaluate or officiate any event, including Quick Recall matches, and remains sequestered from all competition areas, but should remain accessible to rule on all inquiries lodged during competition

The Inquiry Panel:

- ✓ Is nominated by the participating schools to serve as a judging panel (enough people to "cover" the content areas of Mathematics, Social Studies, Science, Language Arts, and Humanities).
- ✓ Advises the Chief Official on matters related to content
- ✓ Evaluates Content Assessment tie-breaker responses in cases of ties among the top five finishers.

The advice of the panel is offered to the Chief Official for consideration; the final decision, however, rests with the Chief Official and may not be appealed.

Although it is not preferred, a coach may be elected to the Inquiry Panel at Showcase.

## Content Assessment Inquiry Procedure

A coach may file an inquiry in only two areas: procedure and answer. All inquiries must be in writing.

PROCEDURE: Application of rules in administering the examinations

ANSWERS: Either an answer appearing on the key is incorrect or a correct answer is not noted on the key

Under these circumstances a coach, upon conferring with his or her team, may file a written inquiry.

1. Five minutes after Time Frame 1 begins, the Head Scorer makes at least two (2) copies of each Content Assessment examination and answer key available to the participating coaches, along with blank inquiry forms.
2. Coaches must submit inquiries by 11:45 a.m.
3. Upon submittal, post inquiries in a common area for all other coaches to view.
4. After these inquiries are posted, coaches then have 15 minutes to "rebut" other inquiries. This allows the Chief Official to see both sides of an area of dispute.
5. The Chief Official, in consultation with the members of the Inquiry Panel, rules on all content matters.
6. All decisions made by the Chief Official are final.
7. If a question is judged to have no correct answer, all students shall receive a point for that question whether they gave an answer or not.

## Quick Recall Inquiry Procedure

For information on the Quick Recall inquiry procedure, refer to the *Quick Recall Manual*.



# Content Assessment Inquiry Form

HOST SCHOOL \_\_\_\_\_ ROOM \_\_\_\_\_ Section # \_\_\_\_\_

INQUIRY:

COACH	DESCRIPTION OF INQUIRY	CHIEF OFFICIAL
Examination:  Question #:  Student Response: A   B   C   D  Answer on Key: A   B   C   D		RULING:   Uphold   Deny  <b>COMMENTS:</b>

REBUTTAL TO POSTED INQUIRY:

COACH	
Examination:  Question #:  Student Response: A   B   C   D  Answer on Key: A   B   C   D	

A coach may file an inquiry related to the application of rules in administering the examination, if an answer appearing on the answer sheet is thought incorrect, or if a correct alternate answer does not appear on the answer sheet. Inquiries must be posted in a designated area before the inquiry period has concluded, followed by a 30-minute rebuttal period.

SIGNATURE OF CHIEF OFFICIAL \_\_\_\_\_

Scan and return to [kaac@kaac.com](mailto:kaac@kaac.com)



# Quick Recall Inquiry Form



**COACH complete this section:**

HOST SCHOOL \_\_\_\_\_ SECTION # \_\_\_\_\_

DATE \_\_\_\_\_ ROUND # \_\_\_\_\_ ROOM \_\_\_\_\_

INQUIRY TYPE: PROCEDURE / ANSWER HALF: 1 2 OT QUESTION # \_\_\_\_\_ TOSSUP/BONUS/BOUNCE-BACK

Complete description of inquiry: Be clear about (1) *who said what* and (2) *why* you are inquiring. **NO** team names!

---

---

---

**JUDGE complete this section:**

Signature of Judge \_\_\_\_\_

Ruling: \_\_\_\_\_ YES, I agree with this inquiry. \_\_\_\_\_ NO, I do not agree with this inquiry. Inform the coaches of your decision.

Does either coach want the inquiry to go to the Chief Official? \_\_\_\_\_ NO \_\_\_\_\_ YES (if so, begin 3-minute rebuttal period and give this inquiry to the opposing coach)

**OPPOSING COACH complete this rebuttal section:**

**(use the back if needed)**

---

---

**CHIEF OFFICIAL complete this section:** \_\_\_\_\_ YES, the judge's decision was correct \_\_\_\_\_ NO, the judge's decision was incorrect

Comments/Instructions:

---

---

Signature of Chief Official \_\_\_\_\_

## **Appendix F - Content Assessment Forms**

# Calculator Guidelines

## For Mathematics Content Assessment

A maximum of two calculators permissible under the ACT guidelines may be used for Governor’s Cup. You may use any four-function, scientific, or graphing calculator, unless it has features described in the **Prohibited** list. For models on the **Permitted with Modification** list, you will be required to modify some of the calculator’s features. Below are the ACT Calculator Guidelines—adapted from [www.actstudent.org](http://www.actstudent.org):

**FAIR WARNING:** The coach is responsible for knowing if a calculator is a permitted model. If a student uses a prohibited calculator, that student’s exam will not be scored.

### Prohibited Calculators

- calculators with built-in computer algebra systems (CAS), including:
  - Texas Instruments: all model numbers that begin with TI-89 and TI-92, and the TI-Nspire CAS (the TI-Nspire non-CAS calculator is permitted)
  - Hewlett-Packard: hp 48GII and all model numbers that begin with hp 40G, hp 49G, or hp 50G
  - Casio: Algebra fx 2.0, ClassPad 300 and 330, and all model numbers that begin with CFX-9970G
- pocket organizers
- handheld, tablet or laptop computers, including PDAs
- electronic writing pads or pen-input devices—The Sharp EL 9600 is permitted.
- calculators built into cell phones or other electronic communication devices
- calculators with a typewriter keypad in QWERTY format—those with letter keys not in QWERTY format are permitted

### Calculators Permitted with Modification

- calculators with paper tape—Remove the tape.
- calculators that make noise—Turn off the sound.
- calculators that can communicate wirelessly with other calculators—Completely cover the infrared data port with heavy opaque material, such as duct or electrician’s tape (includes HP-38G and 39G series and HP-48G)
- calculators that have power cords—Remove all power/electrical cords.

### On Competition Day

If you decide to bring a calculator to Governor’s Cup, it must not be a prohibited type. Be sure your calculator is working and has reliable batteries. You may bring a spare calculator and extra batteries to the event. Host schools are **not** required to supply batteries or calculators. You will **not** be allowed to share calculators during testing. Proctors will check your calculator to verify it is a permitted type, and they will monitor your use of your calculator. If your calculator has a large display, proctors may seat you where no other test taker can see your calculator.

**Students are not required to clear calculator memory before the event.**

### More Information about Specific Calculator Models

- All calculators in all of these series are prohibited because they have built-in Computer Algebra Systems: Casio CFX-9970G and Algebra fx 2.0, Hewlett-Packard HP-40G and HP-49G, and Texas Instruments TI-89.
- All calculators in the Texas Instruments TI-92 series are prohibited because they have QWERTY (typewriter) keyboards and built-in Computer Algebra Systems. The TI-Nspire (non-CAS) is permitted, as is the TI-84 Plus Silver Edition.
- Calculators in the Hewlett-Packard HP-38G series and HP-48G series may be used only if the infrared communications port is covered with heavy opaque material such as duct tape or electrical tape.
- The Sharp EL-9600 is permitted for use because it is not considered a pen-input device. You may bring the stylus that
- comes with the calculator.

# Content Assessment Proctoring Guidelines

Proctors for each examination distribute materials, keep an orderly contest room, escort students to the restroom in between Testing Time Frames, and collect materials. At least two proctors are recommended for each testing area.

1. Get a copy of the sign-in form and scratch paper from the Contest Manager.
2. Separate individuals from the same school. Leave as much room as possible between participants. Make sure prevailing COVID protocols are followed.
3. If a student's device creates a disturbance, tell the student to turn off the device and place it under the chair and out of sight, or enact silent mode if the device is needed for testing.
4. Five minutes prior to the exam start time (8:45 AM), take an initial head count.
5. Three minutes prior to start time, make a final head count. Note any absent students.
6. Two minutes prior to start time, welcome students and read the following:

"Welcome students! In a few minutes you're going to log in and take your first exam. You'll be taking a 45-minute test with 35 questions and 5 tiebreakers.

You'll be taking an exam on an online platform. You'll be disqualified if you use any outside material or visit any unapproved websites during testing. Instructions for taking your exam will be on your screen. A countdown timer is displayed at the top of each page. Keep an eye on your timer.

If you finish with time remaining, you can start on your next exam. Whenever you finish with your last exam, raise your hand and you will be escorted out by a proctor.

You may write down your answers on scratch paper if you want to check them against the key your coach will receive.

You need to have your login password and your testing ID number ready at this time. You should have a unique password for each exam you're taking. Is there anyone who doesn't have the password for their first exam?

(at testing time) Now, on your device, go to [www.kaac.com](http://www.kaac.com) .

Click the red "Login" button at the top, then "Students" from the dropdown. You should now see a login box at <http://my.kaac.com> . Everyone there? Please enter your password and login, and click the link with your name and exam.

Has everyone logged in successfully? You should be seeing a landing page with a Sixth Grade Showcase logo.

You'll be asked your Section number – it is \_\_\_\_\_. The timer will start once you complete this introductory section. You are now free to enter your information and begin the exam."

**\*Note: exams are not available until 8:45 AM.**