

Kentucky Association for Academic Competition

113 Consumer Lane

Frankfort, KY 40601

502.223.0088

Fax: 502.223.0430

kaac@kaac.com

Hosting resources: <http://kaac.com/hosting>



District Hosting Guide

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 host school. Since those students are the beneficiaries of your efforts, the time you spend is most worthwhile.

All local 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 FPS will be using custom virtual platforms, and we're continuing virtual Content Assessment. We're excited for our schools who get to blaze a new trail for Kentucky academic competitors!



Kentucky Association for Academic Competition

113 Consumer Lane
Frankfort, KY 40601
502.223.0088 (phone)
502.223.0430 (fax)
E-mail: kaac@kaac.com

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.

The KAAC staff will be available to offer procedural guidance until 5:30 P.M. EST on Saturday.

Contents

Contest Manager Duties.....	2
Schedules	3
Online Events: FPS, Composition, Content Assessment	6
1. Facility Needs.....	7
2. Officials	7
3. Coaches' Planning Meeting.....	9
4. Team Rosters: Students and Officials.....	11
5. Guest Internet Connectivity.....	12
6. Participation Requirements.....	12
7. Materials Handling.....	13
8. Content Assessment Procedures.....	14
9. Quick Recall Procedures.....	15
10. Hume Sportsmanship Award	15
11. Awards Ceremony	16
12. Material Released to Coaches.....	17
13. Material Returned to KAAC.....	17
Appendix A - District Entry Packet Instructions.....	19
Appendix B - Worksheets for Officials	21
Appendix C - Quick Recall Diagram.....	26
Appendix D - Blank Quick Recall Brackets	28
Appendix E - Duties of the Chief Official And Inquiry Panel; Inquiry Procedure	31
Appendix F - Content Assessment Proctoring and Scoring Instructions.....	35
Appendix G – Severe Weather Forms.....	38
Governor's Cup Scheduling Policy	39
Appendix H –Applying Labels to Medals	43
Review Request Tracking Form	45

Contest Manager Duties

1. Provide the physical facilities and guest Internet access to accommodate the competition.
2. Coordinate:
 - a. Coaches planning meeting
 - b. Composition proctors' orientation
 - c. Composition event with students and proctors
 - d. Content Assessment proctor orientation
 - e. Quick Recall official orientation
 - f. Content Assessment events with students and proctors
 - g. Quick Recall question preview and officials' orientation (led by Chief Official)
 - h. Each Quick Recall match, with students, coaches and officials
3. Monitor coach entry of student rosters and required officials.
4. Based on input from coaches at the planning meeting, assign officials to their various roles and confirm their participation.
5. Coordinate the progression of the Quick Recall bracket.
6. Work with Head Scorer to input results into the online scoring system.
7. Protect the security of the competition materials.
8. Publicize the competition in the community.

Schedules

Elementary District

Thursday, February 3

Coaches' Planning Meeting - time decided by Contest Manager in consultation with coaches

Tuesday, February 8

Time decided by coaches at Planning Meeting Future Problem Solving (90 minutes) & Composition (60 minutes) - Must be held after school unless ALL teams agree to come earlier--see page 8

Saturday, February 12

8:00 a.m. - 8:45 a.m.	Registration-- coaches may make no changes after 7:30 a.m.
8:30 a.m. - 10:50 a.m.	Quick Recall Question Preview--Judges and Moderators
9:10 a.m. - 9:45 a.m.	Content Assessment Testing Time Frame 1
9:15 a.m.	All exams released to coaches
9:55 a.m. - 10:30 a.m.	Content Assessment Testing Time Frame 2
10:40 a.m.	Content Assessment Inquiries Due
10:40 a.m. - 11:15 a.m.	Content Assessment Testing Time Frame 3 (If required)
10:55 a.m.	Content Assessment Rebuttals Due
11:00 a.m.	Quick Recall begins – a lunch break is optional first Awards Ceremony following last Quick Recall match

Elementary Regional

Thursday, February 24

Coaches' Planning Meeting - specific time decided by Contest Manager in consultation with coaches

Monday, February 28

Time decided by coaches at Coaches' Planning Meeting Future Problem Solving (90 minutes) & Composition (45 minutes) - Must be held after school unless ALL teams agree to come earlier--see page 8

Saturday, March 5

7:30 a.m. - 8:45 a.m.	Registration-- coaches may make no changes after 7:30 a.m.
8:30 a.m. - 10:50 a.m.	Quick Recall Question Preview--Judges and Moderators
9:10 a.m. - 9:45 a.m.	Content Assessment Testing Time Frame 1
9:15 a.m.	All exams released to coaches
9:55 a.m. - 10:30 a.m.	Content Assessment Testing Time Frame 2
10:40 a.m.	Content Assessment Inquiries Due
10:40 a.m. - 11:15 a.m.	Content Assessment Testing Time Frame 3 (If required)
10:55 a.m.	Content Assessment Rebuttals Due
11:00 a.m.	Quick Recall begins – a lunch break is optional Awards Ceremony following last Quick Recall match

Middle Grades District

Thursday, January 6

Coaches' Planning Meeting - specific time decided by Contest Manager in consultation with coaches

Tuesday, January 11

Time decided by
coaches at Planning
Meeting

FPS (two hours) & Composition (90 minutes)- Must be held after school unless ALL teams agree to come earlier--see page 8

Saturday, January 15

7:45 a.m. - 8:15 a.m.
8:00 a.m. - 10:30 a.m.
8:30 - 9:20 a.m.
8:35 a.m.
9:30 a.m. - 10:20 a.m.
10:30 a.m. - 11:20 a.m.
10:45 a.m.
11:45 a.m.
12:00 noon

Registration-- coaches may make no changes after 7:30 a.m.
Quick Recall Question Preview - Judges/Moderators
Content Assessment Testing Time Frame 1
Exams released to coaches
Content Assessment Testing Time Frame 2
Content Assessment Testing Time Frame 3 (If required)
Quick Recall begins – a lunch break is optional
Content Assessment inquiries due
Content Assessment rebuttals due
Awards Ceremony following last Quick Recall match

Middle Grades Regional

Thursday, January 27

Coaches' Planning Meeting - specific time decided by Contest Manager in consultation with coaches

Monday, January 31

Time decided by
coaches at Planning
Meeting

Future Problem Solving (two hours) & Composition (90 minutes)- Must be held after school unless ALL teams agree to come earlier--refer to page 8 for more information

Saturday, February 5

7:45 a.m. - 8:15 a.m.
8:00 a.m. - 10:30 a.m.
8:30 - 9:20 a.m.
8:35 a.m.
9:30 - 10:20 a.m.
10:30 - 11:20 a.m.
10:45 a.m.
11:45 a.m.
12:00 noon

Registration-- coaches may make no changes after 7:30 a.m.
Quick Recall Question Preview - Judges/Moderators
Content Assessment Testing Time Frame 1
Exams released to coaches
Content Assessment Testing Time Frame 2
Content Assessment Testing Time Frame 3 (If required)
Quick Recall begins – a lunch break is optional
Content Assessment inquiries due
Content Assessment rebuttals due
Awards Ceremony following last Quick Recall match

State Finals

March 19-21

Galt House, Louisville

High School District

Thursday, January 13

Coaches' Planning Meeting - specific time decided by Contest Manager in consultation with coaches

Tuesday, January 18

Time decided by coaches at Coaches' Planning Meeting

FPS (two hours) & Composition (90 minutes)- Must be held after school unless ALL teams agree to come earlier--refer to page 8

Saturday, January 22

7:45 a.m. - 8:15 a.m.

Registration-- coaches may make no changes after 7:30 a.m.

8:00 a.m. - 10:30 a.m.

Quick Recall Question Preview - Judges/Moderators

8:20 - 9:20 a.m.

**Mathematics Assessment (60 minutes)

8:30 - 9:20 a.m.

Content Assessment Testing Time Frame 1

8:35 a.m.

Exams released to coaches

9:30 - 10:20 a.m.

Content Assessment Testing Time Frame 2

10:30 - 11:20 a.m.

Content Assessment Testing Time Frame 3 (If required)

10:45 a.m.

Quick Recall begins – a lunch break is optional

11:45 a.m.

Content Assessment inquiries due

12:00 noon

Content Assessment rebuttals due

Awards Ceremony following last Quick Recall match

High School Regional

Thursday, February 10

Coaches' Planning Meeting - specific time decided by Contest Manager in consultation with coaches

Monday, February 14

Time decided by coaches at Coaches' Planning Meeting

Future Problem Solving (two hours) & Composition (90 minutes)- Must be held after school unless ALL teams agree to come earlier--refer to page 8

Saturday, February 19

7:45 a.m. - 8:15 a.m.

Registration-- coaches may make no changes after 7:30 a.m.

8:00 a.m. - 10:30 a.m.

Quick Recall Question Preview - Judges/Moderators

8:20 - 9:20 a.m.

**Mathematics Assessment (60 minutes)

8:30 - 9:20 a.m.

Content Assessment Testing Time Frame 1

8:35 a.m.

Exams released to coaches

9:30 - 10:20 a.m.

Content Assessment Testing Time Frame 2

10:30 - 11:20 a.m.

Content Assessment Testing Time Frame 3 (If required)

10:45 a.m.

Quick Recall begins – a lunch break is optional

11:45 a.m.

Content Assessment inquiries due

12:00 noon

Content Assessment rebuttals due

Awards Ceremony following last Quick Recall match

State Finals

March 19-21

Galt House, Louisville

Online Events: FPS, Composition, Content Assessment

The Process

Coaches enter the names of the students on their Governor's Cup team during the Student Entry Period, and assign them to one or more of the eight Governor's Cup events.

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 guest 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

Composition and FPS

Before the event, coaches use their coach password to log in at <http://my.kaac.com/login>. There they retrieve student passwords and distribute them.

On competition days, using their passwords, students log into the same site and follow the on-screen instructions to access and complete their booklets.

Scoring materials will be uploaded for Composition Readers and FPS Evaluators to score all booklets. Scores are automatically retrieved from the Summary Page of the score sheets returned by the reader. The scores and ranks are then imported into the scoring system. The host school will have access to the score sheets 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 coach password to log in at <http://my.kaac.com/login>. There they retrieve student testing passwords and distribute to their students.

On competition days, students log in to 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

Composition and FPS

1. Registration area with tables
2. Competition rooms to accommodate the number of participants
3. 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.

Saturday: Content Assessment and Quick Recall

Contest Management

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

Content Assessment

1. Room to hold assessment proctors' orientation
2. Four testing rooms (can be combined or split if necessary due to space issues)
 - a) Mathematics (60-minute time frame for High School)
 - b) One-Exam Students
 - c) Two-Exam Students
 - d) 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 prevailing COVID protocols allow, use your largest common area. Awards follow the final Quick Recall match.

2. Officials

Even though KAAC requires officials from every participating school, you will need some "extra" help to keep things running smoothly.

Officials Required for Governor's Cup Competition

- Contest Manager: 1
- FPS and Composition Coordinator: One person can serve in this role if that person is FPS certified. If you do not have an FPS-certified person, one person serves as FPS/Comp. Coordinator, and you need to find a second person to help review totals on scoresheets. That person should be experienced as an FPS coach or evaluator, and should be from a school other than the host school.
- Chief Official: 1
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
- Inquiry Panel: enough to cover the five content areas of Mathematics, Science, Social Studies,

Language Arts and Humanities—does not have to be on-site during competition

- Head Scorer (requires unanimous coach consent if a parent)
- FPS proctors: minimum 2 if in a large room; otherwise one for each room--may not be FPS evaluators
- FPS evaluators: 1 from each participating FPS team (may not be the FPS Coach at District)
- Content Assessment proctors: minimum 2 for each testing area (Mathematics requires 2 proctors)
- Composition proctors: minimum 2
- Composition readers: 1 reader for each participating school
- Quick Recall: at minimum a judge, moderator, buzzer operator, and scorer for each match

It seems like a lot of people, but don't panic! Lots of these people can do "double duty" as long as their duty times don't conflict. For example, members of the Inquiry Panel often serve in multiple content areas. There are also certain areas in which coaches may help out. A worksheet to determine the number of officials is found in Appendix B.



To help you fill these positions, KAAC requires that each participating school bring some manpower along with their students:

Officials Each School Must Provide at District

Event	Officials Required from Each School
Quick Recall	1 certified official who must be listed as a judge or moderator
Future Problem Solving	1 certified evaluator (may not be the FPS Coach at District)
Content Assessment--8 or more students entered	2 proctors
Content Assessment--7 or fewer students entered	1 proctor
Composition	1 reader familiar with scoring student writing

Schools also must have KAAC-trained coaches in two events, Quick Recall and Future Problem Solving. FPS coaches must meet the certification requirement, but do not have to be the person accompanying the FPS team to competition. In Quick Recall, however, the Quick Recall coach must be present at all matches, unless an emergency situation exists.

Coaches enter names of required officials as part of the Student Entry Period. Manage officials through the scoring interface with your scoring password. Make sure that you complete the "key officials" section so we will have emails for your Contest Manager, Head Scorer and Chief Official.

3. Coaches' Planning Meeting

Use the Coaches' Planning Meeting to iron out the details necessary for a successful competition.

Below is a sample email by which you might contact the coaches in your District notifying them of the Coaches' Planning Meeting. This meeting must be held on the date prescribed for your grade level. The time is up to you, but you must allow a reasonable amount of time for others to travel after school.

Note: While videoconferences aren't prohibited, we recommend a physical meeting. One important aspect of a physical meeting is that coaches could bring samples of their students' devices to troubleshoot Internet connectivity.

-----This is available in the Hosting section at www.kaac.com as a downloadable text file-----

Dear Coaches:

As Contest Manager for District <number> Governor's Cup Competition, I look forward to your school's participation in the competition we are hosting.

Using your KAAC-provided coach password, visit <http://my.kaac.com/login> to enter your student names and required officials into the online scoring program. The deadline for this information is <Jan. 5 MG, Jan. 12 HS, Jan. 26 EL>

KAAC rules state that all schools must be represented at a mandatory Coaches' Planning Meeting. Our meeting will be held <Middle Grades: Thursday, January 6; High School: Thursday, January 13; Elementary: Thursday, February 3> at <time> in <room name or number>. If you cannot attend, please let me know who will be attending to represent your school in discussing these important matters:

1. Covid protocols
2. Guest Internet connectivity (bring samples of your student devices to test!)
3. Nominations for Chief Official and Inquiry Panel
4. Officials' assignments
5. Severe Weather Plans (send your Coach Input Form at least two days before our meeting)
6. FPS and Composition schedule for both competition and scoring
7. Quick Recall: Draw, Officials, buzzer equipment
8. Lunch options

Please have all your required officials before our meeting.

I look forward to seeing you on <date>.

Sincerely,
Mill Miller, Contest Manager, District <number>

-----This is available in the Hosting section at www.kaac.com as a downloadable text file-----

Sample Agenda

1. COVID protocols for:
 - a. Registration
 - b. Holding area(s) assignments

- c. Students in competitions
 - i. FPS and Composition
 - ii. Content Assessment
 - iii. Quick Recall
 - d. Awards
 - e. Other
2. Guest Internet Connectivity Procedures
 - a. Student device testing (recommended prior to competition)
 3. Composition and FPS
 - a. Required reader/evaluator status
 - b. Internet connectivity instructions and troubleshooting
 - c. Competition time (refer to the *FPS and Composition Coordinator's Guide*)
 - d. Evaluation schedule
 4. Content Assessment
 - a. Proctors (coaches may proctor)
 - b. Mathematics calculator approval team
 - c. Testing room assignments
 5. Quick Recall
 - a. Required officials' status
 - b. Bracket Draw
 - c. Officials' assignments
 - d. Buzzer systems
 - e. COVID protocols
 6. Nominations for Chief Official and optional inquiry panel
 7. Head Scorer
 8. Lunch options
 9. Severe Weather Plan
 10. Awards ceremony details

Election of Chief Official and Inquiry Panel

Each school may nominate a Chief Official and panel members. One coach or representative from each participating school votes for one of the nominated officials, either by a show of hands or secret ballot.

The nominee receiving the most votes is the Chief Official. In case of a tie, the Contest Manager casts the deciding vote. If no coaches attend the planning meeting, or if no school nominates a Chief Official on its District Entry Form, then the Contest Manager may appoint a Chief Official from among the officials listed on the District Entry Forms.

Hold a similar election for the Inquiry Panel.

Officials' Assignments

Coaches attending the Planning Meeting discuss and approve assignments for all officials. Keep discussions of officials confidential, so that you may have a frank, honest discussion of each official's merits.

If coaches cannot agree on the placement of officials, the Contest Manager has the final say.

Guidelines on Placing Officials

Parents may serve as officials. The immediate relative of a student participant, however, shall not officiate a written event in which that student participates or in a Quick Recall match in which that school participates.

Students may serve as buzzer operators or spotters in all divisions. High School students may serve in any position for Quick Recall on the Elementary or Middle Grades level except Quick Recall judge or Chief Official. High School students may serve as FPS coach or evaluator at the elementary level only.

If all participating Quick Recall teams have met their participation requirements but an adequate number of Quick Recall officials is not on hand, a KAAC-trained coach may conduct an emergency certification of officials.

Quick Recall Draw Instructions

1. Determine the number of teams in the competition. Write the school names for each participating team on a slip of paper.
2. Refer to the schematic that is appropriate for the number of Quick Recall teams in your District.
3. Announce that the first team drawn takes position A in the schematic.
4. Draw a team name from the kitty and place it in the schematic at position A.
5. In this manner, continue drawing until you place all teams in the bracket.
6. Place an enlarged version of the team draw on a poster board and display the draw in a prominent place on the day of competition, or use an online bracket.
7. If a team drops out of Quick Recall after the draw has been held, and before Saturday registration is completed, a new draw shall be conducted. If a school drops out after that time, the opposing team wins by 1-0 forfeit.

Identify Buzzer Equipment

For Quick Recall, you will need:

- ✓ 1 buzzer system if 2 or 3 teams compete
- ✓ 2 buzzer systems if 4 or 5 teams compete
- ✓ At least one additional system on hand in case of equipment failure

All schools participating should have access to and provide the required buzzer equipment.

If not, contact other nearby schools that have equipment they might be willing to lend for a day. Ask participating teams to set up their buzzer system in each designated room. Check all equipment prior to each match. KAAC recommends that computer display systems be used for Quick Recall.

4. Team Rosters: Students and Officials

KAAC emails each participating school a link to the District Entry Packet, which includes the components of the District Entry Form:

1. Coach Severe Weather Input Form
2. Special Needs Request
3. Instructions for entering students and officials into the online scoring system

Coaches must provide items #1 and #2, and complete the process in #3, prior the planning meeting.

Changes

The day before your planning meeting, coaches are locked out from making any changes to student rosters; any changes after that point must be made by your Head Scorer using the scoring password. After the following times, no more changes are allowed:

- FPS and Composition: 2 hours prior to the agreed upon start time
- Content Assessment and Quick Recall: 7:30 AM local time on competition day

5. Guest Internet Connectivity

1. Notify your District or school technology coordinator of the need to provide guest Internet access on competition days. Make sure no network scheduled maintenance is planned for those days.
2. Whitelist the following sites:
 - a) kaac.com
 - b) my.kaac.com
 - c) cloudflare.com
 - d) classmarker.com
3. Guest students will likely be using a number of different devices—Chromebooks, laptops, and mobile devices of all types. You are not required to provide devices.
4. We highly recommend a “test run” in which coaches bring to your school devices representative of the ones students will be using on competition days. This can identify any connectivity issues beforehand.

6. Participation Requirements

The District Entry Form asks coaches to provide information on adults willing to serve as judges or officials at the District competition. **It is your job as Contest Manager to contact these officials and confirm their participation. Don't consider them "confirmed" until you have confirmed them yourself.**

Officials: Requirements and Restrictions

The Contest Manager is charged with the responsibility of placing officials accordingly. To avoid even the appearance of impropriety, KAAC asks officials and Contest Managers to abide by the following restrictions on who may serve in what official capacity:

Official	Requirements / Restrictions
Contest Manager	No restrictions, although someone other than a participating coach is recommended
Composition & FPS Coordinator	Should be certified in FPS - should not be a coach of a participating team - may also be Contest Manager
Chief Official	Must be certified in Quick Recall - may not be a coach of a participating school, and, if possible, should have no affiliation with any participating school (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)
Head Scorer	May not be coach of participating school—Same guideline for parents as the Chief Official
Scoring Assistant	Should not be coach of participating school
FPS Evaluator	Must be certified in FPS - may not be FPS coach or relative of student on FPS team unless evaluating another District's booklets- may not proctor
Quick Recall Official(s)	Must be certified – MUST be at the disposal of the Contest Manager

	for the duration of the Quick Recall event - may not be Quick Recall coach - relatives of students participating in Quick Recall may not officiate a match involving that student - students may run buzzers or spot – High School students may serve in any Elementary or Middle Grades capacity except Judge or Chief Official
Proctors	May not proctor any event in which a relative participates; FPS evaluators may not proctor
Composition Readers	Should be experienced in evaluating student writing- may not proctor
Inquiry Panel	Should not be coach of participating team
High School Students	May serve any Elementary or Middle Grades capacity except Chief Official or Quick Recall judge (FPS may score only Elementary level)

7. Materials Handling

These materials arrive via UPS prior to your planning meeting—typically the day before.

- A. Registration forms
- B. Quick Recall scoresheets, official labels and inquiry forms;
- C. Copies of officials' duties
- D. Composition prompts
- E. FPS Future Scenes
- F. Content Assessment exams with answers, inquiry forms
- G. Medals, team awards, Hume award
- H. Guidelines for FPS, Composition and Content Assessment Proctors
- I. Quick Recall questions

Please note that, with online Content Assessment, pencils are no longer provided.

You will need to locate the following items:

- ✓ Scratch paper and pencils for Quick Recall
- ✓ Buzzer equipment for Quick Recall
- ✓ Cellophane or masking tape, magic markers, paper for signs

Question Security Procedures

Receiving Materials

1. Whenever you open sensitive materials from KAAC, you must have a representative from at least one other school present.
2. Verify the 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.
3. If you discover any shortage of material:
 - i. Notify KAAC and additional materials will be sent; or
 - ii. If only one or two pages of multiple copies of a document are missing, make an adequate number of copies in the presence of the other official and then secure them in the envelope. You can copy non-sensitive forms and instructions as needed.
4. Place sensitive materials in sealed envelopes inside the sealed box according to the instructions.
5. The FPS and Composition Coordinator, Contest Manager or designee, verifies the correct number of FPS Future Scenes and Composition prompts.

6. Included with the materials 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. Keep the form at the host site.

Keeping Questions Secure During Competitions

1. For FPS and Composition, refer to the *FPS and Composition Coordinator's Guide*.
2. Release Content Assessment exams and answer keys to coaches after the second Testing Time Frame begins.
3. 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.
4. Quick Recall questions are not released to coaches until Quick Recall ends.

In Case of Severe Weather

1. Refer to Appendix G.
2. In areas of dense membership, it is possible that officials at a nearby site may postpone the event, while your site goes ahead as scheduled. If this occurs, sequester all questions until notified by KAAC. Do not allow anyone from the postponed site to attend Quick Recall events. KAAC will post important messages about weather throughout the day. Please have the head scorer log in and out frequently to view important information as it is updated.

8. Content Assessment Procedures

Student IDs and Passwords

1. Student ID numbers and testing passwords are uploaded by KAAC the Friday before your Saturday event. Any last-minute changes after that time will generate new IDs and passwords for students; the "old" password will not work.
2. Students will have a different password for each Assessment event in which they compete. They will have a 100-level ID if taking one exam, 200-level if taking two exams, and 300-level if taking three exams.

Registration

Students do not sign-in by event, but by the number of exams they are taking. Instead of thinking of a student as a Language Arts and Math student, think of that student as a "Two-Exam" student.

1. Login to the scoring system and download the complete Student List spreadsheet. From this file, make three sign-in forms: one each for one-exam, two-exam, and three-exam students.
2. Set up three registration areas: one each for one-exam, two-exam, and three-exam students.
3. When registration is complete, take a copy of each sign-in form to the proctors in each testing area for their attendance checklist.
4. Report any "no-shows" to the Head Scorer.
5. Students participating only in Quick Recall may sign-in at a place of your choosing.
6. Coaches may register students.

Proctors' Orientation

1. Proctor guidelines are available in the back of this guide and at <https://kaac.com/hosting/>
2. Calculator guidelines for calculator check are available in the back of this guide and at <https://kaac.com/hosting/> .

Inquiry Procedure – see Appendix E

Testing Guidelines

1. All students must report at the start time for Time Frame 1. If a student is late for the first Content Assessment time frame, that student may not take any exams.
2. Students take exams in this order: Mathematics, Science, Social Studies, Language Arts, and Arts/Humanities.
3. Students who complete their exams early sit quietly until the testing time frame is over.
4. If a student asks to leave the room to use the restroom or for emergency reasons, that student must be escorted by a proctor.
5. Between testing time frames, students may take an escorted trip to the restroom.

9. Quick Recall Procedures

Officials' Orientation

At a time designated by the Contest Manager, all Quick Recall officials meet for an orientation session led by the Contest Manager and Chief Official.

1. Work through any conflicts that exist in officials' assignments.
2. Discuss the procedures for obtaining and returning materials like questions and scoresheets.

You may not be able to make the later round assignments until you know what conflicts you have to avoid based upon what teams remain. If so, instruct officials to meet at a certain place and time to get their later round assignments. There are handy assignment sheets in Appendix B.

Question Preview

Following the orientation meeting, moderators and judges remain to preview Quick Recall questions with the Chief Official. All officials who are a part of the question preview must not have contact with anyone from their school once the preview has begun. This is the time to discuss acceptable alternate answers, pronunciation and correction of typographical errors.

The best way to preview questions is page-by-page. A word-for-word reading is not necessary. Give officials a couple minutes to read a page, then ask if there are any questions.

Quick Recall officials must be at the disposal of the Contest Manager for the duration of the Quick Recall event. To maintain the integrity of the competition, anyone who serves as a Quick Recall judge or moderator may not help coach their team later in the day, nor may they be involved in the inquiry process.

Quick Recall officials shall wear a badge provided by KAAC that identifies them as a Quick Recall official. Quick Recall officials who have been involved in preview sessions shall remain sequestered from students or coaches until they have been released from their duties by the Chief Official or Contest Manager.

Instruct officials to collect all copies of Quick Recall questions at the end of each match.

10. Hume Sportsmanship Award

1. After the last Quick Recall match, announce the meeting place for the student representatives from each team.
2. The criteria for selecting the Hume Award recipient are:
 - a) Sportsmanship
 - b) Ethics and fair play
 - c) Spirit of friendly competition
 - d) Overall positive decorum, attitude and demeanor

This is an easily delegated task.

3. For each vote, the floor is opened for nominations. Students then vote by secret ballot.
4. Break any ties with a run-off second vote. Only one Hume Award will be presented. All ties must be broken.
5. If students cannot come to a decision, no award shall be given.

11. Awards Ceremony

Do not release any other scores or results before the awards ceremony. Invite local media to cover the awards ceremony. Invite your superintendent, principal or a local public official to present awards.

Introduction

In beginning the awards ceremony, read:

"In a few minutes, we will begin the Governor's Cup Awards Ceremony. Some students will receive awards, but the majority will not. We all know, however, that ALL of our students are WINNERS! They have all worked very hard to be the best they can be academically, and are TRUE CHAMPIONS! Let's recognize them. (Announce team names one by one and ask them to stand)"

Awards

1. Top five students in Mathematics Content Assessment
2. Top five students in Science Content Assessment
3. Top five students in Social Studies Content Assessment
4. Top five students in Language Arts Content Assessment
5. Top five students in Arts/Humanities Content Assessment
6. Merit Advancement students (see below – no award, but ask them to stand)
7. Top five students in Composition
8. Four students on the first place Future Problem Solving team
9. Four students on the second place Future Problem Solving team
10. Eight students on the first place Quick Recall team
11. Eight students on the second place Quick Recall team
12. Hume Sportsmanship award
13. Overall first and second place plaques

Often when there are ties in Content Assessment and Composition, you will not have enough medals to give to all the students who placed. If this happens, direct coaches to the KAAC web site at kaac.com to request additional awards. There is no charge for medals that are the result of ties.

Coaches of teams that place in FPS or Quick Recall may also want "extra" medals for team members beyond the number of medals KAAC provides. They may order these from kaac.com as well, but there is a small charge for them.

Merit Advancement Students

Also advancing to Regional are students who do not place in the top five, but who score 40 or above on a Middle Grades or High School exam, or 24 or above on an Elementary exam. In this case, no school points or awards are presented. Recognize these students at the awards ceremony by asking them to stand for applause.

Ties

If you have a tie, you are not going to have the appropriate number of placement medals. The important thing is that each placing student is handed *something* at the awards ceremony.

When two students tie in Content Assessment or Composition:

1. Award the higher place medal to one student and award the medal intended for the lower place to the other student who tied.
2. After the awards ceremony, return the lower place medal to KAAC.
3. The coach of the student without the medal can then request from KAAC a medal and label that reflects the student's appropriate placement.

If ties prevent some students from receiving medals, please instruct coaches to the KAAC web site at kaac.com to complete the "Request for Additional Awards" form. You are not responsible for ordering awards.

Scoring Errors

Scoring errors may result in a student or team receiving an award at the awards ceremony they do not actually deserve. If this happens, KAAC does not, in most cases, ask that student or team to return their award. Online results will always reflect the correct placement of teams and students after errors are rectified. It is not always possible to correct scoring errors.

12. Material Released to Coaches

**If inclement weather conditions exist anywhere in the Commonwealth, KAAC will notify your Head Scorer through the scoring interface about sequestering materials. In the absence of such a notification, release the items below:

- Copies of the Composition prompt and FPS Future Scene
- Quick Recall questions

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

13. Material Returned to KAAC

1. Any unused medals or other awards
2. Content Assessment Inquiry Forms
3. Quick Recall Inquiry Forms

THANK YOU!

A final word of advice:

Just as the moderator and judge must maintain decorum in a Quick Recall match without abusing their positions of authority, so must the Contest Manager authoritatively administer Governor's Cup.

Take the advice of experienced coaches when it seems sound. Be firm but fair; make it clear that all coaches and schools will be expected to do their part to help as well. Please contact us at KAAC if you have any problems to which you can't find answers. We're here as a resource to you.



John Bennett, Executive Director
jbennett@kaac.com
Quick Recall, Content Assessment

Brenda Darnell, Program Director
bdarnell@kaac.com
FPS, Composition, Hosting

The Kentucky Association for Academic Competition

**113 Consumer Lane
Frankfort, KY 40601
502-223.0088 (phone)
502-223.0430 (fax)
E-mail: kaac@kaac.com**

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

The KAAC staff will be available until 5:30 P.M. EST on competition days to offer procedural guidance only; all inquiries or disputes are to be decided at the competition site.

Appendix A - District Entry Packet Instructions



District Entry Packet Instructions

(Coaches have received the following instructions.)

Complete the forms included in this packet:

- a. Severe Weather Input Form
- b. Special Needs Request (if needed)
2. Send those forms to the representative at your District host school. If you are not sure who your host school is, click the "Pairings" link after logging into the online scoring program at <http://my.kaac.com/Login> .
3. Login to the Governor's Cup Coach's link at <http://my.kaac.com/Login> using the Governor's Cup coach password that was emailed to you on December 13.
4. PLEASE NOTE that you will enter NOT ONLY student names, but their District Governor's Cup event assignments. You can save your work at any time and return at your convenience.
5. Along with your student names, you will provide contact information for your required officials.
6. Follow the on-screen instructions. Print your completed student and official list for your records. You will also receive an emailed roster.
7. Student names and event assignments must be entered before your planning meeting. At that time, any changes must be made through your host school.
8. It is not necessary to send a paper copy of your roster to either the host school or to KAAC.

Appendix B - Worksheets for Officials

Worksheet for Officials

Chief Official _____ Panel Member--Math _____
Panel Member--Science _____ Panel Member--Soc. Studies _____
Panel Member--Lang. Arts _____ Panel Member--Humanities _____

*Panel members may serve "double duty" in one or more areas

Scoring Team: Head Scorer _____ Assistant _____

Composition/FPS Coordinator (1) if FPS certified _____
Or 2 people from different schools, and one must be FPS certified _____

FPS Proctors (may not evaluate): Minimum of 2 proctors if in one large room; otherwise 1 proctor per room to monitor students during competition

1. _____ 2. _____

FPS Evaluators (may not proctor, be the FPS coach, or an immediate relative of a participant): 1 evaluator for each FPS team

1. _____ 2. _____
2. _____ 3. _____
5. _____

Composition Minimum of 2 proctors (may not score)

1. _____ 2. _____

Composition: 1 reader (may not proctor or coach Composition) from each school participating in Composition

1. _____ 2. _____
3. _____ 4. _____
5. _____

Content Assessment Proctors:

One Exam testing area 1. _____ 2. _____

HS Mathematics* 1. _____ 2. _____

Two Exam testing area

First time frame 1. _____ 2. _____

Second time frame 1. _____ 2. _____

Three Exam testing area

First time frame 1. _____ 2. _____

Second time frame 1. _____ 2. _____

Third time frame 1. _____ 2. _____

* High School Math begins 10 minutes before the other exams. Proctors can serve more than one Time Frame.

Calculator Approval Team: _____

Quick Recall:

Judging Team = 1 moderator, 1 judge, 1 timer, 1 scorer, and 1 spotter per room.

If 3 teams participate, 1 room requiring 1 judging team.

If 4 teams participate, 2 rooms requiring 2 judging teams.

If 5 teams participate, 2 rooms requiring 2 teams.

A separate worksheet is provided for Quick Recall officials--see the next page.

Quick Recall Officials and Equipment—Worksheet 3 Team District

Round 1, Match 1

Room: _____

Moderator _____ Judge _____ Scorer _____

Spotter _____ Timer _____ (Spotter/Timer may be combined)

Buzzer System _____ Operator _____ (operator may spot)

Round 2, Match 2

Room: _____

Moderator _____ Judge _____ Scorer _____

Spotter _____ Timer _____ (Spotter/Timer may be combined)

Buzzer System _____ Operator _____ (operator may spot)

Round 3, Match 3

Room: _____

Moderator _____ Judge _____ Scorer _____

Spotter _____ Timer _____ (Spotter/Timer may be combined)

Buzzer System _____ Operator _____ (operator may spot)

Round 4, Match 4

Room: _____

Moderator _____ Judge _____ Scorer _____

Spotter _____ Timer _____ (Spotter/Timer may be combined)

Buzzer System _____ Operator _____ (operator may spot)

Round 5, Match 5 (if needed)

Room: _____

Moderator _____ Judge _____ Scorer _____

Spotter _____ Timer _____ (Spotter/Timer may be combined)

Buzzer System _____ Operator _____ (operator may spot)

Quick Recall Officials and Equipment—Worksheet 4 Team District

Round 1, Match 1

Room: _____

Moderator _____ Judge _____ Scorer _____
Spotter _____ Timer _____ (Spotter/Timer may be combined)
Buzzer System _____ Operator _____ (operator may spot)

Round 1, Match 2

Room: _____

Moderator _____ Judge _____ Scorer _____
Spotter _____ Timer _____ (Spotter/Timer may be combined)
Buzzer System _____ Operator _____ (operator may spot)

Round 2, Match 3

Room: _____

Moderator _____ Judge _____ Scorer _____
Spotter _____ Timer _____ (Spotter/Timer may be combined)
Buzzer System _____ Operator _____ (operator may spot)

Round 2, Match 4

Room: _____

Moderator _____ Judge _____ Scorer _____
Spotter _____ Timer _____ (Spotter/Timer may be combined)
Buzzer System _____ Operator _____ (operator may spot)

Round 3, Match 5

Room: _____

Moderator _____ Judge _____ Scorer _____
Spotter _____ Timer _____ (Spotter/Timer may be combined)
Buzzer System _____ Operator _____ (operator may spot)

Round 4, Match 6

Room: _____

Moderator _____ Judge _____ Scorer _____
Spotter _____ Timer _____ (Spotter/Timer may be combined)
Buzzer System _____ Operator _____ (operator may spot)

Round 5, Match 7 (if needed)

Room: _____

Moderator _____ Judge _____ Scorer _____
Spotter _____ Timer _____ (Spotter/Timer may be combined)
Buzzer System _____ Operator _____ (operator may spot)

Quick Recall Officials and Equipment—Worksheet 5 Team District

Round 1, Match 1

Room: _____

Moderator _____ Judge _____ Scorer _____
Spotter _____ Timer _____ (Spotter/Timer may be combined)
Buzzer System _____ Operator _____ (operator may spot)

Round 1, Match 2

Room: _____

Moderator _____ Judge _____ Scorer _____
Spotter _____ Timer _____ (Spotter/Timer may be combined)
Buzzer System _____ Operator _____ (operator may spot)

Round 2, Match 3

Room: _____

Moderator _____ Judge _____ Scorer _____
Spotter _____ Timer _____ (Spotter/Timer may be combined)
Buzzer System _____ Operator _____ (operator may spot)

Round 2, Match 4

Room: _____

Moderator _____ Judge _____ Scorer _____
Spotter _____ Timer _____ (Spotter/Timer may be combined)
Buzzer System _____ Operator _____ (operator may spot)

Round 3, Match 5

Room: _____

Moderator _____ Judge _____ Scorer _____
Spotter _____ Timer _____ (Spotter/Timer may be combined)
Buzzer System _____ Operator _____ (operator may spot)

Round 3, Match 6

Room: _____

Moderator _____ Judge _____ Scorer _____
Spotter _____ Timer _____ (Spotter/Timer may be combined)
Buzzer System _____ Operator _____ (operator may spot)

Round 4, Match 7

Room: _____

Moderator _____ Judge _____ Scorer _____
Spotter _____ Timer _____ (Spotter/Timer may be combined)
Buzzer System _____ Operator _____ (operator may spot)

Round 4, Match 7a (if needed)

Room: _____

Moderator _____ Judge _____ Scorer _____
Spotter _____ Timer _____ (Spotter/Timer may be combined)
Buzzer System _____ Operator _____ (operator may spot)

Round 5, Match 8

Room: _____

Moderator _____ Judge _____ Scorer _____
Spotter _____ Timer _____ (Spotter/Timer may be combined)
Buzzer System _____ Operator _____ (operator may spot)

Round 5, Match 8a (if needed)

Room: _____

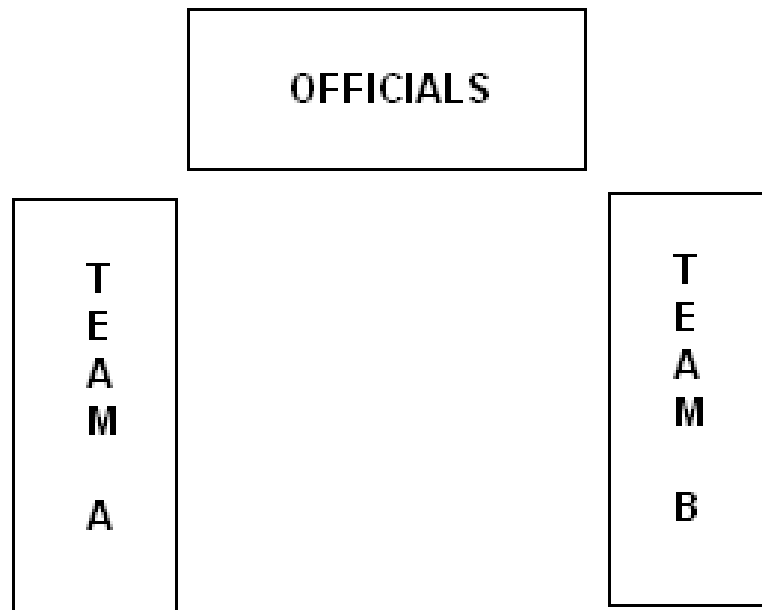
Moderator _____ Judge _____ Scorer _____
Spotter _____ Timer _____ (Spotter/Timer may be combined)
Buzzer System _____ Operator _____ (operator may spot)

Round 6, Match 9 (if needed)

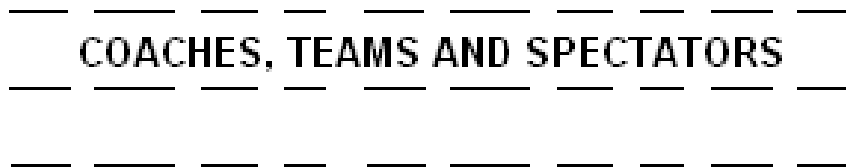
Room: _____

Moderator _____ Judge _____ Scorer _____
Spotter _____ Timer _____ (Spotter/Timer may be combined)
Buzzer System _____ Operator _____ (operator may spot)

Appendix C - Quick Recall Diagram



10' MINIMUM SPACE IF POSSIBLE

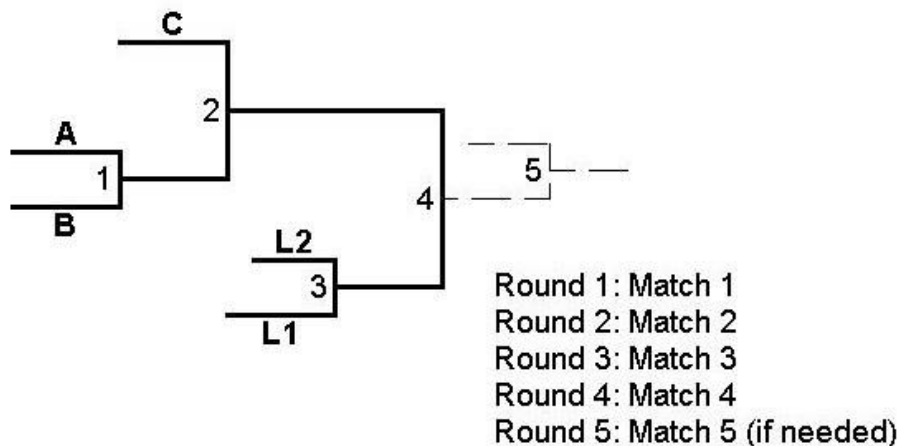


If you desire, you may also flare the Team A and Team B student tables to make more of a "V" than a "U".

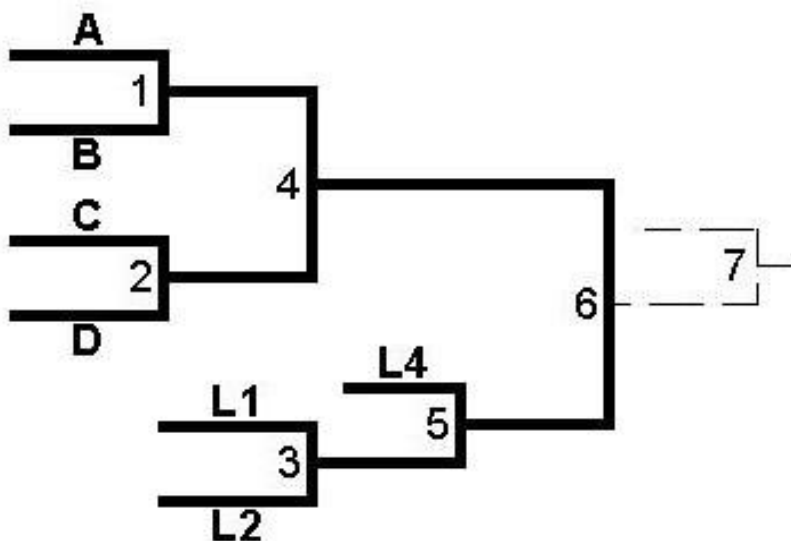
Appendix D - Blank Quick Recall Brackets

Note: See the front of this guide for instructions for conducting the draw for placement in the Quick Recall tournament brackets.

Three Team Draw

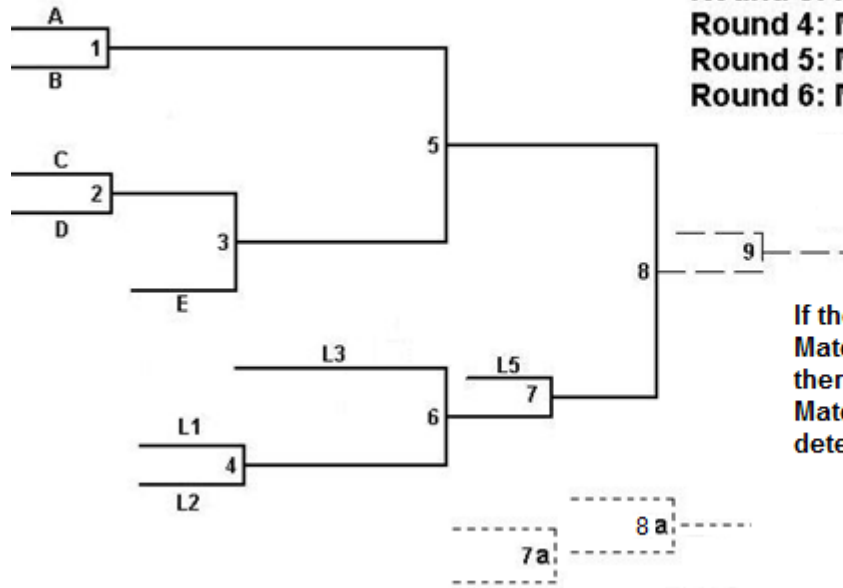


Four Team Draw



Round 1: Matches 1 and 2
 Round 2: Matches 3 and 4
 Round 3: Match 5
 Round 4: Match 6
 Round 5: Match 7 (if needed)

FIVE TEAM DRAW



- Round 1: Matches 1 and 2
- Round 2: Matches 3 and 4
- Round 3: Matches 5 and 6
- Round 4: Match 7 (and 7a if needed)
- Round 5: Match 8 (and 8a if needed)
- Round 6: Match 9 (if needed)

If there are two 0-2 teams after Match 6, they play Match 7a. If there are two 1-2 teams after Matches 7 and 7a, Match 8a determines third place.

Appendix E - Duties of the Chief Official And Inquiry Panel; Inquiry Procedure

Duties of the Chief Official and Inquiry Panel

The Chief Official and Inquiry Panel members act only to decide matters the other competition officials cannot resolve.

The Chief Official:

- ✓ Makes a final ruling on inquiries the other officials cannot resolve
- ✓ 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 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
- ✓ Distributes the Quick Recall Official Name Badges to Moderators and Judges

The Inquiry Panel:

- ✓ Is nominated by the participating schools to serve as a judging panel (enough people to "cover" the content areas of Mathematics, Science, Social Studies, Language Arts, and Arts/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. Some members of the Inquiry Panel may not be on-site the day of the competition. The Chief Official must still, however, have all subject areas represented by those who are "on call" when content area assistance is needed.

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

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 10:40 a.m. (EL) or 11:45 a.m. (MG and HS). Do NOT allow coaches to leave the secure area with exams.
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.
8. KAAAC'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. *This will not work if you have not entered your Chief Official's email through the scoring system interface.*



Quick Recall Inquiry Form



Return to KAAC



COACH SECTION:

ROUND # _____ HALF: 1 2 OT

ROOM _____

QUESTION # _____ TOSSUP / BONUS / BOUNCE-BACK (circle)

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

JUDGE SECTION:

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) Signature of Judge _____

OPPOSING COACH REBUTTAL: (use the back if needed)

CHIEF OFFICIAL SECTION: _____ YES, the judge's decision was correct _____ NO, the judge's decision was incorrect

Comments/Instructions:

Signature of Chief Official _____

Content Assessment Inquiry Form

HOST SCHOOL _____ ROOM _____ DISTRICT # _____

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 COMMENTS:

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 (10:40 a.m. in Elementary, 11:45 a.m. in Middle Grades and High School), followed by a 15-minute rebuttal period.

SIGNATURE OF CHIEF OFFICIAL _____



Return to KAAC

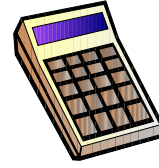
Appendix F - Content Assessment Proctoring and Scoring Instructions

Calculator Guidelines for Mathematics Content Assessment

Elementary

A maximum of two non-programmable, non-graphing calculators may be used, including but not limited to:

- Math Explorer
- Texas Instruments' TI-15, TI-30, TI-31, TI-34, TI-35, and TI-36 series
- Casio FX 115, FX 250, FX 300, and FX 570 series
- Radio Shack 4029
- Sharp 506 series calculators



Middle Grades and High School

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:

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. KAAC uses ACT testing guideline, should they change.

Prohibited Calculators

- calculators with built-in or downloaded computer algebra systems (CAS), including:
 - Texas Instruments: all model numbers that begin with TI-89 and TI-92, and the TI-Nspire. The Ti-Nspire non-CAS is permitted.
 - Hewlett-Packard: HP Prime, HP 48GII, All model numbers that begin with HP 40G, HP 49G, or HP 50G
 - Casio: Algebra fx-CP400 (ClassPad 400), ClassPad 300 and ClassPad 330, Algebra fx 2.0, all model numbers that begin with CFX-9970G
- 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.

Proctor Instructions for Content Assessment

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 (unless others are designated to do so), and collect materials. At least two proctors are recommended for each testing area.

1. Before the examination, obtain a copy of the sign-in form, scratch paper, pencils and a timing device from the Contest Manager.
2. Separate individuals from the same school. Leave as much room as possible between participants. Follow local COVID protocols.
3. 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.
4. Five minutes prior to the exam start time, take an initial head count. Note any absent students.
5. 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 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 early, please close the device you're using for testing and remain seated quietly.

You need to have your login password and your testing ID number ready at this time. You should have one password for each exam you're taking. Is there anyone who doesn't have the password for their first exam? You may write down your answers on scratch paper if you want to check them against the key your coach will receive.

(At testing time) Now, on your device, go to www.kaac.com. Click "Login" at the top, then "Students." Now let's all navigate to the login link in your browser. Everyone there? Please enter your password and login.

Has everyone logged in successfully? You should be seeing a landing page with a large Governor's Cup logo. You'll be asked your District 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."

Appendix G – Severe Weather Forms

Governor's Cup Scheduling Policy

Governor's Cup Competition 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 months in advance, and makes a determined effort to avoid conflicts with other statewide events and activities.

When a school chooses to participate in the Governor's Cup Competition, all adult and student participants agree and accept the rules governing the competition, including:

- a. If a Governor's Cup District or Regional event has participation from schools from both the Eastern and Central Time Zone, **the event shall be conducted on Central time.**
- b. Students must participate in the District and Region to which they are assigned, and all competition events must be held at the KAAC-designated place and time. A Contest Manager may not adjust the competition schedule to meet the scheduling desires of a particular student, group of students, coach or school. Because Governor's Cup is a multi-tiered event, and the same questions are used across the state, this policy protects the integrity of the competition.
- c. No changes to the official published schedule or competition dates 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.
- d. With the exception of severe weather, natural disaster, or reasons involving public health or safety, all events must be held at the prescribed date and time, and all students in each respective event must compete at the same time. Students competing in both FPS and Composition are the only exceptions to this rule.
- e. If a competition is delayed or postponed, the Severe Weather Plan agreed upon by the coaches attending the Coaches' Planning Meeting is enacted. The implementation to delay or postpone Governor's Cup events rests with the Contest Manager and is approved by KAAC.
- f. 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.
- g. Administrators from schools that are closed for flu or other public health reasons may insist that a Governor's Cup event be postponed. If that school, however, does not cancel all activities, including athletic events, the administrator's request will not be honored.
- h. Schools that disregard this policy jeopardize their membership in the Kentucky Association for Academic Competition.
 - i. Coaches who knowingly alter the established competition dates or schedule (with the exception of the Severe Weather Plan) for any Governor's Cup event(s) disqualify their school and forfeit their school's continued participation for those altered event(s) for that competition year.
 - ii. Should a second infraction occur within the same competition year or the following two years, the offending school(s) and/or student(s) forfeit all participation rights, in all events, for the remainder of that competition year and the year following that in which the infraction occurred.

Severe Weather



Safety is the foremost concern when decisions are made. **The safety of the students is our primary concern; it is better to be overly cautious than to jeopardize their safety.** Delay or postponement decisions also need to safeguard the integrity of the Governor's Cup wherever we can. The same questions and exams are used at all sites, regardless of the date of the competition.

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 6 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.

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



Complete and send to your host school before the Planning Meeting.

Governor’s Cup **EL** **MG** **HS** **DISTRICT #** _____ **or** **REGION#** _____
School _____ **School Representative** _____

KAAC Severe Weather Policies—Summary

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 Governor’s Cup competition, that request must be approved by KAAC. The decision to delay or postpone Governor’s Cup events rests solely with the Contest Manager. Coaches who knowingly alter the established competition dates or schedule (with the exception of the Severe Weather Plan) for any Governor’s Cup 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.

FPS and Composition

Should severe weather or natural disaster force a postponement of the schedule for FPS and Composition agreed upon at the Planning Meeting, my preferences for rescheduling are as follows:

FPS	M Tu Wed Th F Sa at _____ AM/PM	2nd Choice	M Tu Wed Th F Sa at _____ AM/PM
Composition	M Tu Wed Th F Sa at _____ AM/PM	2nd Choice	M Tu Wed Th F Sa at _____ AM/PM

Content Assessment/Quick Recall: Delay

Should severe weather or natural disaster force a delay in the published Governor’s Cup Saturday schedule, I would like to request a minimum delay of: **1 hour** **2 hours** **3 hours** **4 hours** **Other** _____

Content Assessment/Quick Recall: Postponement

Event	1 st Choice		2 nd Choice
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:



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.

Governor's Cup	EL	MG	HS	DISTRICT # _____	or	REGION# _____
Host School _____				Contest Manager or Designee _____		

Severe Weather Plan

Composition (<i>Plans A, B & C</i>):	Date _____	Registration _____	Begins _____
FPS (<i>Plans A, B & C</i>):	Date _____	Registration _____	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 Governor's Cup 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** _____

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 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 6 PM or later 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. You may include detailed information on a separate page if necessary. Return to KAAC

Appendix H –Applying Labels to Medals

INSTRUCTIONS FOR APPLYING LABELS TO AWARD MEDALS

The labels shipped to you are to be applied to the back of the medals. You should have the following labels:

- 1.) Mathematics – 5 labels – Champion through Fifth Place
- 2.) Science – 5 labels – Champion through Fifth Place
- 3.) Social Studies – 5 labels – Champion through Fifth Place
- 4.) Language Arts – 5 labels – Champion through Fifth Place
- 5.) Arts & Humanities – 5 labels – Champion through Fifth Place
- 6.) Composition – 5 labels – Champion through Fifth Place
- 7.) Quick Recall – 8 Champion labels
- 8.) Quick Recall – 8 Runners-Up labels
- 9.) FPS – 4 Champion labels
- 10.) FPS – 4 Runners-Up labels

The labels mentioned above should be applied to the appropriate medal according to the color of the neck ribbon. Below is a list of the neck ribbon colors along with which place each color represents:

Blue – Champion
Red – Runner-Up
White – Third Place
Purple – Fourth Place
Green – Fifth Place

Please apply all Champion labels to the back of the medals with a blue neck ribbon. Apply all Runner-Up labels to the back of the medals with a red neck ribbon continuing this process using the color representation above.

Coaches of teams that place in FPS or Quick Recall may also want “extra” medals for team members beyond the number of medals KAAC provides. They may order these from www.kaac.com as well, but there is a small charge for them.

If you have any questions, please feel free to contact our office at 502.223.0088.

Review Request Tracking Form

This form is to help the hosting officials track and document issues of concern brought to the Contest Manager or Chief Official by coaches. It is not part of the Quick Recall or Assessment inquiry process.

Coach Name	School	Concern	CM or CO initials	Resolved