

## Kentucky Association for Academic Competition

---

113 Consumer Lane

Frankfort, KY 40601

502.223.0088

Fax: 502.223.0430

[kaac@kaac.com](mailto:kaac@kaac.com)

[bdarnell@kaac.com](mailto:bdarnell@kaac.com)

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



## **FPS & COMPOSITION**

**ALL GRADE LEVELS**

**District Governor's Cup**

## Contents

<b>Governor's Cup Scheduling Policy .....</b>	<b>2</b>
<b>Responsibilities of Host Schools for FPS &amp; Composition Events .....</b>	<b>3</b>
<b>Task 1. Devise a Facility Usage Plan .....</b>	<b>3</b>
<b>Task 2. Identify Needed Officials.....</b>	<b>3</b>
<b>Task 3. Receive District Entry Forms.....</b>	<b>4</b>
<b>Task 4. Schedule FPS &amp; Composition Events.....</b>	<b>4</b>
<b>Task 5. Receive Materials.....</b>	<b>5</b>
<b>Task 6. Prepare for and Implement Registration .....</b>	<b>6</b>
<b>Task 7. Registration and Orientation of Officials.....</b>	<b>7</b>
<b>Task 8. Prepare for Evaluation/Scoring .....</b>	<b>7</b>
<b>Task 9. Distribute and Return of Competition Materials .....</b>	<b>9</b>
<b>Appendix A – Worksheet for Officials.....</b>	<b>16</b>
<b>Appendix B – FPS and Composition Sign-in Form .....</b>	<b>17</b>
<b>Appendix C – Officials Worksheet for Scoring Events.....</b>	<b>17</b>
<b>Appendix E – Scores Form for FPS and Compsoition .....</b>	<b>26</b>
<b>Appendix f– FPS and Composition Scoresheet Review.....</b>	<b>27</b>
<b>Appendix G –FPS Regional Advancement Announcement .....</b>	<b>28</b>

## To Our FPS and Composition Coordinator

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 JV 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](mailto: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.

## **A Word of Thanks**

On January 11 (Middle Grades), January 18 (High School) and February 3 (Elementary) academic teams across the state will have the opportunity to participate in Composition and Future Problem Solving (FPS) competitions, two of the eight events within Governor's Cup Competition. Composition and FPS events are held prior to the other District Governor's Cup events in order to better facilitate a more efficient academic competition.

The Kentucky Association for Academic Competition (KAAC) appreciates your willingness to coordinate the 2022 Governor's Cup Competition.

This planning guide, like the Contest Manager's *Hosting Guide*, is designed to assist you by identifying the necessary tasks for coordinating a successful Composition and FPS competition. This guide identifies assignments specific to Composition and FPS, and suggests the best manner in which these assignments are administered.

**As a reference, the rules for Composition and FPS can be found in the KAAC Governor's Cup Coaches Manual .**

KAAC gratefully acknowledges your part in this organizational effort. The staff of KAAC is ready to assist you in preparation of the District competition. Please feel free to contact us at (502) 223-0088. Our hours are 8:00 a.m. to 4:30 p.m. EST Monday through Friday.

Thank you again for your attention to these important details; your contribution to a rewarding student experience is greatly appreciated.

**Brenda Darnell will be available until 8:30 PM on FPS & Composition days to offer procedural guidance. Email is the best way to contact Brenda. Email her at [bdarnell@kaac.com](mailto:bdarnell@kaac.com) .**

This is a state-wide competition and may require a sequester of competition materials due to inclement weather that causes a postponement in an isolated area of the state. Check for a sequester of materials frequently throughout the day by logging out of the ASAP scoring page and logging back into the ASAP link.

# Governor's Cup Scheduling Policy



Students will compete in-person and online at the host school. Only KAAC-approved websites and webpages may be viewed during events. The use of unapproved devices, notes, or websites other than the ones designated for the event will be cause for disqualification.

## COMPETITION SCHEDULE

All competition events must be held at the designated place and time determined at the Planning Meeting.

- 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 Composition prompts or Future Scenes 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, widespread Internet outages, 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.

## **FPS and Composition Coordinator Duties—must not be the coach of one of the students or teams in the competitions**

- Receive a copy of the District Scoring Password and ASAP Scoring Guide from the school representative of the host school (A link to the guide is available online as a download)
- Provide the physical facilities and Internet access to accommodate the competitions
- Coordinate FPS & Composition portion for the following: Coaches planning meeting: MG-Jan 6<sup>th</sup>; HS-Jan 13<sup>th</sup> and EL-Feb 3<sup>rd</sup>
- Secure working emails and phone numbers for all coaches, and officials including proctors.
- Based on input from coaches at the planning meeting, assign officials to their various roles and confirm their participation in FPS and Composition. Conduct orientation sessions for officials if not performed by the Contest Manager
- Coordinate with the Contest Manager:
  - Coaches planning meeting (may be in-person so that devices may be tested at the host school) or by videoconference or a combination
  - Set the times for FPS and Composition (include Double Duty times for students competing in FPS and Composition)
  - Establish Facility Needs
  - Composition proctors' orientation
  - Composition event with students and proctors
  - Coordinates videoconferencing for any off-site evaluation in FPS and Composition
  - Composition scoring
  - FPS proctors' orientation
  - FPS event with students and proctors
  - FPS scoring
  - Prepare and copies of student or team booklets and scoresheets before Awards Ceremony and forward by email to coaches following the Awards Ceremony
  - Protect the security of the competition materials
- Receive Entry Form from participating schools using the ASAP Scoring Password (Coaches must provide names and emails of officials). Scorers for FPS and Composition must have the ability to use Excel files. **This must be discussed at the Planning Meeting by the Coordinator or Contest Manager.**
- A Composition Reader may NOT be the designated proctor for any school. A Composition coach or parent of a composition student may proctor as long as that person does not proctor the event alone.
  - Composition proctors' orientation is to be held before district event
- FPS event with students and proctors  
An FPS Evaluator may NOT be the designated proctor for any school.
  - FPS proctors' orientation is to be held before district event.

**New Rule for Participation**

- Assign Composition ID and FPS ID numbers using the ASAP Scoring Password using the Pre-scoring tab.
- Input Composition ID Numbers into ASAP** (must be completed after the Planning Meeting to generate the information for coaches to access) ID numbers are assigned beginning with 401
- Input FPS ID Numbers in into ASAP** (must be completed after the Planning Meeting to generate the information for coaches to access) ID numbers are assigned beginning with 001
- Substitutes in Composition must be completed no later than 2 hours before registration closes.
- Email coaches that Composition ID and FPS numbers and passwords are available to forward to participants. The login sites must not be accessed until the time of the competition or the student/s or team/s will be disqualified.
- Verify FPS and Composition scoresheets uploaded into ASAP by the graders immediately after scoring is complete.
- Inform Contest Manager that scoring has been completed.

## **Task 1. Troubleshoot Technology**

Your hosting success will in large part depend on how well you're able to avoid technology issues. A technology review will help you uncover them.

Your technology can be grouped into two areas:

1. File sharing with students; and
2. File sharing with people scoring competition booklets.

### **A. File Sharing**

Documents that used to be handed out are now an electronically file sharing system. Coaches share passwords and ID numbers with the students to access the competition booklets. The proctor in each room should have a list of the Student Names, ID Number and Passwords. No one other than those listed above should have access to a student's unique password.

1. Examples of shared documents for participants:
  - Composition booklets and lead proctor
  - FPS booklets shared with 4 team members and lead proctor
2. Examples of shared documents for scorers of FPS and Composition
  - A copy of each booklet in Composition and FPS
  - An upload of scoresheets from the scorers.

## **Task 2. Provide Your Official's Information**

Using the scoring password KAAC sent to you, under the "Manage Officials" tab you will be able to access the names of officials for FPS and Composition. Each school entering students in these events must provide the names of the coaches (certification number required for FPS), and scorers (certification number required for FPS) and proctors.

### Task 3. Confirm All Officials

As part of the Student Entry process, coaches enter information on their required officials. They can make adjustments to their officials' roster up until the day before your Planning Meeting; after that time all changes must come through you as host.

#### Officials Required

- A. Contest Manager: 1 (if the coach, a second person must be designated to handle all sensitive materials such as prompts and Code Number Files)
- B. Scoring team for FPS and Composition: FPS and Composition Coordinator or Head Scorer (may also be Chief Official)

#### Officials Needed for FPS:

- ✦ FPS Proctors: 1 per participating school
  - FPS evaluators may not proctor
- ✦ FPS Evaluators: 1 certified evaluator is **required** from each participating school. A team will be disqualified from the FPS competition if they do not have a certified coach and a certified FPS evaluator (2 different people). Must have the ability to score electronically using Excel. **The FPS coach may not evaluate at district, but may serve as the evaluator for a school from a different district.**

#### Officials Needed for Composition:

- ✦ Composition Proctors: 1 per participating school
  - coaches and guardians may not proctor alone
  - proctors may NOT score the booklets
- ✦ **Proctors may not evaluate.**
- ✦ Composition Readers: A reader is required from each school that participates in Composition. Must have the ability to score electronically using Excel.
  - Composition coach or guardian may not score

No specific training is required, but Composition readers should have experience scoring student writing such as the scoring used in the composition assessment. Nominated officials should review the KAAC Composition scoresheet, rubric and *Composition Guide* before scoring any KAAC Composition event.

FPS and Composition officials are identified on each school's District Entry Form. FPS officials should also have an accompanying certification number. If either the FPS coach or evaluator's number is not listed on the District Entry Form, you may check on-line at <http://data.kaac.com/training/certification/search.asp>.

During the Coaches' Planning Meeting, FPS and Composition proctors should be decided upon by all schools participating. Composition readers should also be identified at this time. **Proctors in FPS or Composition may NOT evaluate.**

Please see Appendix A for the FPS & Composition worksheet for identifying officials.

**It is your job as FPS and Composition Coordinator to contact these officials and confirm their participation; do not rely on coaches to perform this task.**



## **Task 4. Devise a Facility Usage Plan**

**Middle Grades: Tuesday, Jan. 11**

**High School: Tuesday, Jan. 18**

**Elementary: Tuesday, Feb. 8**

### **Composition:**

The room must accommodate students with capability to work with a computer (either personal or supplied by the host school). Each school may enter up to three students in Composition. Depending on the make-up of your District, expect 9-15 students registered for the Composition event. Guest login must be secured in advance of the competition if students are bringing their personal devices. The room should be one that is away from any distractions such as hallway traffic. Composition is a 90-minute event in the middle grades and high school divisions and a 60-minute event in the elementary division.

### **Future Problem Solving:**

A large room or several rooms (up to 1 for each FPS team) to accommodate 4 students with capability to work with a computer while completing their team booklet (either personal or supplied by the host school). FPS is a team event. Four students from each participating school are allowed two (2) hours to complete a written booklet in all divisions including the elementary division. Guest login must be secured in advance of the competition if students are bringing their personal devices. KAAC recommends, but does not require, that all teams be placed in one large area, such as a library or cafeteria. Since team members will be talking, teams should be spaced as far apart as possible.

### **Additional Space Required:**

The following are required spaces; one room may serve more than one purpose.

- ❑ Registration area with table
- ❑ Secure Contest Management room to store materials
- ❑ Area for officials' meeting
- ❑ Scoring room(s) for evaluating FPS and Composition
- ❑ Commons area for coaches, parents, and students to wait
- ❑ Room and personnel for Double Duty FPS and Composition students

## **Task 5. Identify Needed Officials**

Even though KAAC requires officials from each participating school, you will probably want to have a couple of extra individuals on hand to prevent any disruptions in the competition. Any official with access to the new ID codes for re-coding of the booklets may NOT proctor or evaluate. If the same official is scoring FPS and Composition Booklets, they may not score both sets in the same day.

### **Officials Needed for FPS:**

- ✦ FPS Proctors: Minimum of two (2) if in one large room. Proctors should be located in the room so that computer screens of the students are visible at all times to ensure that students are accessing only the KAAC booklet website during the competition. **Proctors**

**may not evaluate.** If more than one room is used for the FPS event, a proctor for each room is required.

- ✦ FPS Evaluators: 1 certified evaluator is **required** from each participating school. A team will be disqualified from the FPS competition if they do not have a certified coach and a certified FPS evaluator who is not the coach. The evaluator must have access to score using Excel. **The FPS coach may not evaluate at district, but may serve as the evaluator for a school from a different district.**

### **Officials Needed for Composition:**

- ✦ Composition Proctors: Minimum of two (2) and a proctor must be able to see the participants computer screens at all times. Proctors should be located in the room so that computer screens of the students are visible at all times to ensure that students are accessing only the KAAC booklet website during the competition. **Proctors may not evaluate.**
- ✦ Composition Readers: A reader is required from each school that participates in Composition. A reader must be able to score using Excel.

No specific training is required, but Composition readers should have experience scoring student writing such as the scoring used in the composition assessment. Nominated officials should review the KAAC Composition scoresheet, rubric and *Composition Guide* before scoring any KAAC Composition event.

FPS and Composition officials are identified on each school's District Entry Form in ASAP. FPS officials should also have an accompanying certification number. If either the FPS coach or evaluator's number is not listed on the District Entry Form, you may check on-line at <http://data.kaac.com/training/certification/search.asp>.

During the Coaches' Planning Meeting, FPS and Composition proctors should be decided upon by all schools participating. Composition readers should also be identified at this time. Proctors in FPS or Composition may NOT evaluate booklets.

Please see Appendix A for the FPS & Composition worksheet for identifying officials.

## **Task 6. Receive Adult and Student Rosters**

Coaches will NOT send a paper student roster and event assignment sheet to host schools as has been done in the past. Coaches will make those assignments through the scoring system.

### **THE PROCESS:**

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

1. An "Adult Roster", which asks coaches to list the officials their school is providing and their coaches for Quick Recall and FPS
2. Coach Severe Weather Input Form
3. Special Needs Request
4. Instructions for entering students in the online scoring system

As FPS & Composition Coordinator, you will need to obtain copies of the rosters using the ASAP Scoring Password.

**The coaches in your District must submit items 1-3 from the District Entry Packet to you no later than January 5 for MG and January 12 for HS or February 2 for EL. Coaches must also enter their student roster and event assignments by those dates.** Using the ASAP Scoring Password, you have a list of email addresses for the coaches who have not entered any of this information. When you access the ASAP Scoring Program, you may email a coach to remind them about entering information for students and/or officials.

## **Task 7. Schedule FPS & Composition Events**

1. At the Coaches' Planning Meeting the coaches and Contest Manager must decide upon the official event times for FPS and Composition. The events can be scheduled at any time on January 11 (Middle Grades), January 18 (High School) or February 8 (Elementary), but all participating teams must agree to the times.
2. Review the District Entry Student Roster to determine if there are any students that will be competing in both Future Problem Solving and Composition (double duty students).
3. If your District has students who are competing in both FPS and Composition, then the Contest Manager and coaches present at the Planning Meeting must decide if the competitions will be held at separate times or if they will be held concurrently. The following procedure should be followed to schedule the events for "double duty" students.
  - i. At the Coaches' Planning Meeting, coaches and the Contest Manager may set a "special" Composition time for those double duty students.
  - ii. That special time may be either before or after Future Problem Solving.
  - iii. Regardless of when the special time for Composition is scheduled, no more than 15 minutes may be scheduled in between events. During this time, "double duty" students must be sequestered from other students.
  - iv. For integrity reasons, only those "double duty" students are allowed to participate in Composition during the special time frame.

## **Task 8. Receive Materials**

**The following unsecured materials as well as the secured competition materials (identified with an \*) are available to the FPS and Composition Coordinator prior to the competition:**

- a. Registration information with ID numbers and passwords available through ASAP
- b. FPS and Composition scoresheets – Available as a downloadable Excel file by scorers
- c. Composition and FPS Report Forms – Available as a downloadable Excel file by scorers
- d. FPS and Composition Booklets – Downloaded by participants using unique passwords
- e. \*FPS Future Scene and \*Evaluator Notes - Available as downloadable files by evaluator
- f. \*Composition prompts and Notes to Composition Reader - Available as downloadable files by readers
- g. \*Copies of Composition Prompts and \*Future Scenes for distribution to each student
- h. \*Composition and \*FPS codes – Available through ASAP Scoring Program

**THE 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.** The Composition Prompts, Future Scenes and FPS Evaluator Notes are shipped sealed, and must be resealed and kept secure after verification. The other items may be kept in a safe place as you begin to organize for the competition and scoring.

1. **Inspecting and counting material in the presence of an individual from another school or District avoids even the appearance of impropriety.** Included with the packing list is a form verifying that the material was counted, inspected, and sealed according to instructions. Either the Contest Manager or the Composition & FPS Coordinator and the other individual/s sign the form. The form is retained at the host site.

Verify the contents of the box according to the packing list, count all material and note the exact number of Composition prompts, FPS Future Scenes and Evaluator Notes. Once these materials are verified all sensitive competition materials related to the Future Scenes and Composition prompts must be returned to their respective envelopes and sealed with the second security label provided by KAAC. Competition material remains secure, and the integrity of the material is protected until time to open the envelopes at the designed time.

2. **Should you discover any shortage of material:**
  - a. Notify KAAC and additional materials will be sent; or
  - b. If only one or two pages of a document are missing, and there is a complete document, you can make the necessary copies. Copies of secured (Future Scenes, prompts etc.) materials must be made in the presence of the other official from a school other than your own and then placed in the envelope and secured.
  - c. Report forms and official instructions may be duplicated as needed; they are not sealed with security labels. Copies of all forms can be located in the Appendices.

## **OTHER MATERIALS**

You will need to locate the following additional materials, if the Contest Manager has not done so for you:

- ✓ Scratch paper
- ✓ Pens and/or pencils for the participants and officials
- ✓ Tape, magic markers, and paper for signs

## **Task 9. Prepare for and Implement Registration**

1. You may assume that the students listed on the District Entry Student Roster will be competing in the events identified. However, changes or additions may be made to the District Entry Student Roster before the registration for the event closes and the event begins.
2. Use the following method to assign FPS numbers and download the Registration List. Link to the tab in ASAP on the Pre-scoring page. Open the tab for each school name and assign FPS team ID numbers. One team will be assigned 001. If you have 3 teams, you will assign 002 and then 003 to the last team participating in FPS. At District, the maximum ID number for an FPS team to be assigned is 005. The coach can retrieve this updated information 2 hours before the scheduled time of the event with the team members' passwords and ID numbers to give to the students. Once all numbers have been assigned, download the FPS and Composition Excel file using the Pre-scoring tab after registration

closes on the day of the competition. If the entire file is used for coaches to initial for accuracy at registration, please delete all passwords from the list. A student's password should not be visible to anyone other than the student, the coach of the student, the proctors for the students, and the scoring officials. Downloading the file from ASAP takes a minute to complete. A second copy of the list must be made for the proctors. Send with the proctor into the competition room a copy of the list with passwords and ID numbers for the students in the room being proctored.

3. Use the following method to assign Composition numbers and download the Registration List. Repeat the procedure for Composition that was used in FPS. Composition ID numbers are assigned for District from 401-415. Open each school's tab and assign each student a 400-level number beginning with 401. Once all numbers have been assigned, open the file and download the FPS and Composition Excel File using the Pre-scoring tab after registration closes on the day of the competition. If the entire file is used for coaches to initial for accuracy at registration, please delete the passwords from the list. A student's password should not be visible to anyone other than the student, the coach of the student, the proctors in the room, and the scoring officials. Downloading the file from ASAP takes a minute to complete. Proctors need a copy of the list with passwords and ID numbers for the students in the room being proctored.
4. It is your responsibility to verify that the students competing for each school are listed on the District Entry Form.

**If there are students competing in FPS and Composition who were not registered by the coach during the online entry period, please refer to the *District ASAP Scoring Guide* for instructions about On-Site Registration.**

## **Task 10. Registration and Orientation of Officials**

### **REGISTRATION**

All required officials for FPS and Composition should be listed using the Pre-scoring tab and downloading the Excel File Manage Officials. Use the FPS and Composition Officials' Worksheet for Scoring Events (Appendix B) to register all officials. FPS evaluators must include their FPS certification number in the appropriate column.

### **ORIENTATION FOR PROCTORS**

**Do not skip this task.** Provide FPS Proctors (Appendix D-page 20) and Composition Proctors (Appendix D-page 23) a copy of their duties. These files will also be available as a download on the kaac.com website. You may email the proctors with the link so they can read them before they attend the meeting on the day of the competition. **Discuss** the procedure for distributing and collecting competition materials. All proctors for FPS must have a copy of the list of participants they are proctoring. Do not send the entire list. This is to help with troubleshooting in case a student cannot get logged on to the school's Internet provider. It is important to have this meeting because many teams have been misinformed about the competition in the past because a proctor gave incorrect instructions for the Governor's Cup event. If a proctor needs assistance to provide correct information regarding a question, provide a phone where one of the hosting officials may be reached.

## Task 11. Prepare for Evaluation/Scoring of FPS and Composition

1. FPS and Composition booklets are recoded by ASAP. If a student gives his or her name or identifies the school of the writer in a composition or FPS booklet, the booklet will be disqualified. If students or teams submit Composition or FPS booklets with text that clearly identifies the identity of that student, team or school, the reader or evaluator must send a request to verify the identity of the questionable entry. The FPS and Composition Coordinator or Contest Managers or their designees must obtain KAAC approval before such a disqualification is made. Upon verification that the student has made a clear connection to oneself or one's school, the booklet will be disqualified after approval by KAAC. Scoring will continue as usual and adjustments to the scores will be made under the direction of KAAC. All off-site FPS and Composition scoring must be completed with a videoconference and in one sitting or these officials will be required to score at the host school.

- a. Booklets are assigned through ASAP to each Reader or Evaluator.

The FPS and Composition Coordinator, Head Scorer, or Contest Manager must enter the FPS Evaluator Information. This information includes the school's name, evaluator name, email and cell phone number. This information is saved in ASAP and then transferred onto FPS or Composition Scorer's Form with Login Credentials (Appendix E)

- An FPS evaluator's information must be entered into ASAP for each school with an FPS team.
- An evaluator password and ID number is generated. A download of the form for the FPS evaluator must filled out and emailed to each evaluator with the login credentials.
- All required documents are available for the evaluator with the booklets to be scored, scoresheets with report form information, Future Scene and Evaluator Notes.
- **Repeat the process for Composition Readers**
- An Composition reader must be entered for each school with an Composition Students.
- An Reader password and ID number is generated. A download of the form for the Composition Reader must filled out and emailed to each reader with the login credentials.

- b. The Contest Manager, FPS & Composition Coordinator, and Head Scorer should be the only persons with access to the master code list in ASAP.

### 6. FPS Evaluation:

- a. The number of evaluators must equal the number of teams participating.
- b. All evaluations must be completed by noon Saturday after the completion of the event.
- c. At the Planning Meeting, the coaches and Contest Manager are to determine if Off-site scoring can be accommodated with videoconferencing. If videoconferencing is not available to be hosted by someone from the host school, then this is not an

- option. Even with off-site scoring, scoring must be completed in one sitting while on videoconference.
- d. Not all evaluators need to be present at the same time, but evaluation **MUST** be completed in one continuous sitting for each evaluator.
  - e. If an evaluator serves for two different Districts, that evaluator could read two sets of booklets in a combined District competition, but not on the same day.
  - f. Each step of the FPS process is evaluated and receives a numerical score. Each evaluator then ranks their respective sample of booklets based on numerical scores reported on the FPS Evaluator Report Form within the electronic packet of assigned booklets to be scored. Booklets cannot receive the same number of points or rank.
  - g. Upon the completion of evaluations you will need verify all scores using the ASAP scoring password.
  - h. For all divisions, copies of the team booklets and District scoresheets must be downloaded into to a file as soon as the booklets and scoresheets are received in ASAP. These files will be separated into files to be sent to the coaches after the awards ceremony is completed. Do not wait until the Content Assessment Tests and Quick Recall events are finished to complete this task. If the results are finalized and you do not have these downloads, you will not be able to retrieve this data without requesting access from KAAC. Each school's coach receives only the competition materials for their students. FPS competition materials must be returned to the teams no later than Monday following the competition if all booklets have been scored even if the competition and award ceremony have been delayed due to weather.
  - i. All evaluators read **ALL** booklets at the district level.

#### **FPS Evaluation Environment:**

- a. Evaluation must be conducted in a room free from noise and conversation whether booklets are scored at the host site or off-site.
- b. Off-site evaluation must be completed while on a videoconference. If this is not possible, then evaluations must be conducted at the host school.
- c. Questions regarding the evaluation are directed to the FPS & Composition Coordinator or Contest Manager, not to other evaluators.
- d. Evaluators **MUST NOT** discuss the contents of team booklets, either in the evaluation room or among themselves outside of the evaluation room.
- e. Evaluators **WILL NOT** read aloud from a booklet they are evaluating.
- f. Evaluators **WILL NOT** discuss the identity of a particular booklet.

#### **7. Composition Evaluation:**

- a. The number of readers must match the number of schools with Composition participants. **Each reader scores every booklet.** Readers evaluate writing using an Excel file. Readers are encouraged to meet and discuss the writing prompt; however, each person scores independently. All evaluations must be completed by noon Saturday after the completion of the event.
- b. At the Planning Meeting, the coaches and Contest Manager are to determine if Off-site scoring can be accommodated with videoconferencing. If videoconferencing is not available to be hosted by someone from the host school, then this is not an option. Even with off-site scoring, each reader must complete scoring in one sitting while on videoconference.

- c. The reader assigns a numerical score on the scoresheet. When all entries have been scored, the reader verifies scores and uploads the scoresheets through the link provided. No composition booklets may receive the same total points or rank.
- c. The FPS and Composition Coordinator reviews all scoresheets for scoring errors.
- d. Not all readers need to be present or in the same location at the same time, but evaluation **MUST** be completed in one continuous sitting for each reader.
- e. If a reader serves for two different Districts, that reader could read two sets of booklets in a combined District competition, but not on the same day.
- f. Each part of the Composition Scoring process is evaluated and receives a numerical score. Each reader then ranks their respective sample of booklets based on numerical scores reported on the scoresheet within the electronic packet of assigned booklets to be scored. Booklets cannot receive the same number of points or rank.
- g. Upon the completion of evaluations, verify all scores using the ASAP scoring password.
- h. For all divisions, copies of each student's booklet and District scoresheets must be downloaded into to a file that you can email to the coaches as soon as the booklets and scoresheets are received in ASAP. Do not wait until the Awards Ceremony to complete this task. If the results are finalized before this is completed, you will not be able to retrieve this data without requesting access from KAAC. Each school's coach receives only the competition materials for their students. FPS competition materials must be returned to the teams no later than Monday following the competition if all booklets have been scored even if the competition and award ceremony have been delayed due to weather.

NOTE: Please be sure that Composition Readers are aware of the format of the Composition Score Sheet. Remind them that it is front and back with the final tabulation located on the front. Also remind readers that tied scores on booklets must be broken before determining the final rankings. The reader must review the booklets and break any tie/s with points.

## **Task 12. Distribute and Return Competition Materials**

1. If FPS scoring has been completed and severe weather has caused a delay resulting in the postponement of Saturday's awards ceremony, notification to FPS teams advancing to the Regional competition should be made no later than the first Monday following the original scheduled awards ceremony. For the FPS teams advancing to the Regional event complete the FPS Regional Advancement Announcement form (Appendix K) and return copies of the team booklet and scoresheets on Monday. If no delay occurred in your District competition, make sure the following materials **are copied and returned** to the schools following the awards ceremony:
  - FPS team booklet
  - Evaluation scoresheets
2. Do NOT return copies of scored Composition materials to participants until after the awards ceremony.



## 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 FPS and Composition Coordinator 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](mailto:jbennett@kaac.com)  
Quick Recall, Written Assessment

Brenda Darnell, Program Director  
[bdarnell@kaac.com](mailto: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](mailto:kaac@kaac.com)**

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

**Appendix A – Worksheet for Officials**  
**FPS AND COMPOSITION WORKSHEET FOR OFFICIALS**  
**Obtain Emails and Cell Numbers**



**Chief Official:**

**Head Scorer:**

\_\_\_\_\_

\_\_\_\_\_

**Scoring Assistant:**

\_\_\_\_\_

**(1) Composition and FPS Coordinator if (2) if Coordinator not certified, assisted**  
**FPS Certified \_\_\_\_\_ by FPS certified person from another school**

\_\_\_\_\_

\_\_\_\_\_

**FPS Proctors:** Minimum of 2 proctors monitor for 2 hours on Tuesday.

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

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

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

**Composition Proctors:** 2 (minimum) proctors monitor for 90 minutes on Tuesday.

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

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

3. \_\_\_\_\_

4. \_\_\_\_\_

**FPS Evaluators:** 1 evaluator for EACH FPS team. (Coaches may NOT evaluate in their own district)

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

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

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

**Composition:** One evaluator from each school entering students in Composition according to the schedule determined at the Coaches Planning Meeting.

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

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

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

## Appendix B – FPS and Composition Sign-in Forms for Registration Table and Proctors

Generated from ASAP Scoring Excel File:  
Download Composition and FPS ID Numbers

Make Copies of FPS and/or Composition:

1. Registration Table Copy without passwords (clear the passwords)
2. Proctor Copy with passwords—1 copy with passwords for room being proctored

Initial	School Name	First Name	Last Name	Comp ID	FPS ID	Comp Password	FPS Password	Double Duty
	Governor's Cup MS	John	Bennett	401	001	juQkHF44	Cp5F3KTh	Yes
	Governor's Cup MS	Cindy	Clark		001		QAr2sKbT	
	Governor's Cup MS	Lucy	Flanary		001		HR7JY8RB	
	Governor's Cup MS	Brenda	Darnell	402	001	aPkaAVyT	vtEkxRog	Yes
	Holiday MS	Candi	Kane		002		xLF6REB4	
	Holiday MS	Merry	Day		002		s5NTow1e	
	Holiday MS	Chris	Mass		002		iPidTKCZ	
	Holiday MS	Newson	Year		002		r7GVwrEZ	

### Appendix C – Officials' Worksheet for Scoring Events

Name and Email	Comp	FPS	FPS Cert #	Cell #	School

## **Appendix D– Guidelines for FPS and Composition Proctors**

# GUIDELINES FOR FUTURE PROBLEM SOLVING PROCTORS

120 Minutes for Middle Grades and High School

120 Minutes for Elementary

There are two or more proctors for the FPS competition if located in a large room. You may and should have a proctor for each team if located in individual rooms. Proctors should be located in the room so that monitors are visible. Proctors can periodically check the monitors of the students to make sure they are on the correct website, and that the countdown clocks are accurate. Student must be seated in a room for easy discussion and not in a single row. Discussion with anyone near the participants must be avoided. **EVALUATORS MAY NOT PROCTOR.** Proctors distribute materials, keep an orderly contest room, and collect all materials. Do NOT prompt the students with any information other than what is given in this guideline. If you do not know the answer to a question, please ask. **NO CELL PHONE, SMART WATCHES or UNAPPROVED ELECTRONIC DEVICES are permitted for use during the entire competition.**

## Guidelines and Proctor Instructions

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

### **TROUBLESHOOTING---**

*In the event that a student is not able to access the FPS online booklet, do not proceed unless you try a different device. If that does not work, allow the student to open a document in a platform such as Word and type their part of the submission and label each entry such as Challenge 1, Solution 1, etc. Once the student finishes, the word document must be saved and emailed to [bdarnell@kaac.com](mailto:bdarnell@kaac.com) for upload by the KAAC office. Please let Brenda Darnell know that you will have a submission coming in for upload. Include the team ID number with the school's and student's name and **PASSWORD** in the email. We will not hold up the competition if one student is not able to login to participate. Also, note the type of device that could not access the booklet directly from the website and include that information in the email.*

Guidelines and Requirements:

1. Attend the FPS Proctor's Meeting
2. Must have 4 students registered and in the room to compete at all times. (Bathroom breaks are permitted) No one can enter late or be dismissed early.
3. A proctor cannot be coach nor an immediate relative of a student taking part in the event
4. A list of student passwords and ID numbers is provided by the FPS and Composition Coordinator (Double Duty FPS and Composition students should be identified)
5. Receive 4 copies of the Competitive Future Scene

Instruction for Proctors before the competition begins

- a. Check additional supplies that coaches may provide such as: highlighters, pens or pencils, dictionary and/or thesaurus, unopened Post-A-Notes and scrape (blank) paper
- b. Verify names of students, passwords and ID numbers of teams provided by the

- coaches.
- c. Instruct students to enter the FPS Login Page at **kaac.com** and link to the **LOGIN** at the top of the page and then select **Student** from the Drop Down menu or directly with <http://my.kaac.com/login>
  - d. Must verify all students have linked to the competition page. Do not start the competition until all students can access the competition page. **DO NOT ALLOW THEM TO OPEN THE FUTURE SCENE AT THIS TIME.**
  - e. Must have a timing device to keep the **ABSOLUTE TIME** of the 2 hour competition.
  - f. 4 copies of the Future Scene are to be distributed and turn over when you instruct the students they may begin. They may not view the Future Scenes until you instruct the team to being.

## 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. Cell phone use results in disqualification. No one is allowed to enter the competition late. In the event that students finish early and have submitted the competitive booklets, they may NOT be dismissed."* If a student's cell phone 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 one required to access you competition booklet are permitted. **Any infraction or violation** of this rule will result in disqualification. Do not leave the booklet page to use a dictionary site such as dictionary.com. This may break your connection with our server and will affect the total time you have to complete your booklet. Any site opened other than your booklet will result in disqualification."* Verify that the students understand this directive by raising their hands or other indicator such as shaking their heads for affirmation.
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 on each computer 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. Unopened 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. Proctors should monitor the students on their devices to make sure they are not going to any **NON-APPROVED** websites during the competition. Answering an email that may pop-up is not permissible.
9. Verify that all students have Internet access and are online with access to the FPS booklet. The student's password links to the shared booklet assigned to the FPS Team. Once the students have entered the site of the competition, please confirmed that each competitor has a blank booklet on the computer screen.
10. Inform the students: "The booklet has a countdown clock and a character limit countdown once the clock starts and typing begins."
11. After all students are online at the link for FPS, instruct the students to click on the link to

begin the competition by opening the FPS Future Scene. **This starts the countdown clock.** Instruct the students to turn over the hard copy of the FPS Future Scene.

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, Brenda Darnell, at [bdarnell@kaac.com](mailto:bdarnell@kaac.com) immediately.

**Insert Start Time for FPS Competition:** \_\_\_\_\_

1. Verify that the clock has start for each student that you are serving as the Proctor.
2. Walk the room periodically to make sure the students have connectivity.
3. At the midpoint of the competition (60 minutes) Announce, "Check your countdown clock. Approximately 60 minutes has expired. You have 60 minutes remaining. I will give you another time limit warning with 15 minutes remaining"

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

4. **Reminder** at 15 Minutes remaining, "Check your countdown clock. You have 15 minutes remaining."

**Ending the Competition:** \_\_\_\_\_

5. An announcement is made with approximately 30 seconds remaining. Announce, "Check your countdown clock. You have approximately 30 seconds remaining."
6. A student may submit the booklet early by clicking on the link at the end of the booklet at any time during the competition.
7. Once the event time has expired, the booklet should be submitted before closing the browser.

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

If the student is not writing in the Composition event after FPS is completed (identified as a double duty student) the student remains sequestered until the next event begins.

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

**What to do if a team cannot submit a booklet at the end of the Competition!**

**If a student's computer cannot connect with our server, a safety feature has been created that will not allow the submission to occur. The submit button will not engage and the booklet remains visible on the screen. If this occurs, please contact [bdarnell@kaac.com](mailto:bdarnell@kaac.com) immediately to receive assistance on how to proceed.**



## **Guidelines for Composition Proctors**

### **90 Minutes for Middle Grades and High School**

### **60 Minutes for Elementary**

**Description:** There are two or more proctors who distribute materials, keep an orderly contest room, collect materials and provide instructions to access the booklets Proctors should be located in the room so that monitors are visible. Proctors can periodically check the monitors of the students to make sure they are on the correct website and that the countdown clocks are accurate. Discussion with anyone near the participants must be avoided. **COMPOSITION READERS MAY NOT PROCTOR.** Do NOT prompt the students with any information other than what is given in this guideline. If you do not know the answer to a question, please ask. Tell the students: **“NO CELL PHONES, SMART WATCHES or USE OF ANY UNAPPROVED ELECTRONIC DEVICES are permitted during the competition. Please turn off and put away. The student will be disqualified if non-approved devices are used during the competition.”**

### **TROUBLESHOOTING---**

*In the event that a student is not able to access the COMPOSITION online booklet, do not proceed unless you try a different device. If that does not work, allow the student to open a document in a platform such as Word and type their part of the submission and label each entry such as Challenge 1, Solution 1, etc. Once the student finishes, the word document must be saved and emailed to [bdarnell@kaac.com](mailto:bdarnell@kaac.com) for upload by the KAAC office. Please let Brenda Darnell know that you will have a submission coming in for upload. Include the team ID number with the school's and student's name and **PASSWORD** in the email. We will not hold up the competition if one student is not able to login to participate. Also, note the type of device that could not access the booklet directly from the website and send that information in the email.*

Guidelines and Requirements:

1. Attend the Composition Proctor's Meeting
2. Must have no more than 3 three per school in the room.
3. A proctor cannot be the Composition Reader
4. A list of student passwords and ID numbers is provided by the FPS and Composition Coordinator (Double Duty FPS and Composition students should be identified)
5. Receive copies of the Competitive Composition Prompt for the number of students in the room.

Instruction for Proctors before the competition begins

- a. Check additional supplies that coaches may provide such as: highlighters, pens or pencils, dictionary and/or thesaurus, unopened Post-A-Notes and scrape (blank) paper
- b. Verify names of students, passwords and ID numbers of students provided by the coaches.
- c. Instruct students to enter the COMPOSITION Login Page at **kaac.com** and link to the **LOGIN** at the top of the page and then select **Student** from the Drop Down menu or directly with <http://my.kaac.com/login>
- d. Must verify all students have linked to the competition page. Do not start the competition until all students can access the competition page. **DO NOT ALLOW THEM**

TO OPEN THE COMPOSITION PROMPT AT THIS TIME.

- e. Must have a timing device to keep the **ABSOLUTE TIME** of the competition.
- f. Copies of the Composition prompt are to be distributed and turn over when you instruct the students they may begin. They may not view the Future Scenes until you instruct the students to begin.

## 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. Cell phone use results in disqualification. No one is allowed to enter the competition late. In the event that students finish early and have submitted the competitive booklets, they may NOT be dismissed."* If a student's cell phone 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 one required to access your competition booklet are permitted. **Any infraction or violation** of this rule will result in disqualification. Do not leave the booklet page to use a dictionary site such as dictionary.com. This may break your connection with our server and will affect the total time you have to complete your booklet. Any site opened other than your booklet will result in disqualification."* Verify that the students understand this directive by raising their hands or other indicator such as shaking their heads for affirmation.
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 on each computer 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. Unopened 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. Proctors should monitor the students on their devices to make sure they are not going to any NON-APPROVED websites during the competition. Answering an email that may pop-up is not permissible.
9. Verify that all students have Internet access and are online with access to the Composition booklet. The student's password links to the booklet assigned. Once the students have entered the site of the competition, please confirm that each competitor has a blank booklet on the computer screen.
10. Inform the students: "The booklet has a countdown clock and a character limit countdown once the clock starts and typing begins."
11. After all students are online at the link for Composition, instruct the students to click on the link to begin the competition by opening the Composition prompt. **This starts the countdown clock.** Instruct the students to turn over the hard copy of 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, Brenda Darnell, at [bdarnell@kaac.com](mailto:bdarnell@kaac.com) immediately.

**Insert Start Time for COMPOSITION Competition: \_\_\_\_\_**

1. Verify that the clock has start for each student that you are serving as the Proctor.
2. Walk the room periodically to make sure the students have connectivity.
3. At the midpoint of the competition (45 minutes for MG & HS or 30 minutes for EL) Announce, "Check your countdown clock. Approximately half of your time has expired. You have (45 minutes for MG & HS or 30 minutes for EL) minutes remaining. I will give you another time limit warning with 15 minutes remaining"

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

4. **Reminder** at 15 Minutes remaining, "Check your countdown clock. You have 15 minutes remaining."

**Ending the Competition: \_\_\_\_\_**

5. An announcement is made with approximately 30 seconds remaining. Announce, "Check your countdown clock. You have approximately 30 seconds remaining."
6. A student may submit the booklet early by clicking on the link at the end of the booklet at any time during the competition.
7. Once the event time has expired, the booklet should be submitted before closing the browser.

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

If a Composition student is writing with the FPS team after Composition (identified as a Double Duty student.) the student remains sequestered until the next event begins.

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

**What to do if a student cannot submit a booklet at the end of the Competition!**

**If a student's computer cannot connect with our server, a safety feature has been created that will not allow the submission to occur. The submit button will not engage and the booklet remains visible on the screen. If this occurs, please contact [bdarnell@kaac.com](mailto:bdarnell@kaac.com) immediately to receive assistance on how to proceed.**

## **Appendix E – FPS or Composition Scorer’s Form with Login Credentials**

### **For Scoring to Occur Off-site, 3 factors must occur:**

1. Score at the time agreed upon by host school at Planning Meeting
2. All Off-site Readers must be on a videoconference for the entire time they are scoring (set up by the host or the reader)
3. Scoring must be completed in one sitting.

If any of the 3 factors cannot be done, then scoring must take place at the Host School.

### **Please Select Either: Composition Reader or FPS Evaluator**

#### **Total Number of booklets to be scored: ALL listed**

**Scorer for District #:**

**Official Name:**

**School:**

**Official Login Site:** <http://my.kaac.com/Login>

**Official Password:**

**Official ID Code:**

**Agreed upon Time to start Videoconference--**Send Scoring Information 15 minutes prior to scoring official:

### **Official Videoconferencing Login Credentials set up by either the host or the scorer:**

Insert link to videoconference or send invite by email:

### **Returning the completed scoresheets**

Step 1. Download the Excel File Workbook of scoresheets and Save it on your Computer.

Step 2. Once scoring is completed and you have verified your scores on the Review tab and there are no codes with "ERR", UPLOAD the completed Excel File from your Computer at the link at the bottom of the page where you logged in.

## **Appendix F– FPS and Composition Scoresheet Review**

KAAC requires that the FPS and Composition Coordinator and Head Scorer, or other individual designated at the Coaches Planning Meeting, examine FPS scoresheets to verify team codes, points awarded, and ranking. At least one person must be certified in FPS.

The examination of a scoresheet cannot challenge the score awarded unless it is in direct violation of the scoring rubric.

1. The FPS and Composition Coordinator and Head Scorer have four (4) distinct tasks:
    - a. Determining that each booklet contains the correct final code in ASAP.
    - b. Verifying that the FPS scoresheet corresponds to the team booklet by reviewing the Underlying Problem in the team booklet with the Underlying Problem as it is written on each scoresheet.
    - c. Confirming that the Summary tab is completed by each scorer and that all grey boxes of each scoresheet have a score or feedback for the student's booklet.
    - d. Reviewing the computation of scores on the FPS scoresheet for each step of FPS and for each section of the Composition scoresheet using the REVIEW tab of the uploaded scoresheet. A code of ERR means the scorer did not complete the section correctly.
  2. The FPS and Composition Coordinator and Head Scorer examine the scoresheet to verify that the numerical scores awarded in each step equal the points in "Total Points Earned" on the scoresheet. In FPS and Composition, a review of any tied raw scores must be completed to break any ties. If two or more booklets have tied scores, the FPS and Composition Coordinator must contact the grader and have them break the ties on the scoresheets. The scores cannot be finalized in ASAP without ties being broken.
  3. There is no provision to challenge how a criterion was scored. Based on the rules in the Governor's Cup Coaches Manual, should a coach feel that an evaluator/reader shows significant errors in evaluation, the coach may request that the booklet and evaluation scoresheet be examined by KAAC. Should KAAC agree, the evaluator MUST undergo remediation before FPS certification may be renewed. A similar process will be used for Composition review.
1. Errors by the Head Scorer or FPS and Composition Coordinator on the report forms or tally forms retained by KAAC may be reconciled after the fact.
  2. Before the end of the last competition of the District and once scoresheet have been reviewed and scores verified in ASAP, the FPS and Composition Coordinator must make packets to send to the coaches with ONLY the work of their students. The booklets can be downloaded and saved in a folder to be forwarded to the coaches. The copies of the electronic scoresheets in the Excel file must be copied by the ID numbers of individual sheets and saved in the coach's folder.

## Appendix G – FPS Regional Advancement Announcement

**This form is completed if there has been a delay of your District’s awards ceremony and FPS scoring has been completed. Please complete and send to each school advancing to the Regional competition by the first Monday following the originally scheduled awards ceremony.**

**This form is to be sent to each school advancing to Regional with:  
Team FPS booklet  
Team scoresheets**

The following teams, listed alphabetically, advance to Regional competition. The order of placement and the awards will be announced at the District awards ceremony.

**The top two teams advance to the Regional competition. If more than two teams are listed, two or more teams were tied.**

SCHOOL	CODES	
	Old	New

If the awards ceremony is postponed, include a copy of this form when returning FPS booklets and scoresheets to all schools participating in FPS.



## Calendar and Deadlines for Governor's Cup & FPS Component Events

*If you disregard these deadlines, you may make your team ineligible for some, or all Governor's Cup events.*

**Deadline to CONFIRM Governor's Cup Participation for MG or HS is October 15<sup>th</sup>; EL is November 8th**

### Elementary Governor's Cup

**Deadline for Sending FPS Booklets to KAAC to Request Official or Coach Certification Numbers – Dec. 11**

ASAP Online Student Entry Period – Dec. 13 to Wed. Jan 26

Deadline for Entering Student Names Online – Wednesday, Jan. 26

Deadline to for District Host to receive District Entry Form – Wednesday, February 2

District--Coaches' Planning Meeting - Thursday, February 3

**District--Future Problem Solving and Composition - Tuesday, February 8**

**District--Assessment, Quick Recall, Awards - Saturday, February 12**

Deadline for Confirming Students for Regional Online - Midnight Wed., February 16

Regional--Coaches' Planning Meeting - Thursday, February 24

**Regional--Future Problem Solving and Composition - Monday, February 28**

**Regional-- Assessment, Quick Recall, Awards - Saturday, March 5**

### Middle Grades Governor's Cup

**Deadline for Sending FPS Booklets to KAAC to Request Official or Coach Certification Numbers – Dec. 11**

ASAP Online Student Entry Period – Dec. 13 to Jan. 5

Deadline for Entering Student Names Online - Wednesday, January 5

Deadline to for District Host to receive District Entry Form – Wednesday, January 5

District--Coaches' Planning Meeting - Thursday, January 6

**District--Future Problem Solving and Composition - Tuesday, January 11**

**District--Assessment, Quick Recall, Awards - Saturday, January 15**

Deadline for Confirming Students for Regional Online - Midnight Wednesday, January 19

Regional--Coaches' Planning Meeting - Thursday, January 27

**Regional--Future Problem Solving & Composition - Monday, January 31**

**Regional--Assessment, Quick Recall, Awards - Saturday, February 5**

Deadline for Confirming Students for State Online - Midnight Wed., Feb. 9

**Governor's Cup State Finals- March 18-21, Galt House, Louisville—Schedule TBA**

### High School Governor's Cup

**Deadline for Sending FPS Booklets to KAAC to Request Official or Coach Certification Numbers – Dec. 11**

ASAP Online Student Entry Period – Dec. 13 to Jan. 12

Deadline for Entering Student Names Online – Wednesday, January 12

Deadline to for District Host to receive District Entry Form – Wednesday, January 12

District--Coaches' Planning Meeting - Thursday, January 13

**District--Future Problem Solving and Composition - Tuesday, January 18**

**District--Assessment, Quick Recall, Awards - Saturday, January 22**

Deadline for Confirming Students for Regional Online - Midnight Wednesday, January 26

Regional--Coaches' Planning Meeting - Thursday, February 10

**Regional--Future Problem Solving & Composition - Monday, February 14**

**Regional--Assessment, Quick Recall, Awards - Saturday, February 19**

Deadline for Confirming Students for State Online - Midnight Wed., Feb. 23

**Governor's Cup State Finals- March 18-21, Galt House, Louisville—Schedule TBA**

**Other KAAC FPS Component Events—These events require an additional registration at the KYFPS homepage.**

Deadline to Register for FPS Junior Division – Thursday, November 5, 2021

**FPS Junior Division Qualifying Competition- Thursday, December 9, 2021**

Deadline for Intent to Submit and to Register CmPS Team or Individual – Week of November 29 - December 3, 2021

Deadline to Register for Scenario Writing with Submissions– Monday, January 10, 2022

Deadline to Register Scenario Performance – Monday, January 10, 2022

Deadline for Written Proposal CmPS Team or Individual - Winter Break through January 7, 2022

Deadline for Scenario Performance submissions to KAAC Office- Monday, January 31, 2022

Deadline for Final CmPS Report to KAAC office- Monday, February 28, 2022

Deadline to Register for Individual FPS Competition—Sunday, March 6, 2022

**State Participants in Junior FPS- March 19, 2022, Galt House, Louisville**

**State Participants in Individual FPS Competition—Monday March 21, 2022, Galt House, Louisville (Notification of winners will be announced in April)**

**CmPS Supporting Documents and Interview Required. Media Video (optional) Requires confirmation of date and time for team interview by KAAC Program Director, Galt House, Louisville**



**Junior Division FPS Awards, Scenario Writing Awards, Scenario Performance Awards, CmPS Awards Presented at State – Monday, March 21, Galt House, Louisville**