



Coaches Manual

Kentucky Association for Academic Competition

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QUESTIONS?

Eligibility, Hosting, Special Needs, Quick Recall and Content Assessment

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Future Problem Solving and Composition

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Governor's Cup is the only Kentucky academic competition designed to culminate in the selection of state academic champions in both the Middle Grades and High School grade levels. The Elementary grade level offers a District and Regional competition consistent with the ability and maturity level of students in grades 4-5.

The Kentucky Association for Academic Competition sponsors Governor's Cup in three grade levels, High School (9-12), Middle Grades (6-8), and Elementary (through grade 5), featuring four categories: Quick Recall, Future Problem Solving (FPS), Content Assessment, and Composition.

All categories of Governor's Cup begin at the KAAC District level. The Middle Grades and High School grade levels offer three tiers of competition: District, Regional, and State. The Elementary grade level features District and Regional competition.

Geography, accessible roads, proximity to other schools, and membership density determine whether a District contains three, four or five schools. School size, curriculum or socioeconomic factors are not considered. Regional boundaries in all grade levels consist of four or five Districts per Region, with no Region exceeding 20 schools.

Local member schools host the District and Regional tiers of Governor's Cup. A Contest Manager at each site is responsible for the administration of the competition in accordance with the rules and regulations of the Kentucky Association for Academic Competition. Each member school is responsible for providing adequately trained officials to staff the competition.

SCHOOL ELIGIBILITY

A school must pay an annual membership fee for each grade level in which it chooses to participate.

1. To be eligible for KAAC membership, a potential member school must be recognized as an educational entity by either the Kentucky Department of Education (in the case of public and private schools) or the local school district (in the case of home schools).
2. The principal of a local school or the chief school officer of a non-public school shall appoint one (1) person to serve as the school representative for each grade level of competition in which a member school participates. School representatives shall serve as the contact person between the school and the Association and shall have one vote for the purpose of electing members of the Board from his/her section.

STUDENT ELIGIBILITY

1. Students who wish to take part in Governor's Cup must:
 - a. Be enrolled in the school for which they wish to compete on January 15 of that competition year. Students who have made a bona fide residence change after that date may petition KAAC in writing for an exemption.
 - b. Be enrolled in that same member school on the date of each respective competition. If a student transfers to School B after competing for School A and advances to Regional or State competition, that student may compete under the name of School A for personal recognition only and is not eligible to earn an official award or team points.

Public school students are considered enrolled at their attendance school of record. Non-public school students are considered enrolled at the school designated as part of their compliance with KRS 159.160. If more than one school is designated, students may compete for the school at which they take the majority of their coursework.

2. A student may participate in a maximum of three events in all tiers of Governor's Cup combined. For example: if Hannah competes in Math, Science and Quick Recall at District, she can't substitute in FPS at Regional.

3. If a student's Average Daily Attendance (ADA) funding is allocated to any educational institution, the student must compete for that institution, with the exception of students "playing up" to a higher grade level. Students attending Gatton or Craft Academies may compete for their sending school.
4. The grade levels for Governor's Cup are Elementary (4-5); Middle (6-8); and High School (9-12). Students may "play up" to a higher grade level only if:
 - a. They are enrolled in a logical feeder school for the higher grade level school; and
 - b. The school where they are enrolled does not have a Governor's Cup membership at that student's present grade level.

A student may compete at one grade level only. High school teams are free to play in tournaments that may also include college teams. High school students, however, may not play for college academic teams without forfeiting their high school eligibility for KAAC events.

Regardless of grade level, a student repeating any grade for any reason other than severe illness or injury is ineligible to participate in KAAC events during the second year in that grade. This includes students who chose to take the "supplemental" instructional year due to the COVID-19 pandemic. This rule applies regardless of whether or not the student took part in KAAC events the first year at their grade.

Once promoted to grade six (6), students have seven (7) consecutive years of eligibility for KAAC events; three (3) consecutive years at the Middle Grades level, and four (4) consecutive years at the High School level.

Students promoted to a higher grade may not subsequently "play down" to a lower grade level regardless of their enrollment status. The eligibility shall conclude with the completion of the Governor's Cup State Competition following the seventh year. No additional eligibility may be granted in a case where the grant would allow a student to compete in all or part of the eighth competitive season following the initial promotion by the school from grade five (5).

5. The Executive Director may grant additional eligibility in the case where it has been documented by the attending physician, principal and superintendent that severe illness or injury has prevented the student from receiving necessary education services and the right to an education has therefore been impacted, rather than simply the loss of the ability to compete. No additional eligibility may be granted in a case where the grant would allow a student to compete in all or part of the eighth competitive season following the initial promotion by the school from grade five (5).
6. A student having been enrolled in the sixth (6th) grade or in any grade through twelfth (12th) shall not be eligible for competition for more than a total of one (1) year in each grade and applicable eligibility shall begin in the first year enrolled in that grade. A student repeating a grade for any reason is ineligible to participate in KAAC sanctioned events from sixth grade (6th) through twelfth grade (12th) during the second year in that grade.
7. The school representative of a member school submits the names of the participating students online via ASAP. The school principal signs a statement verifying the eligibility of all participants prior to the District competition. Students may also be entered "late" via ASAP. Participants later found to be ineligible will cause any competition in which they participated to be forfeited. Repeated violations of eligibility rules results in termination of KAAC membership.
8. Eligibility challenges must be submitted to the Executive Director within seventy-two (72) hours after the competition in which participation occurred. The Executive Director investigates and makes a final determination as to eligibility.
9. We encourage students with special needs to participate in Governor's Cup events. Refer to page 26.

PARTICIPATION REQUIREMENTS

- Coaches:** In order to take part in Quick Recall or FPS, before District competition the Quick Recall coach and the Future Problem Solving coach must be certified in their respective event(s). No specific training is required to enter students in Composition and Content Assessment.
- Officials:** Each school is required to supply the following officials for each event in which a school registers at each level of Governor’s Cup Competition:

| To Participate In: | Your School MUST provide: |
|---|---|
| Quick Recall--District | 1 certified official who must be available as a judge or moderator |
| Quick Recall—Regional | Two certified officials, one of which must be listed as a judge or moderator. The team may still compete with only one official offered, but may be fined up to \$25 by the host school. The head Quick Recall coach may not serve as the required Quick Recall official. The required Quick Recall official must be available to serve in any officiating capacity at all times, during any round of Quick Recall. Failure to do so may result in the disqualification of that official’s Quick Recall team. |
| Quick Recall--State Finals (MG/HS) | A certified scorer, or a timer who will serve as a buzzer operator. An experienced and competent judge or moderator may also fulfill this requirement, pending KAAC approval. All officials must be available during all Sunday rounds for their grade level. |
| Future Problem Solving--District | 1 certified evaluator - the FPS coach cannot evaluate in his or her own District |
| Future Problem Solving--Regional | 1 certified evaluator (may be the FPS coach except in a 3-district regional competition) - if the same person is designated to serve as Composition reader, that person is prohibited from scoring both events in the same day. |
| Future Problem Solving--State Finals (MG/HS only) | 1 certified evaluator (may be the FPS coach). The evaluator may not also serve as a Composition reader. Cannot not be an FPS coach or evaluator that has exclusive Elementary experience. FPS evaluations is completed in-person at the host site. |
| Content Assessment—District and Regional, 8 or more students entered | 2 proctors or graders |
| Content Assessment—District and Regional, 7 or fewer students entered | 1 proctor or grader |
| Content Assessment—State Finals, 4 or more students entered | 1 proctor– KAAC reserves the right to assign a Middle Grades official to a High School exam and vice versa |
| Composition--District | 1 reader who should be accustomed to evaluating student writing at the grade level for which they serve |
| Composition—Regional* Must be confirmed by the deadline | The school the District champion represents must provide a reader. If the same person is designated to serve as an FPS evaluator, that person is prohibited from scoring both events in the same day. |
| Composition--State (MG/HS only) * Must be confirmed by the deadline | The school the Regional champion represents must provide a reader. The reader may not also serve as an FPS evaluator. Cannot not be a Composition coach or reader with exclusive Elementary experience. |

MORE ON QUICK RECALL TRAINING

Quick Recall coaches must be certified by a KAAC trainer. Once coaches receive KAAC certification, they may certify additional Quick Recall officials, who must then pass a competency quiz—visit www.kaac.com for more information. The Quick Recall Coach or designated certified official must be present at all Quick Recall matches. If a school fails to identify a certified coach and official **before** the event, their Quick Recall team may not take part in Governor’s Cup Competition. Questions? Contact the KAAC office at 502.223.0088.

MORE ON FPS TRAINING

Each FPS team participating in District and Regional competition must provide a certified FPS evaluator and a certified coach. Coaches may not evaluate in their own District competition. Coaches may evaluate in Regional competition because they do not evaluate their own team. Schools within the same grade level may not share evaluators. If a school fails to identify a certified coach and evaluator **before** the event, their FPS team may not take part in Governor's Cup Competition.



Those attending FPS training must return their completed booklet for certification within two weeks after their training date. If they do not return their booklet within that time frame, they must repeat their training clinic. Those seeking a 2+ FPS Certification will have two weeks to take the online quiz or a training clinic must be repeated.

If you have any questions about FPS participation requirements, contact the KAAC office at 502.223.0088 or e-mail Program Director Brenda Darnell at bdarnell@kaac.com.

3. Who May Serve as Officials?
 - a. Each member school is obligated to provide trained, competent officials for competition.
 - b. Parents are eligible for official certification; however, the immediate relative of a student participant shall not officiate an event or match in which that student participates. 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. It is not recommended that parents serve as Head Scorer. If a parent does so, however, KAAC recommends that the scoring team include an assistant from a different school.
 - c. No coach or relative shall be asked to evaluate his or her student(s) in a KAAC competition.
 - d. The Contest Manager is charged with the responsibility of placing such officials.
 - e. KAAC offers certification clinics to train Quick Recall coaches and officials and Future Problem Solving coaches and evaluators. See www.kaac.com for details.
 - f. The certified judge or moderator each Quick Recall team must provide may be trained either by KAAC or by a KAAC-certified coach.
 - g. High School students may serve in any Elementary capacity except Quick Recall judge and Chief Official. High School students may serve in any Middle Grades capacity except Quick Recall Judge, FPS Evaluator and Chief Official. College students who are one year past high school graduation are eligible to be the FPS coach or the FPS evaluator for any division.

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 |

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. | 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 |
| 8:30 - 9:20 a.m. | Content Assessment Testing Time Frame 1 |
| 8:35 a.m. | Exams released to coaches |
| 9:30 a.m. - 10:20 a.m. | Content Assessment Testing Time Frame 2 |
| 10:30 a.m. - 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 |

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 FPS (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. | 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 |
| 8:30 - 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

Saturday: FPS, Composition
Sunday: Quick Recall, Content Assessment
Monday: Quick Recall, Awards

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' 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' 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

Saturday: FPS, Composition
Sunday: Quick Recall, Content Assessment
Monday: Quick Recall, Awards

4. Scheduling Governor's Cup When Two Time Zones are Involved

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.



Event Rules

COMPOSITION

1. Participation Requirements

- a. Each school entering at least one student in District Composition MUST provide a reader who will read all Composition booklets. While no certification is required, KAAC recommends that Composition readers are writing teachers with experience evaluating student writing.
- b. At a 4-district Regional Governors Cup, Composition readers shall not score booklets from their own district. At a 3-district Regional Governors Cup, Composition readers must score booklets from their own district, and therefore must provide a non-coach, non-immediate family member reader.
- c. The school the District champion (first place student) represents MUST provide a reader at Regional. The host school must use all readers that are provided in this manner.
- d. In the Middle Grades and High School grade levels, the school the Regional champion (first place student) represents must provide a reader at the State Finals.
- e. Composition participants, like other participants, must be accompanied to the competition site by an adult to be eligible to compete in the event.
- f. If any participating school does not meet the above requirements, that school may not take part in Composition. In this instance, the required official for Region and State Finals will be assigned to the student from the next school in order of placement from 2nd through 5th places.
- g. Elementary FPS coaches and/or evaluators who have worked exclusively at the elementary level will not be permitted to score at the State Finals.

2. Competition Format

Students participate in on-demand writing consistent with standards adopted by the Kentucky Board of Education on-demand writing criteria.

- a. Each school may enter up to three students in Composition.
- b. Students compete individually, but earn points for their school by placing in the top five finish.
- c. Substitutions are allowed only at the District competition. No substitutions are allowed at Regional or at the State Finals.
- d. District Composition is held on the same day as Future Problem Solving at a time decided by the coaches attending the Planning Meeting.
- e. Composition begins promptly at the agreed upon time. No student is admitted late to Composition, nor is a student dismissed early.
- f. Coaches and Contest Managers may choose to schedule Composition at the same time as Future Problem Solving. If they do so, and if there are "double duty" students competing in both FPS and Composition:
 - i. At the Competition Planning Meeting, coaches and the Contest Manager may set a Composition time for "double duty" students.
 - ii. That special time may be either before or after Future Problem Solving. All "double duty" students must compete at the same time.
 - iii. Regardless of when the time for Composition is scheduled, no more than 15 minutes may be scheduled between events. During this time, "double duty" students must be sequestered from other students.
 - iv. For integrity reasons, only "double duty" students are allowed to participate in Composition during the special time frame.
- h. Students may use a non-programmable calculator.
 - i. Participating students/schools provide their own dictionaries and/or thesauri.
 - ii. A dictionary and/or thesaurus may not be shared among students.
 - iii. The host school is not required to provide dictionaries and/or thesauri.

- iv. Combination Encyclopedia/Dictionaries are prohibited.
 - v. During Composition, students must place all personal items out of sight until the testing time frame is completed. The only items permitted in view are the prompt, booklet, scratch booklet, pen or pencil, unopened Post-It-Notes, dictionary and/or thesaurus, and a personal electronic device (cell phone are permitted for this purpose) to type their entries.
 - vi. If a student uses a cell phone or other electronic communication device during Composition, that student is disqualified from that event. If a student's device is put away, but creates a disturbance by ringing or vibrating, the phone shall be confiscated and returned to the student after the competition.
- i. KAAC provides a digital version of the practice problem to all school representatives. This is the link to set up a digital practice session with the countdown clocks and with character limits visible as well: <http://my.kaac.com/ASAP/OnlineTesting/TestCompAndFPS>
 - j. A character limit and countdown clock are provided for students during the competition, but the "absolute time" of the competition is kept by the official proctor in the room.
 - i. All students receive a password to access the electronic copy of the competitive booklet. Coaches have access to the student's password and ID numbers with the Governor's Cup coach password. This password is to be kept secure until the students are entering the competition room. Only the website for the competitive booklet may be open in any browser on the device during the time of the competition or the student may be disqualified upon notification to KAAC.
 - i. Sharing of the competitive passwords and ID numbers is the responsibility of each participant's coach. Do not provide these to the participants until it is necessary. The proctors in the room will also have a copy of login information for those needing assistance.
 - ii. Any student accessing the booklet and Future Scene before the scheduled time will cause disqualification for the team after notification and approval by KAAC.
 - k. Coaches must test devices to be used during the competition for compatibility. Host schools are not required to provide students with devices to use; however, Wi-Fi access for any competitor must be made available. Only the website for the competitive booklet may be open in any browser on the device during the time of the competition or the student may be disqualified upon notification to KAAC.
 - l. Each Composition participant receives their code (ID) number and password from their coach. The code number corresponds to the code assigned in the scoring database.
 - i. The student will enter the password and ID number to access the student's booklet.
 - k. If students identify themselves or their schools in their composition, their booklet will be disqualified. Contest Managers or their designees must obtain KAAC approval before such a disqualification is made. In an effort to reduce the number of student disqualifications, the Composition prompt will provide students with "substitute" identifying information, including school name, to whom the students are writing, and how to sign their writing, if applicable. If a student is asked to provide a school name, that name will always be "Governor's Cup (Elementary, Middle or High) School." This will allow coaches to train students beforehand how to avoid disqualifications.
 - m. Elementary grade level students must complete the on-demand writing within 60 minutes.
 - n. Middle Grades and High School grade level students must complete the on-demand writing activity within 90 minutes.
 - o. Composition participants shall receive a 30-second warning when time is about to expire and that typing must stop at the end of the "absolute time" kept by the proctor. The warning will also state that a student will be disqualified if they continue to type after time is called. KAAC encourages host schools to place FPS teams in one large competition room, rather than in separate rooms. Proctors are to monitor the screens of the devices to ensure that students are only on the webpage approved by KAAC for the time of the competition.

- p. A team may submit a booklet early, but they must remain in the room for the entire length of the competition.
- q. The Contest Manager shall not release sensitive competition materials in Composition until the awards ceremony on Saturday.
- r. Writing styles for Governor’s Cup Composition are:

High School and Middle Grades: Argumentation
Elementary: Opinion

- s. Information that allows the student to write a well-developed essay is provided. Each grade level uses unique writing prompts.

| Event | Time | Mode/Genre |
|----------------------------|------------|---------------|
| Elementary District | 60 minutes | Opinion |
| Elementary Regional | 60 minutes | Opinion |
| Middle Grades District | 90 minutes | Argumentative |
| Middle Grades Regional | 90 minutes | Argumentative |
| Middle Grades State Finals | 90 minutes | Argumentative |
| High School District | 90 minutes | Argumentative |
| High School Regional | 90 minutes | Argumentative |
| High School State Finals | 90 minutes | Argumentative |

3. Evaluation Procedures

Readers evaluate using the KAAC electronic Composition scoresheet in an Excel format and provide their own device to score.

- a. **At District, each reader MUST read every booklet in the competition. At Regional, each reader MUST read every booklet assigned by the online scoring program.** The scoring program will assign booklets based on whether your region has three or four Districts. Readers in three-District regions read all booklets, and the reader may NOT be the Composition coach or immediate relative of a participant. Readers in four-District regions read all booklets except those from the District each reader represents.
- b. **Each reader scores each booklet independently of other evaluators.**
- c. There is no specific training requirement for Composition readers, but KAAC recommends that readers be experienced in scoring. The Governor’s Cup head coach must review the Composition Guide with the nominated reader.
- d. Composition evaluation must be completed by noon on Saturday.
 - i. The school whose Composition student places first at District must provide a reader for Regional Composition. Middle and High Schools whose Composition student places first at Regional must provide a reader for the State Finals. Coaches must confirm to the host school for Regional, or to KAAC for State Finals, the name of their required reader by published deadlines. If a coach fails to confirm their reader by that published deadline, all the Composition participants from that school shall be disqualified. Should that disqualification occur, the responsibility for providing the reader falls to the school represented by the next highest placing student.
- e. At Regional Governor’s Cup, if the same person is designated to serve as both FPS evaluator and Composition reader, that person is prohibited from scoring both events on the same day.
- f. Not all readers need to be present at the same time; however, each reader must read all assigned booklets in one continuous sitting.
- g. Electronic copies of booklets must be evaluated on site or a site determined and overseen by the Composition Coordinator. Readers may not evaluate booklets at any non-approved site.
- h. For all levels of composition scoring, the Composition Reader may select to score off-site (not at the host school), but in doing so, is also committing to scoring while on a videoconference with

an official from the host school. This session must also be completed in one sitting. If the reader cannot fulfill both of these requirements, then the reader must score at the host school.

- i. The Composition reader will receive login information from the Governor's Cup host to download the booklets to be scored and the videoconference information for off-site graders. The reader completes the scoring tabs of the electronic Excel workbook with copies of booklets that were assigned through the scoring database. Numerical scores are entered on the scoresheet. When all are scored, the Excel workbook will tally the scoresheets and finalize the scores. The booklet receiving the highest total numerical score is ranked one; the booklet receiving the next highest score is ranked two; etc., until each student's writing is ranked. No two booklets may have the same raw scores or ranks.
- j. ASAP, KAAC's online scoring system, combines all readers' ranks to determine the order of finish.
 - i. The booklet with the lowest total rank is ranked first, the booklet with the next lowest rank is second, and so forth. ASAP shall also employ an "outlier modification" system to alleviate the damage done by outlier ranks in FPS and Composition.
 - ii. If total ranks are tied, ASAP uses reader's preference to break the tie(s).
 - iii. Reader's preference is determined by comparing the ranks of each reader to determine which of the tied booklets the majority of readers preferred.
- k. At any level of competition, if the writing booklets remain tied after employing reader's preference, through the ASAP scoring program the individuals are declared tied and each person is recognized appropriately. If two writing booklets are tied for fifth place then the first place through fourth place individuals and the two fifth place individuals advance to Regional competition. At Regional competition, if the writing booklets remain tied after employing reader's preference, the individuals are declared tied. Each person is recognized appropriately and advanced to State.

4. **Recognition and Advancement**

- a. At District competition, the top five students in all grade levels receive placement medals and advance to Regional competition.
- b. The format is repeated at the Regional competition. The top five students are recognized and receive placement medals.
- c. At the Regional Middle Grades and High School grade levels the top five students advance to State Finals.
- d. At the State awards ceremony, the top ten students in the Middle Grades and High School grade levels are recognized and receive awards.
- e. School points are awarded based on the order of finish. See page 38 for guidelines on awarding school points in the event of ties.

FUTURE PROBLEM SOLVING

Future Problem Solving is a nationally recognized, award-winning program founded by the late Dr. E. Paul Torrance. The program seeks to increase awareness for the future and encourage creativity in students of all ages. The Kentucky Association for Academic Competition serves as the Affiliate Program for the International Future Problem Solving Program in Kentucky. Designed as a year-long program, the Future Problem Solving Program (FPSP) focuses on research, problem solving, and communication skills. The program requires investigation, ingenuity and creativity, as well as cooperative group work.



Problem solving teams need appropriate guidance by a knowledgeable coach. Because students are the beneficiaries of this program, KAAC requires that the FPS coach be trained in the FPS process. The team coach can be a teacher, aide, administrator, parent, or other interested adult.

1. Participation Requirements

- a. The school FPS coach must be certified before the FPS team can participate in District FPS competition. If a school does not have a certified coach the team cannot participate. The coach does not have to be present at the District competition, but must meet the certification requirement.
- b. Each FPS team competing in District and Regional FPS competition must provide a certified evaluator. Additionally, in the Middle Grades and High School grade levels, each team must supply one FPS evaluator for State Finals. Elementary FPS coaches and/or evaluators who have worked exclusively at the elementary level will not be permitted to score at the State Finals.
- c. **Those attending FPS training must return their completed booklet for certification within two weeks after their training date.** If they do not return their booklet within that time frame, they must repeat their training clinic.
- d. No coach or immediate relative of an FPS team member may evaluate in his/her own District competition. That person could, however, fulfill the participation requirement by evaluating in another District or grade level. In this scenario the coach or relative could "swap" with a coach or evaluator from another District. Districts with equal numbers of FPS teams may also swap their evaluators in an effort to reduce evaluator bias.
- e. Coaches or relatives of participants may evaluate in Regional competition, because the booklets may be arranged so that evaluators do not evaluate their own team.
- f. A School within the same grade level and the same competition for Governor's Cup may not share the same evaluator.
- g. FPS proctors may NOT evaluate the FPS competition. If, before the awards ceremony, it is discovered that an FPS proctor served as evaluator, the FPS team that evaluator represents is disqualified and the evaluator's scores disregarded. Contest Managers or their designees must obtain KAAC approval before such a disqualification is made.
- h. **An FPS team may not compete unless an adult accompanies them to the competition.**
- j. All coaches and evaluators must attend one of the FPS training sessions offered either at the KAAC Conference or throughout the state from October through the first week of December. For a list of training sessions, visit www.kaac.com.

2. Overview of FPS Competition

In FPS, a four-person team participates in a six-step problem solving process to solve complex scientific and social problems of the future.

- a. The steps involved in the Future Problem Solving Process are:
 - o Research the topic
 - o Read the Future Scene and identify the charge to the team
 - Step 1. Identify Challenges and Concerns
 - Step 2. Select an Underlying Problem
 - Step 3. Produce Solution Ideas
 - Step 4. Generate and Select Criteria (for Solution Ideas)
 - Step 5. Apply Criteria to Solution Ideas
 - Step 6. Develop an Action Plan
- b. KAAC provides a digital version of the practice problem to all school representatives. This is the link to set up a digital practice session with the countdown clocks and with character limits visible as well: <http://my.kaac.com/ASAP/OnlineTesting/TestCompAndFPS>
- c. A character limit and countdown clock are provided for students during the competition, but the "absolute time" of the competition is kept by the official proctor in the room.
- d. All students receive a password to access the electronic copy of the competitive booklet. Coaches have access to the 4 student's password and ID numbers to share the FPS booklet immediately before the competition begins. This password is to be kept secure until the students are entering the competition room.

- iii. Sharing of the competitive passwords and ID numbers is the responsibility of each participant's coach. Do not provide these until it is necessary. The proctors in the room will also have a copy of login information for those needing assistance.
 - iv. Any student accessing the booklet and Future Scene before the scheduled time will cause disqualification for the team after notification and approval by KAAC.
 - e. Each FPS participant receives their code (ID) number and password from their coach. The code number corresponds to the code assigned in our scoring database.
 - i. The student will enter the password and ID number to access the student's booklet.
 - f. Program details can be found in the FPS Manual.
 - g. A member school may involve several "teams" as they complete practice booklets. Additional practice Future Scenes may be purchased at KAAC.com and link to the Store.
 - h. A different topic is presented at each tier of the Governor's Cup.
 - i. Situations are appropriate to each grade level.
 - ii. Topic areas for District, Regional, and State Finals are announced, but the actual Future Scene for each grade level is not released until the competition.
- iii. FPS Topics for all grade levels:**
- | | |
|---------------------------|------------------------|
| Practice Problem | Water Supply |
| District | Building Green |
| Regional | Insects |
| State Finals (MG/HS only) | Mining |
| International (MG/HS) | Announced in Mid-March |

3. **FPS Competition Format**

- a. Each school may enter one four-student team in Governor's Cup Future Problem Solving.
 - i. Exactly four students must compete at all times.
 - ii. Even though the coaches signify on their Entry Form which students are to compete in FPS, substitutions are permitted up to 2 hours before the start of any competition. No substitutions may be made once the competition begins. Any substitute must be listed on the District Entry Form online before the competition begins. Once the District competition has started, no additional names may be added.
 - iii. As long as students do not surpass the three-event limit at all levels of Governor's Cup combined, coaches are free to make any substitutions they deem necessary at Regional or State. The same four students do not have to compete at each level. Substitutes must come from the final list of participants as the close of the registration for District.
- b. The exact starting time for District and Regional Future Problem Solving is not prescribed by KAAC, but decided upon by the coaches at the Competition Planning Meeting.
 - i. Unless ALL participating schools agree to come during the day, the competition must be held after school hours, allowing all teams reasonable time to travel.
 - ii. All FPS teams must compete at the same time.
 - iii. It may be possible to schedule FPS at the same time as Composition. Refer to the text on "double-duty" students on page 8.
- c. Several District sites can be combined at one location and coordinated by one individual. In this scenario of coordinating several Districts, evaluators could be exchanged or mixed. FPS coaches or relatives of team members could evaluate because they are assigned to another District.
- d. FPS begins promptly at the time agreed upon at the Competition Planning Meeting. No student is admitted late to FPS, nor is a student dismissed early.
- e. Substitutions are allowed between District and Regional competition in all grade levels, and between Regional and State Finals in the Middle Grades and High School grade levels.
- f. Teams must type in the electronic or digital copies of booklets provided in the link. Coaches must test devices to be used during the competition for compatibility. Host schools are not

required to provide students with devices to use, but Wi-Fi access for any competitor must be made available. Only the website for the competitive booklet may be open in any browser on the device during the time of the competition or the student may be disqualified upon notification to KAAC.

- i. Teams type into the competition booklet in the space provided. (Scrap [paper is permissible])
 - ii. Teams may take an unopened package of Post-It™ notes into the room, and use them in addition to scrap booklet. Highlighters are also permitted during the competition.
 - iii. Research notes or any other notes are not allowed in the competition room.
 - iv. It is the Coach's responsibility to make sure team members are well versed in Governor's Cup rules. Do not allow a misinformed proctor or other official to give your team advice that will jeopardize its eligibility.
 - v. If a student competing in a Governor's Cup event uses a cell phone or other electronic communication device during FPS, the team's booklet is disqualified. If a student's device was put away, but creates a disturbance by ringing or vibrating, the phone shall be confiscated and returned to the student after the competition.
- g. **If students identify themselves or their schools in their booklet, the team will be disqualified.** Contest Managers or their designees must obtain KAAC approval before such a disqualification is made. If a team submits a booklet with text that clearly identifies that team or a student on that team, the FPS Coordinator shall be prohibited from blackening out that text.
- h. Teams in all grade levels may use a non-programmable calculator. A dictionary and/or thesaurus in hard copy, book or electronic form, in the competition. Electronic spell-checking devices are not permitted.
 - i. Combination encyclopedia/dictionaries are prohibited.
 - ii. Teams may not share a dictionary and/or thesaurus.
 - iii. The host school is not required to provide dictionaries and/or thesauri.
- i. Calculators are permitted in Future Problem Solving.
 - i. Participating teams/schools provide their own calculators.
 - ii. A calculator may not be shared among teams.
 - iii. The host school is not required to provide calculators.
 - iv. Programmable calculators, or those that can store information, may not be used.
- j. In all grade levels, while the topics are the same, each a unique Future Scene is provided.
 - i. The team has 120 minutes to complete the six steps in the FPS process.
 - ii. A booklet identifying each step in the problem solving process is provided.
- k. Number and password, rather than name, identifies teams.
 - i. At registration, the coach initials that the team ID number is correct.
- l. FPS participants shall receive a 30-second warning when time is about to expire, along with a warning that they will be disqualified if they continue to type after time is called.
- m. The Contest Manager shall not release sensitive competition materials in FPS until the awards ceremony on Saturday.
- n. The Contest Manager or FPS Coordinator returns all FPS scoresheets by email to the coaches of the teams following the Awards Ceremony. If District or Regional FPS evaluation has been completed, and inclement weather or natural disaster causes the Saturday events to be postponed, the Contest Manager shall notify the FPS teams advancing to the next level of competition by Monday following the postponed Saturday events. The teams are told whether or not they are advancing, not the exact order of finish. Electronic copies of the booklets and scoresheets may be returned to the advancing teams at this time. Exact order of finish is not announced until the FPS awards are presented at the awards ceremony. This is to allow FPS teams to begin preparing for the next level of competition, whether it be Regional or State.
- o. KAAC encourages host schools to place FPS teams in one large competition room, rather than in separate rooms. Proctors are to monitor the screens of the devices to ensure that students are only on the webpage approved by KAAC for the time of the competition.

- p. A team may submit a booklet early, but they must remain in the room for the entire length of the competition.

4. Evaluation

Evaluation is written feedback and scoring that helps coaches and students improve their skills as problem solvers.

Scheduling Evaluation

- a. All FPS scoring will be completed using an Excel format and evaluators must provide their own device to score.
- b. KAAC does not impose a set time for evaluation. The Contest Manager sets evaluation times in consultation with evaluators at times that are reasonably convenient for both parties.
- c. FPS evaluation MUST be completed by noon on Saturday.
- d. At Regional Governor's Cup, if the same person is designated to serve as both FPS evaluator and Composition reader, that person is prohibited from scoring both events on the same day. The number of evaluators used must always equal the number of FPS teams participating.
- e. Not all evaluators need to be present at the same time, but evaluation should be completed in a continuous sitting for each respective evaluator.
- f. Booklets must be evaluated on-site or a site determined and overseen by the FPS Coordinator. Evaluators may not evaluate booklets at any non-approved site.
- g. If an evaluator selects to score booklets off-site at the District or the Region competition, they must be scored in one sitting and while on a videoconference with an official from the host school. If the evaluator is unable to fulfill both of the requirements, then the evaluation must be completed at the host school. All State Finals FPS booklets will be scored in-person with evaluators providing their own devices at the host site.

Process and Results

- a. At the Middle Grades and High School Regional competitions Steps 2, 4 and 5 from each booklet are pre-scored by KAAC. Pre-scoring will be completed by FPS trainers and available to begin scoring at the Regional level on Wednesday at noon and at the State Finals no earlier than 6:00 AM.
- b. The FPS Coordinator or the Contest Manager **must check each scoresheet that the mandated scores are validated.**
- c. Each step of the FPS process is evaluated and receives a numerical score on the self-tabulating scoresheet in Excel format.
 - i. Each evaluator must verify the ranks their respective sample of booklets based on the numerical scores awarded.
 - ii. The booklet receiving the highest total numerical score is ranked one; the booklet receiving the next highest score is ranked two; etc.
 - iii. The ranks of each evaluator are combined to determine the order of finish. The lowest composite rank places first; the next lowest rank places second, and so forth. ASAP shall also employ an "outlier modification" system to alleviate the damage done by outlier ranks in FPS.
- d. If the composite ranks of booklets are tied, ASAP breaks ties by employing evaluator's preference--refer to page 37.
- e. There is no inquiry procedure in FPS competition. If a coach feels that an evaluator shows significant errors in evaluation, the coach may request that the booklet and evaluation scoresheet be examined by KAAC. Should KAAC agree, the evaluator will undergo remediation before FPS certification may be renewed.
- f. The FPS Coordinator and head scorer, or other person designated at the Competition Planning Meeting, examine FPS scoresheets to verify team codes, points, and ranks.
- g. A renewed effort must be made to correct mathematical errors on FPS and Composition scoresheets. The FPS and Composition Coordinator should be certified in FPS and knowledgeable about FPS scoring. The FPS scoresheets must be checked against the mandated Step 2, 4 and 5

scores. This person must check the FPS and Composition scoresheets for mathematical mistakes using the directives found in the Coordinator’s Guide. If a certified FPS person is not available as FPS and Composition Coordinator, two people—one of whom must be FPS certified—can check for errors. These people can be the Head Scorer, Chief Official, or a certified FPS coach chosen by the coaches at the Competition Planning Meeting. Whenever two or more people are involved in error-checking, they must be from different schools.

5. Recognition and Advancement

In District the top two teams in all grade levels receive awards and advance to Regional.

- a. At the Regional competition, the top four Regional FPS teams in all grade levels receive awards. The top two Regional FPS teams in the Middle Grades and High School grade levels advance to the State Finals.
- b. At the State Finals, the top 10 teams in both the Middle Grades and High School grade levels are recognized and receive awards.
- c. School points are awarded based on the order of finish. See page 37 for an explanation of awarding school points in the event of ties.
- d. The Middle and High School Governor’s Cup first and second place FPS teams are invited to attend the International Future Problem Solving Conference (IC), a competition involving FPS affiliate program champions from the United States and several foreign countries.

QUICK RECALL

The rules for Quick Recall are presented in the KAAC *Quick Recall Manual*.

Recognition and Advancement

At District the top two teams in all grade levels receive medals and advance to Regional competition. At Regionals, the top four teams receive awards. In the Middle Grades and High School grade levels, the top two teams from the Regional competition advance to the Governor’s Cup Governor’s Cup State Finals.

Competency Quiz for Coach-Trained Quick Recall Officials

Quick Recall coaches who have received certification at a KAAC clinic may then certify Quick Recall officials. Officials must pass a competency quiz before receiving a certification number. The online quiz cannot be used to certify the required Quick Recall coach. For more information, visit kaac.com.



CONTENT ASSESSMENT

Students take their devices to host schools to compete in online assessment events. For a summary of preparing students for online assessment, see the back of this guide.

1. Participation Requirements

| Competition | Students Participating | Required Officials |
|----------------------|------------------------|-------------------------|
| District | 7 or fewer | One proctor or grader |
| | 8 or more | Two proctors or grader |
| Regional | 7 or fewer | One proctor or grader |
| | 8 or more | Two proctors or graders |
| State Finals (MG/HS) | 3 or fewer | None |
| | 4 or more | One proctor |

No specific training is required for proctors or graders. At the State Finals, KAAC reserves the right to assign a Middle Grades proctor to a High School exam and vice versa.

2. Competition Format

Content Assessment features examinations in five content areas. More info on pages 29-33.

- Mathematics
 - Science
 - Social Studies
 - Language Arts
 - Arts and Humanities
- a. Content Assessment participants must be accompanied to the competition site by an adult to be eligible to compete in the event.
 - b. Each content area examination in Content Assessment is considered a separate event.
 - c. Each member school may enter up to three (3) individuals in each content area.
 - d. Substitutions in Content Assessment are allowed only at the District competition. No substitutions are allowed at the Regional or State Finals.
 - e. All Content Assessment examinations begin at the time prescribed in this manual. **No student is admitted late to any examination, nor is a student dismissed early.** Students who finish their exam early wait quietly for the next testing time frame.
 - f. Coaches download participant IDs and a unique testing password for each event in which a student participates. These are typically available the day before testing.
 - g. Students may use scratch booklet on all exams, and may use up to two approved calculators and graph booklet on the Mathematics exam.

| Content Assessment Exams—Formats | | | |
|---|---|-----------|------------------|
| Grade Level | Time Allowed | Questions | # of Tiebreakers |
| Elementary | 35 minutes | 30 | 6 |
| Middle Grades and High School—District and Regional | HS Math: one hour Others: 50 minutes | 50 | 10 |
| Middle Grades and High School—State Finals | HS Math: one hour Others: 50 minutes | 50 | 20 |

- h. Calculators may be used on the Mathematics exam only. The host school is not required to provide calculators, and calculators may not be shared among students. Students may use no more than two calculators. For more information on acceptable calculators, refer to the Coaches' Resource section.
- i. During Content Assessment, students must place all personal items out of sight until the testing time frame is completed. The only items permitted in view are the student's testing device, a pencil and scratch booklet, and, if taking Mathematics, up to two approved calculators and graph paper.
- j. If a student uses a cell phone or other electronic device during Content Assessment, that student is disqualified from that event pending KAAC notification. If a student's device is put away, but creates a disturbance by ringing or vibrating, the phone shall be confiscated and returned to the student after the competition.

3. Content Assessment Inquiry Procedure

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

Procedure: Application of rules in administering the examination

Answers:

1. An answer appearing on the answer sheet is incorrect
2. A question has more than one correct answer
3. No correct answer appears on the examination

- a. Under these circumstances a coach may file a written inquiry as to procedure or answer.
- b. Five minutes after the first Content Assessment time frame begins, the head scorer makes copies of each Content Assessment examination and answer key available to the participating coaches. KAAC recommends that host schools set up a secure area for coaches to review Content Assessment exams

as part of the inquiry process. No exams may leave the room until after the second testing time frame has begun. If coaches wish to take an exam from the room to confer with students, they may do so after that time, but should return the exam within 15 minutes.

- c. All inquiries must be filed by 11:45 a.m. in the Middle Grades and High School grade levels and by 10:40 a.m. in the Elementary grade level.
- d. A 15-minute rebuttal period then ensues, during which time a coach or coaches may address the merits of the posted inquiry by filing a rebuttal.
 - i. The Chief Official posts the inquiry in a common area for all coaches to view, or makes them available virtually.
 - ii. Inquiry forms allow space to respond to a posted inquiry.
- e. The Chief Official and inquiry panel receive all inquiries and rebuttals.
 - i. The Chief Official decides inquiries and the rebuttals; the judging panel advises the Chief Official on matters related to content.
 - ii. All decisions of the Chief Official at a competition site are final.
- f. All disputes involving events occurring at a competition (correctness of answers, timing/scoring errors, rules interpretations) shall be resolved by the officials at the competition site. If the officials cannot agree, the Chief Official shall make the final decision, which KAAC cannot overrule.
- g. Should a coach feel that a Chief Official was in error regarding a ruling, a formal letter may be submitted to the Executive Director. If, after investigating the inquiry, the director finds the Chief Official in error, a corrective letter will be issued to the coach and Chief Official.

4. Content Assessment Scoring

- a) Tests are scored on the number of multiple-choice questions answered correctly. Placements are made based on the body of the exam (1-30 Elementary, 1-50 Middle and High School). If there are ties among the top five places after scoring those questions, tiebreakers scored to break the tie(s). At State Finals, a second set of tiebreakers is employed to further break ties, except in Mathematics.
- b) If ties remain after scoring the tiebreaker questions, all those tied receive awards and advance. School points are divided accordingly in ASAP.
- c) Should the Chief Official declare that a Content Assessment question contains no correct answer, or choose to discard a question, all students are given credit for a correct answer. Discarding a question does not impact the base score of 24 or 40 needed for additional advancement, since all students are given credit for a correct answer.

5. Recognition and Advancement

- a. In District competition, the 5 individuals with the highest scores in each content area are awarded placement medals, and advance to Regional competition.
- b. A student not in the top five may also advance to the next level by scoring 24 out of 30 on an Elementary exam or 40 out of 50 on a Middle or High School examination. If not in the top five, no school points or medals are awarded, but coaches may request certificates of merit from KAAC.
- c. The format is repeated at the Regional competition. The top five students are recognized and receive placement medals.
- d. In the Regional Middle Grades and High School grade levels the top five students advance to State.
- e. At the State Finals awards ceremony, the top ten students in the Middle Grades and High School grade levels are recognized and receive awards.
- f. ASAP awards school points based on the order of finish.
- g. In the event of ties, school points are divided evenly among those who tie.

Example: if two students are tied for first place, the points for first and second place are added and divided evenly between the students/schools. Two awards are presented for first place and no award is presented for second place, third through fifth places are awarded respectively.

KAAC Code of Ethics

Governor's Cup is a voluntary activity. Aware that students are engaged in a variety of activities, the Kentucky Association for Academic Competition publishes competition dates at least a year in advance, and makes a determined effort to avoid conflicts with other statewide events and activities.

In choosing to participate in the Governor's Cup a school and the student participants agree and accept the rules governing the competition.

In order to take part in Governor's Cup and other KAAC events, coaches, students and officials must agree to abide by the KAAC Code of Ethics:

Coaches will:

1. Share the Statement of Sportsmanship with their players and reinforce its message.
2. Play honestly and avoid improper communication with players during matches.
3. Treat officials and other workers with respect, making and discussing inquiries in an appropriate manner and accepting decisions graciously.
4. Treat all teams, especially their own, with respect.
5. Know and follow event rules and requirements, including bringing the required number of officials and working buzzer systems.
6. Be responsible for the behavior of their team and those accompanying their team.
7. Be responsible for the respectful care and treatment of the host school's equipment and facilities by their team and those accompanying their team.
8. Refrain from making disparaging remarks about the host school's facilities.
9. Allow event officials to do their jobs without interference.

Students will:

1. Follow the guidelines outlined in the Statement of Sportsmanship.
2. Compete honestly.
3. Refer questions and concerns to their coaches for appropriate handling.
4. Display good sportsmanship at all times, especially by winning or losing graciously, communicating positively with the opposing team(s) and expressing appreciation to event officials.
5. Display appropriate behavior both during and between matches, especially by being in designated areas only, avoiding profanity, refraining from intentional distractions during their matches and from creating disturbances that may distract from ongoing play at the event site.
6. Take respectful care in using equipment and facilities throughout the host school.
7. Refrain from disturbing anything in the event rooms unrelated to the competition.
8. Be positive representatives of their schools.
9. Follow their school's dress code and the KAAC dress code.

Officials will:

1. Accept their role in an unassuming manner, never showboating or over-officiating.
2. Maintain confidence and poise, controlling the competition from start to finish.
3. Know the rules of the event thoroughly and abide by KAAC rules.
4. Apply KAAC rules firmly but fairly, and consistently to all teams.
5. Know and abide by this Code of Ethics.
6. Publicly shake hands with coaches of all teams before the event.
7. Never exhibit emotion or argue with participants or coaches when enforcing rules.

The Philosophy of Good Coaching

No one enters a competition of any kind hoping to lose. Even evolutionary biology professes the survival of the fittest. Everyone cannot nor will not win, so what is the coach to do? The answer is simple – coach your team to win at life. Regardless of the final score in the Quick Recall match or the placement in Content Assessment, every child can be coached to feel that they have won. How, you may ask, is this daunting task accomplished? The answer lies in the coach buying into, and passing on to students, the attitude of a champion.

The Attitude of a Champion

1. I recognize that my team is a championship team. I will treat them as champions and they shall perform as champions in all endeavors.
2. I understand that winning is the result of hours of preparation and study. I further understand that, as the coach of my championship team, I accept the responsibility for providing guidance and instruction to my team to help them advance their individual goals whether in academic competition, classroom performance, or personal achievement.
3. I understand that regardless of the point totals at the end of the day championship teams will always hold their heads high and that they shall offer heartfelt congratulations to all other participants.
4. I understand that good sportsmanship is the ultimate prize. I shall impress upon my team that champions value the performance of their competitors and of themselves and that the competitor is looked upon with respect.
5. I recognize that the officials are the ultimate authorities at a competition. I recognize that they are human and that they may not always make the decisions that I would have made, but I do respect those decisions and will accept those decisions in the manner in which they were made.
6. I shall represent the needs and concerns of my team with professionalism and appropriate decorum at all times, whether in the confines of the practice room or the stadium of competition.
7. I understand that I shall be versed in the rules of fair play and of the competition itself. I further recognize my responsibility to ensure that my team is versed in those rules and that they are able to adhere to the rules as they participate in the competitions.
8. I accept responsibility for the actions of the parents, administrators, school personnel, and spectators that accompany my team. I shall impress upon these valuable assistants that their roles in creating a championship team lie within their attitudes and that those attitudes *must* foster the idea that true champions never accept defeat as the ultimate failure, but that defeat breeds the opportunity to grow.
9. I understand that I have the responsibility to value the contributions of all team members, regardless of the role of that team member. Recognizing that some children have certain abilities that may push those children to the forefront, I must also recognize that all of my team members have abilities that may foster for them a lifetime of success.
10. I will set expectations that are within the reach of champions – in other words, I will expect the best from my team and my team will give their best.
11. I will set rules that are fair and equitable. I shall administer those rules such that every team member will know that the following of the rules applies to every team member.
12. My team and I shall represent our school and ourselves as champions at all times, exhibiting *all* of the characteristics of a true Governor's Cup Champion.

Coaches, KAAC charges you with the most rewarding task of all – leading young minds into a lifetime of success. Their success depends upon the attitude that you exhibit as you lead your team. Remember that a positive attitude breeds more positive attitudes. When you profess a winning attitude about competition and the possibility of future successes, then you will be a "great coach" whose lessons will long be remembered beyond District, Regional, and State Governor's Cup into the future lives of your team members. They will remember that "I am a champion – and my coach showed me the way!"



1. ENFORCEMENT OF RULES

- a. The Kentucky Association for Academic Competition Board of Directors has the sole authority to grant or deny membership in the Association and has the authority to suspend or terminate membership in the Association for violation of the Constitution and Bylaws or other rules and regulations of the Association.
- b. The Board determines the dates for District, Regional, and State contests; sites for District and Regional contests are rotated equitably among member schools.
- c. All coaches and students shall adhere to the KAAC Code of Ethics.
- d. The Association will enforce its Bylaws and rules and regulations in the following manner:
 - i. All disputes involving events occurring at a competition (correctness of answers, timing or scoring errors, rules interpretations) will be resolved by the officials at the competition site. If the officials cannot agree, the Chief Official will make the final decision.
 - ii. An official may remove from the premises of any competition any person whose conduct is unsportsmanlike, offensive, in violation of the rules, or illegal. The official who removes a person on such grounds will make a report of the incident in writing to the Executive Director. If the person is a student, coach, teacher, official, principal, parent, or other person associated with a member school, the Executive Director may direct such school to prohibit that person from attending or participating in future contests. If a school fails to comply with such a directive, it subjects itself to possible termination of its membership by the Board.
 - iii. All students are expected to adhere to appropriate decorum at all times during KAAC events. Appropriate decorum includes, but is not limited to, an appearance that is not distracting to other participants. This determination is to be made by the Contest Manager, event officials, or the Chief Official. The "dress code" for KAAC events may be more stringent than the standards set by some Kentucky school districts. This is necessary because we must make every effort to provide a level playing field for our students, and we must take every precaution against the possibility that distraction or intimidation might affect the outcome of the event.
- e. There are several rules that call for disqualification, including failure to provide required officials and identifying one's identity in an FPS or Composition booklet. To safeguard the rights of students, Contest Managers or their designees must obtain KAAC approval before such a disqualification is made.
- f. In Content Assessment, FPS, or Composition, coaches have three days to report a possible scoring error that may affect results posted to the website.
- g. When a possible scoring error is reported, all answer sheets or scoresheets for that event are checked. Any error found is corrected. The website will reflect corrected results, both in the affected event(s) and overall school points. No medals or trophies must be returned. Any student or team displaced by the error correction shall advance to the next level of competition with no restrictions.

2. STUDENT RECRUITMENT

Students shall not be recruited to a KAAC member school for the purpose of participating in Governor's Cup. Although a public or private school may point to Governor's Cup as an example of its extracurricular activities, school choice is a personal, family decision to be made without influence from academic team coaches or "boosters." KAAC asks each of its member schools to discourage this type of behavior.

3. DISTRICT AND REGIONAL ASSIGNMENT, COMPETITION SCHEDULE

- a. 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.
- b. Unless specifically allowed herein, 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.

- c. 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. A Middle Grades or High School student in both FPS and Composition is the only exception; see page 8.
- d. If a competition is delayed or postponed, the Severe Weather Plan agreed upon by the coaches attending the Competition Planning Meeting is enacted. For details, see page 26.
- e. 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.
- f. Students who have a significant religious conflict with a KAAC Content Assessment event may take their exam(s) at their school for personal recognition after the regularly scheduled event has been completed. Upon request, KAAC will allow a school administrator to conduct testing using KAAC guidelines. KAAC will send the appropriate award to any student that earns a placing score. Upon request, KAAC will also send the student a letter of recognition. No school points will be awarded, and the student's name will not be part of the official results.
- 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. A Contest Manager may not adjust the competition schedule to meet the needs 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.
- i. 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.

4. THE COMPETITION PLANNING MEETING

- a. The Competition Planning Meeting dates for District and Regional Governor's Cup are set by KAAC. The specific time of the meeting on that date may be set by the Contest Manager, working with the schools involved.

5. HOSTING DISTRICT AND REGIONAL GOVERNOR'S CUP

- a. KAAC uses the objective points system below when assigning District and Regional hosts.

Host Duty – Points Awarded

| | | | |
|--------------------------|-----|-----------------------------|----|
| Regional Host-last year | 100 | Regional host-3 yrs. ago | 30 |
| District Host-last year | 75 | District Host-3 yrs. ago | 20 |
| Regional Host-2 yrs. ago | 60 | Regional Host-4 yrs. ago | 15 |
| District host-2 yrs. ago | 40 | District Host – 4 years ago | 10 |

If ties exist, KAAC will examine hosting beyond four years to break the tie. Schools that do not provide a Contest Manager, but rather allow their facility to be used by another school, will receive 20 points.

- b. While the KAAC Board of Directors believes that each member school must assume the responsibility of hosting a District and Regional competition, the Board realizes that some schools are limited either by physical facilities or accessibility. In such a situation the school could either host the competition at another school site while still assuming the duties of directing and administering the competition, or secure a replacement host.
- c. A host school is defined as that school which undertakes the obligation to coordinate and administer either a District or Regional competition.
- d. The competition can be held at the designated host school or at an alternate site (another school building, community college, college or university).
- e. The host school is responsible for identifying the actual physical facility used for the competition and providing a Contest Manager to coordinate the administration of the competition. KAAC provides each host school with a digital version of both the *Contest Manager's Guide* and the *FPS Coordinator's Guide* for the District and Regional competition.
- f. The *Contest Manager's Guide* and *FPS Coordinator's Guide* detail each task involved in carrying out the duties related to the competition. Backup copies of all required forms are included in the guides.
- g. KAAC provides all materials necessary for the competition: tests, Quick Recall questions, problem solving materials, writing booklets, manual response forms (if requested), pencils, participation certificates, and awards.
- h. No school is asked to host both a District and a Regional competition, within the same grade level, in the same year. KAAC makes every effort to avoid asking schools with multiple memberships to host competitions in more than one grade level per year. Because the hosting rotations in each grade level are independent from each other, this is not always possible.
- i. In the event that a school facility is not available, the designated host school may:
 - i. Host the competition at another site.
 - ii. Delay for one year its hosting obligation by securing an alternate host and notifying KAAC. *This is the responsibility of the assigned host school.*
- j. A school that fails to renew its membership the year in which they are designated to host, or drops out of competition after being asked to host, must serve as a host site the year in which KAAC membership is resumed. If a member school refuses to host the competition, that school is ineligible to compete in the Governor's Cup for that respective year.
- k. A school that declines to host will not be granted membership until the school agrees to accept its responsibility to serve as a host school; such duties will be assigned the year the school is reinstated. Should a school cancel or withdraw its membership, the next school assigned in the District or Regional rotation will host.

6. COMPETITION GUIDELINES

Entering Students

- a. All schools must complete a District Entry Form.
 - i. The District Entry Form, completed online, identifies competing students and available officials.
 - ii. Coaches enter student names into an online registration form to begin ASAP (Automated Scoring and Advancement Procedure). See the special section at the end of this manual.
 - iii. If the Entry Form or Regional Confirmation deadline passes and School A has not complied with the deadline, the District or Regional Contest Manager must make a verifiable contact with either the coach or an administrator from school A. A verifiable contact can be either a fax with send receipt, email with a response or a read receipt, or phone call with phone log. During that contact, the Contest Manager may give School A no fewer than 24 hours to comply with the deadline. If School A still does not comply with the deadline, the Contest Manager contacts KAAC, which makes the decision on disqualification and notifies all concerned parties.
- b. Students may participate in a maximum of three events in all tiers of competition combined.

- i. Once a student has competed in three events no new events can be added. For example, if a student competes in two Content Assessment events and Quick Recall and advances to the next tier of competition in one Content Assessment event and Quick Recall, that student cannot take part on the Future Problem Solving team.
- ii. After the following times, no more roster 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
- iii. If a student competes in more than three events the first three events in which that student competed, in order from left to right on the list below, are valid. The student, or student's team, is disqualified from any event beyond those first three events listed.
 - 1. Quick Recall
 - 2. FPS
 - 3. Mathematics
 - 4. Science
 - 5. Social Studies
 - 6. Language Arts
 - 7. Arts and Humanities
 - 8. Composition
- c. All coaches from schools advancing students to Regional and State Finals competition must confirm their advancing students and list their available officials through ASAP by the stated deadline. Such information includes competing students and available officials.

The Contest Manager

- d. The Contest Manager is responsible for conducting the competition within the rules and regulations of the Association.
 - i. The Contest Manager remains at the competition site for the duration of the competition.
 - ii. The Contest Manager's duties include securing certified officials for the competition, maintaining the integrity of competition materials, and other duties as assigned by the Association.
 - iii. The Contest Manager may select others to assist him/her, if necessary.

The Competition Planning Meeting

- e. The Contest Manager or designee coordinates the Competition Planning Meeting on a date prescribed by KAAC.
 - i. At the Planning Meeting the coaches elect a Chief Official in a manner prescribed by the Association, who settles disputes other officials cannot resolve.
 - 1. The Chief Official is nominated by participating schools and elected by the coaches attending the Planning Meeting. The Contest Manager votes only to break a tie.
 - 2. If no coaches attend the planning meeting, or if no school nominates a Chief Official, the Contest Manager may appoint a Chief Official.
 - ii. The participating schools nominate five officials (one each from the content areas of Mathematics, Social Studies, Science, Language Arts, and Humanities) to serve as a judging panel. The panel is elected from those nominated on the by coaches.
 - 1. Although it is not recommended, a coach may serve on the panel.
 - 2. The judging panel is elected by the coaches attending the Planning Meeting.
 - 3. The judging panel advises the Chief Official on matters related to content. The advice of the panel is offered to the Chief Official for consideration; however, the final decision rests with the Chief Official and may not be appealed.
 - 4. The Inquiry Panel need not be sequestered on-site during competition. The Chief Official must, however, have all subject areas represented by those who are "on call" when content area assistance is needed.
 - iii. The qualifications of Quick Recall and other officials are discussed at the Competition Planning Meeting. The Contest Manager has the final decision in placing officials.

- iv. At the Competition Planning Meeting, the Contest Manager or designee performs the Quick Recall draw according to the instructions provided by KAAC. See the Coaches' Resources Section for more information.
- v. The Contest Manager must have in place an alternate competition schedule that would be enacted in cases of severe weather. All coaches attending the planning meeting must be allowed input on the alternate date and schedule. Coaches that do not attend the planning meeting forfeit their right to have input.

7. RECOGNITION and AWARDS

Rewarding academic excellence is the foundation of Governor's Cup and the top priority of the Kentucky Association for Academic Competition. All participants in Governor's Cup may download participation certificates from www.kaac.com .



- i. District awards: A Governor's Cup placement medal is presented to members of the top two teams in Quick Recall (8 per team) and Future Problem Solving (4 per team), the top five individuals in Composition, and the top five individuals in each content area in Content Assessment.
- ii. Students advancing to Regional competition in Content Assessment based on a score of 24 or above in the Elementary grade level or 40 or above in the Middle Grades and High School grade levels receive certificates upon the coach's request to KAAC.
- iii. Regional awards: awards are presented to the eight members of the top four teams in Quick Recall and the four members of the top four teams in Future Problem Solving. Medals are awarded to the top five individuals in Composition and the top five individuals in each content area in Content Assessment. In the Middle Grades and High School grade levels, students in Content Assessment scoring 40 or above advance to the State Finals.
- iv. The top five individuals and teams in each category or content area at both the District and Regional competition receive points based upon their order of finish.
 - 1. The two schools whose students and teams accumulate the most points receive awards as the school champion and runner-up in the District competition.
 - 2. The four schools whose individual students and teams accumulate the most points receive awards in Regional competition.
- v. At District and Regional competition, ASAP awards school points to the top individuals or teams in each category or content area as follows:

| Individual Events--Content Assessment and Composition | |
|--|----------|
| 1 st place | 5 points |
| 2 nd place | 4 points |
| 3 rd place | 3 points |
| 4 th place | 2 points |
| 5 th place | 1 point |

| Team Events--Quick Recall and Future Problem Solving | |
|---|----------|
| 1 st place | 8 points |
| 2 nd place | 5 points |
| 3 rd place | 3 points |
| 4 th place | 1 point |
| | |

- vi. If there are ties among the top five (5) individual scores or teams, points for order of finish are divided equally among all who tie.
- vii. If there are ties among schools at the end of competition, ASAP applies this tie-breaker:
 - 1. The school with the greater number of first place points in all events finishes ahead of the school having fewer first place points.
 - 2. If schools remain tied following the above application, the number of second place points is compared. The school receiving the greater number of second place points finishes ahead of the school having fewer second place points.
 - 3. If, after #2 above is applied, the schools remain tied, they are declared tied and each receives appropriate recognition.
- viii. At the State Finals, the individual or team placing first in each category or content area is declared the State champion. The top ten (10) individuals in Composition and each Content

Assessment examination, the top eight (8) Quick Recall teams and the top ten (10) FPS teams are recognized with awards at the State Finals awards ceremony.

- ix. The point system used in the State Finals differs from that used in the District and Regional competition. The school receiving the most points, in each grade level, at the State Finals is awarded the Governor’s Cup championship trophy; the school accumulating the second highest number of points, in each grade level, is awarded the second place trophy. The third and fourth place schools, in each grade level, are also recognized with awards.

**Content Assessment
And Composition**

Quick Recall

Future Problem Solving

| | | | | | |
|------------|-----------|-----------|-------------|------------|-----------|
| 1st Place | 10 Points | 1st Place | 16 Points | 1st Place | 16 Points |
| 2nd Place | 9 Points | 2nd Place | 13 Points | 2nd Place | 13 Points |
| 3rd Place | 8 Points | 3rd Place | 10 Points | 3rd Place | 10 Points |
| 4th Place | 7 Points | 4th Place | 8 Points | 4th Place | 8 Points |
| 5th Place | 6 Points | 5th Place | 5.25 Points | 5th Place | 6 Points |
| 6th Place | 5 Points | 6th Place | 5.25 Points | 6th Place | 5 Points |
| 7th Place | 4 Points | 7th Place | 5.25 Points | 7th Place | 4 Points |
| 8th Place | 3 Points | 8th Place | 5.25 Points | 8th Place | 3 Points |
| 9th Place | 2 Points | | | 9th Place | 2 Points |
| 10th Place | 1 Point | | | 10th Place | 1 Point |

- x. Occasionally an award is presented to a student or team and later an error is discovered in computation or transposition of names and student numbers. Because students are the focus of Governor’s Cup, KAAC does not, in most cases, revoke an award once announced. Recognizing and advancing both students and/or teams corrects the error. Where possible scoring errors are corrected; however, there are instances when an error cannot be rectified.

8. SPECIAL NEEDS STUDENTS

Governor’s Cup is open to all students, and students with Individualized Education Plans (IEPs) are encouraged to participate. It is the responsibility of the School Representative to designate these students on the District Entry Form on or before the submission deadline. This reasonable stipulation ensures that the Contest Manager has time to make the requested accommodation. Whenever possible, the local Contest Manager and host school may make reasonable and necessary accommodations for students with documented IEPs. Approved accommodations include providing enlarged text copies of materials or the use of a reader or scribe. Other accommodations will be evaluated by KAAC on a case-by-case basis.

If a student has a documented health issue that may require an emergency break during Content Assessment or Composition, Contest Managers will place that student in a separate testing room. This will prevent the student from distracting the other competitors. The student shall be given a reasonable amount of time to address the health issue. This time shall not be deducted from the student’s allotted time for that event. The student’s coach is responsible for informing the host school Contest Manager of this special need on the District Entry Form as well as providing any required medical personnel.

If you have any questions about what accommodations may or may not be allowed, you must contact KAAC before January 1. Appeals: the legal guardian of a Governor’s Cup participant, or participant over 18 years old, may appeal a denied accommodation to the KAAC Board by sending a written basis for appeal to the KAAC Executive Director, 113 Consumer Lane, Frankfort, KY 40601. Any documents the appellant wants the board to consider must be received by the KAAC Executive Director at least five (5) days before the participant’s event. The KAAC Board will make a decision based upon written documentation presented by the appellant and the KAAC Executive Director.

SEVERE WEATHER GUIDELINES



As with any activity involving students and travel, safety is the foremost concern when decisions are made. Severe weather is a distinct possibility during the competition season. Here is the KAAC Severe Weather Plan that must be followed by all schools:

Prior to the competition, the Contest Manager must have in place an alternate competition schedule that would be enacted in cases of severe weather. The alternate date and schedule must meet the following requirements:

1. At least 48 hours before the Competition Planning Meeting, coaches may provide input on the competition's alternate date and schedule (see the next page). Any school not attending the meeting must be informed of the alternate date and schedule.
2. Attendance at the planning is mandatory. Coaches who fail to send a representative to the planning meeting forfeit the right to object to the alternative competition schedule.
3. All Saturday events must be completed, weather permitting, by the Friday following the scheduled competition date.

Two options are available when severe weather exists:

1. The competition may operate on a delayed basis, beginning later in the day.
2. The Contest Manager may postpone the event, and enact the alternate date and schedule agreed upon at the Competition Planning Meeting.

The Contest Manager has the duty to implement a delay or postponement if travel conditions within the competition area are unsafe. The Contest Manager also must implement a delay or postponement at the request of a school principal, superintendent, or assistant superintendent. Communication and advance planning will eliminate frustration on the part of all participating schools.

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 Regional competition, that request must be approved by KAAC. 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.

The same questions and exams are used at all sites, regardless of the date of the competition. KAAC relies on the integrity of the Contest Manager, officials and coaches in maintaining the confidentiality of competition materials.

Contest Managers must contact the participating coaches and schools if severe weather forces a change in the competition schedule. The Contest Manager should also contact local and Regional radio and television stations to announce a delay or postponement. All Contest Managers should be aware of the travel time required by the participating schools and plan such decisions accordingly. The Contest Manager should provide a home telephone number for direct contact by coaches.

The timing of the decision to delay or postpone competition should reflect the severity of the weather conditions in the area. If extreme weather conditions exist, the decision could be made as early as Friday morning. In most cases, however, an early Saturday decision is best. One year several Districts were postponed because of an inaccurate forecast; the Contest Managers made their decision too early and the competition was needlessly delayed. ***Please remember, however, that the safety of the students is our primary concern; it is better to be overly cautious than to jeopardize their safety.***

Severe Weather Plan—Coach Input Form



Grade Level: EL / MG / HS **District#** _____ **Region#** _____ **Date** _____

School _____ **Coach or School Representative** _____

The Contest Manager has the duty to implement a delay or postponement if travel conditions within the competition area are unsafe. The Contest Manager also must implement a delay or postponement at the request of a school principal, superintendent, or assistant superintendent. Any Contest Manager decision to delay or postpone a Regional competition must be approved by KAAC.

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. Please remember that some schools or school districts have restrictions on how late students may be allowed to participate in an extra-curricular activity.
3. Rest assured that there won't be a solution that is perfect for everyone.

Coach Input Section

Should severe weather or natural disaster force a postponement of the published Governor's Cup schedule, my preferences for rescheduling the various events are as follows:

| Event | 1 st Choice—Dates and Times | 2 nd Choice—Dates and Times |
|--------------------|--|--|
| FPS | M Tu Wed Th F Sa at _____ AM/PM | M Tu Wed Th F Sa at _____ AM/PM |
| Composition | M Tu Wed Th F Sa at _____ AM/PM | M Tu Wed Th F Sa at _____ AM/PM |
| 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:

Send to your District Host School at least 48 hours before the Coaches' Planning Meeting.

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 guidelines, should they change.

Prohibited Calculators

- Calculators with built-in computer algebra systems (CAS), including:
 - Texas Instruments: All models that begin with **TI-89** or **TI-92, TI-Nspire CAS**—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: fx-CP400 (ClassPad 400), ClassPad 300, 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 booklet 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.

Governor's Cup Quick Recall and Content Assessment Content

Each Quick Recall round contains an equal number of questions from each subject area. Each Content Assessment exam has balanced proportions from each category.

High School Mathematics

Most questions are computational, but vocabulary and history may also be covered.

1. Number and Quantity: Real and Complex Numbers, Radicals, Rational Exponents
2. Number and Quantity: Vectors, Polar Coordinates, Matrices, Fractals
3. Number and Quantity: Set Theory, Base Changes, Sequences and Series, Binomial Theorem
4. Algebra: Equations and Inequalities (including Linear, Absolute Value, Quadratic, Exponential, Logarithmic, Radical, Rational, and Trigonometric), Systems of Linear and Non-Linear Equations and Inequalities
5. Algebra: Variations, Polynomials, Rational Expressions
6. Functions: Functions and Their Graphs (including Linear, Absolute Value, Quadratic, Exponential, Logarithmic, Radical, Rational, and Trigonometric), Inverses, Compositions of Functions
7. Functions: Exponential and Logarithmic Functions, including their properties and applications
8. Functions: Radian Measure, Unit Circle, Trigonometric Identities
9. Functions: Polynomial Functions (including End Behavior, Zeros, Rational Root Theorem, Remainder Theorem, Descartes Rule of Signs, Fundamental Theorem of Algebra) and Rational Functions
10. Geometry: Congruence and Similarity, including Transformations in the Plane and Similarity in Transformations
11. Geometry: Triangles Including Pythagorean Theorem, Special Right Triangles, Right Triangle Trigonometry, Law of Sines, Law of Cosines
12. Geometry: Quadrilaterals, Polygons, Polyhedrons
13. Geometry: Perimeter, Area, Surface Area, Volume
14. Geometry: Circles, including all theorems, Arc Lengths, and Areas of Sectors
15. Geometry: Coordinate Geometry and Conic Sections
16. Statistics and Probability: Counting Principles, Probability of Independent and Dependent Events, Conditional Probability, Probability of Compound Events, 2-way frequency tables

17. Statistics and Probability: Random Variables, Probability Distributions (including Uniform, Binomial, Geometric, and Normal), Expected Value
18. Statistics and Probability: Use Statistics to interpret Data, including Measures of Central Tendency, Measures of Spread, Regression, Confidence Intervals, and Hypothesis Testing
19. Calculus: Limits and Derivatives
20. Calculus: Integrals and Differential Equations

High School Science

1. Anatomy and Physiology
2. Botany: Vascular and Non-Vascular Plants, Photosynthesis, etc.
3. Vertebrates and Invertebrates
4. Genetics: Including DNA Replication and Protein Synthesis
5. Cells: Including Mitosis, Meiosis, Osmosis, Diffusion, Respiration
6. Protista, Monera, Fungi, Viruses
7. Ecology, Environmental Issues, Resources and Conservation
8. Chemistry: Processes, Reactions
9. Chemistry: Elements, Compounds, Periodic Table
10. Chemistry: Laws, Gas Laws, Matter, Energy
11. Chemistry: Acids, Bases, Salts, Solutions
12. Chemistry: Nuclear, Atomic, Modern
13. Chemistry: Organic Chemistry, Biochemistry
14. Physics: Mechanics including Newton's Laws, Kepler's Laws
15. Physics: Energy, Work, Thermodynamics
16. Physics: Vibrations, Waves, Sound
17. Physics: Electricity and Magnetism
18. Modern Physics: Quantum Physics, Particle Physics, Relativistic physics
19. Astronomy, Astronomers, Space Travel
20. Earth Science
21. Science History, Famous Scientists, Current Science Events

High School Social Studies

1. Government: Types, Characteristics, and International Relations
2. Government: United States, Roles of Officials, Parties, Personnel, Constitution

3. Major Supreme Court Cases
4. Sociology and Psychology
5. Economics: Principles and Practices; Theories and Theorists – Emphasis on Krugman, Ricardo, Smith, Keynes, Galbraith, Tobin, Hume, Veblen, Friedman
6. Geography: United States, political and physical
7. Geography: World, political and physical
8. World Civilization: Prehistory to the Middle Ages – Europe, China, and India
9. World Civilization: Renaissance and Reformation
10. World Civilization: Post-Renaissance/Reformation to 1800
11. World Civilization: 1801-1900
12. World Civilization: 1901-present
13. U.S. History: Prehistory and Pre-Columbian History
14. U.S. History: Discovery and colonization (1492-1774)
15. U.S. History: New Nation to the Civil War (1775-1860)
16. U.S. History: Civil War/Reconstruction to World War I (1861-1918)
17. U.S. History: Post-war, Depression, World War II (1919-1945)
18. U.S. History: Modern Era (1946-2009)
19. Current History: People and Events from 2010 to the present

High School Language Arts

1. Early Literature including Indian, Sanskrit, Chinese, Persian and Faith-based Literature
2. Ancient Greek and Roman Literature to 400 A.D.
3. Medieval Literature (to 1400) including Arabic Faith-based Literature
4. Renaissance European and English Literature 1400-1600
5. British, European and Russian Literature 1600-1800
6. American Literature before 1800
7. British, European and Russian Literature 1800-1900
8. American Literature 1800-1900
9. Award-winning British poetry and novels since 1900
10. Latin American, African and Eastern Hemisphere Literature (any era, excluding European and Russian)
11. Nobel Prize in Literature Winners
12. Drama since 1900: Emphasis on British and American
13. Award-winning American poetry and novels since 1900
14. Pulitzer Prize Winners: Fiction

15. Short stories 1900-present
16. Literary Devices and Techniques
17. Grammar and Mechanics
18. English word origins with Greek/Latin roots, Common Foreign Words and Phrases

High School Arts and Humanities

1. Visual Art: Elements, forms, purposes, terms, concepts
2. Visual Art: Artists and their works – Emphasis on Degas, Rubens, Hopper, Kahlo, Leonardo, Van Gogh, Rembrandt, Delacroix, Dali, Cole, van Dyck, Renoir, Cezanne, Matisse, Monet, O’Keeffe
3. Visual Art: Art periods, themes, styles, historical and cultural aspects
4. Architecture and architectural elements – Emphasis on Middle Eastern and Asian, Ancient Greece and Rome
5. Architecture: Architects and their works – Emphasis on Bernini, Frank Lloyd Wright, Mies van der Rohe, Santiago Calatrava, Antoni Gaudi, Louis Sullivan, Palladio, I.M. Pei, Gropius
6. Music: Elements, forms, purposes, terms, concepts, styles
7. Composers and their works – Emphasis on Berlioz, Bartok, Mahler, Palestrina, Handel, Rachmaninoff, Haydn, Paganini, Purcell, Debussy; Modern American and Contemporary
8. Music: Movements, time periods, historical and cultural aspects
9. Musical theatre, opera, operettas
10. Dance: Elements, forms, purposes, terms, concepts
11. Dancers and choreographers: famous roles and contributions
12. Philosophers and philosophy – Emphasis on Aristotle, Lao-Tzu, Spinoza, Schopenhauer, Thomas Aquinas, Kierkegaard, Confucius, Zoroaster
13. World religions, religious leaders and religious history
14. Mythology: Greek, Roman and Norse gods, goddesses and characters
15. Contemporary drama, music and art – 1940 to present
16. Drama/Theater: Elements, forms, concepts, historical and cultural aspects
17. Drama/Theater: Notable works
18. Film masterpieces and documentaries, famous directors (Award-winning and notable nominees)

Middle Grades Mathematics

1. Number Theory
2. Sequences and Patterns
3. Absolute Value, Integers, Rational Numbers
4. Ratio, Proportion and Percents
5. Systems of Measurement
6. Geometry: Angles, Parallel Lines, Polygons, Circles, Geometric Solids
7. Geometry: Perimeter, Circumference, Area and Surface Area
8. Geometry: Volume of Prisms, Cylinders, Cones, Pyramids, and Spheres
9. Indirect Measurement: Similar Polygons, Pythagorean Theorem, Special Right Triangles, Trigonometry
10. Statistics and Data Analysis
11. Probability: Independent/Dependent Events, Permutation, Combinations
12. Inequalities and Absolute Value
13. Polynomials, Polynomial Factoring, Algebraic Fractions
14. Relations, Functions and Variations
15. Linear Equations and Functions, Systems of Linear Equations
16. Radicals and Exponents
17. Quadratic Equations and Functions

Middle Grades Science

1. Matter: Chemical and Physical Properties, Compounds, Elements, Mixtures
2. Motion and Force: Newton's Laws of Motion, Waves
3. Transfer of Energy: Heat Predictability, Electromagnetic Spectrum, Electricity
4. Living Systems' Structure and Function: Uni/Multicellular Organisms, Specialization
5. Regulation and Behavior: Obtaining and Using Resources, Stimuli
6. Reproduction and Heredity
7. Populations, Communities and Ecosystems: Food Webs, Sunlight & Energy Flow, Carrying Capacity
8. Earth's Subsystems: Lithosphere, Atmosphere, Hydrosphere, Climate, Resources
9. Solar System and Beyond: Objects, Events, Gravity/Inertia,

Constellations

10. Scientific Process: Experiments and the Scientific Method, Tools of Science, Lab Safety and First Aid (Content Assessment only)
11. Plants: Resources/Uses, Evolution, Life Cycles
12. Animals: Evolution, Life Cycles
13. Fungi, Viruses and Bacteria
14. History of Science: Scientists, Inventions/Inventors, Fields of Study, Technology, Current Events in Science
15. Health and Nutrition

Middle Grades Social Studies

1. Current History: People and Events from 2010 to the present
2. U.S. Geography: Physical and Political
3. World Geography: Physical/Political Geography, Maps
4. Geography: Climate, Land, Resources, Map Skills
5. World Civilization: Ancient Africa and Egypt, River Valleys, Fertile Crescent, India and China
6. World Civilization: Greece and Rome
7. World Civilization: Middle Ages
8. World Civilization: Age of Exploration – Emphasis on European Explorers
9. U.S. History: Prehistory, Native American Cultures, Exploration
10. U.S. History: Colonial Period (1500-1775)
11. U.S. History: Becoming a New Nation (1775-1815)
12. U.S. History: The Nation Grows (1815-1860)
13. U.S. History: Civil War and Reconstruction
14. U.S. History: Presidents and Great Political Figures
15. U.S. Government (Major Documents and Citizenship)
16. Economic: Principles, Practices, Money/Banking, Economic Systems

Middle Grades Language Arts

1. Classic American Novels (Early American to 1900)
2. Newbery Award Winners
3. Classic Children's Novels
4. Award-winning Contemporary Young Adult Literature
5. Award-winning Contemporary Young Adult Nonfiction
6. Famous Poets and Poetry (including Contemporary)
7. Famous Plays and Playwrights (including Contemporary), Famous

Speeches

8. Short Stories: Authors, Titles, Characters, Themes
9. Characters in Fables, Folklore, Tall Tales
10. Grammar: Types of Sentences, Phrases, Clauses, Mechanics, Language Usage
11. Grammar: Punctuation, Sentence Structure, Capitalization
12. Parts of Speech and Their Usage
13. Vocabulary: Spelling and Definitions
14. Vocabulary: Greek and Latin Affixes and Roots
15. Common Foreign Words and Phrases
16. Literary Devices and Techniques

Middle Grades Arts and Humanities

1. Visual Arts: Elements of Art, Music, Dance and Drama
 2. Visual Artists and Their Works – Emphasis on Michelangelo, Durer, Velazquez, van Gogh, Picasso, Rembrandt, Monet
 3. Visual Artists and Their Works – Emphasis on Goya, Cassatt, Warhol, Wood, Mondrian, Hopper, Rockwell
 4. Architecture — Emphasis on Ancient Greece and Rome; Architects – Emphasis on Palladio, Frank Lloyd Wright, Gaudi, van der Rohe, Brunelleschi, Gehry, Gropius
 5. Composers and their Works: Classical, Baroque and Romantic – Emphasis on Mozart, Handel, Wagner, Debussy, Vivaldi, Chopin, Beethoven, Tchaikovsky
 6. American Composers and their Works
 7. Musical Instruments and Families (including traditional folk instruments)
 8. Purposes and Styles of Music— including Latin musical styles, Medieval (e.g. Gregorian chant), gospel, popular, ballads
 9. Dance: Historical/Cultural Aspects; Dancers and Choreographers
 10. World Religions and Holidays, Religious Leaders and History
 11. Mythology: Greek and Roman Gods, Goddesses and Characters
 12. Drama/Theater: Age-appropriate Musical Theater and Broadway Plays
 13. Cultural Icons 2000-present
-

Elementary Mathematics

1. Properties of Real Numbers: Comparing and Ordering Real Numbers
2. Data Collection, Organization, Description, and Interpretation (Content Assessment only)
3. Calculating Factors and Multiples; Real World Problem Solving using Whole Numbers and Decimals
4. Real World Problem Solving using Fractions and Mixed Numbers
5. Ratio, Proportions, Percents using Real World and Mathematical Problem Solving
6. Convert Standard and Metric Measurements within the same system using Real World Problem Solving
7. Graphing Points on the Coordinate Plan using Real World and Mathematical Problem Solving (Content Assessment Only)
8. Classifying Lines, Angles, and Two-dimensional Geometric Figures according to their properties
9. Perimeter, Area and Volume of Geometric Figures using Real World and Mathematical Problem Solving
10. Symmetry, Congruence, and Similar Figures (Content Assessment Only)
11. Probability: Counting Principle, Spinners, Number Cubes, Coins, Random Drawings)
12. Algebraic Thinking: Numerical Expressions and Number Patterns
13. Pre-Algebra

Elementary Science

1. Properties of Objects and Materials
2. Position and Motion of objects
3. Light, Heat, Electricity and Magnetism
4. Earth Science: Rocks, Soil, Minerals, Fossils
5. Earth Science: Subsystems (Hydrosphere, Atmosphere, Water Cycle, Weather, Climate, Seasons)
6. Solar System: Planets, Sun, Observable Patterns of Movement and Shapes
7. Organisms: Cells, Simple Organisms, Life Cycles, Characteristics and Relationships
8. Organisms: Plants, Life Cycles, Characteristics and Relationships
9. Organisms: Invertebrates, Life Cycles, Characteristics and

Relationships

10. Organisms: Vertebrates, Life Cycles, Characteristics and Relationships
11. Human Body Systems, Personal and Community Health
12. Scientific Inquiry, Science and Technology, Relationships, Scientific Tools, Types of Scientists
13. Famous Scientists and Pioneers: Including Newton, Einstein, Galileo, Marie Curie, Nightingale, Goodall, Blackwell, Benjamin Franklin, Carver, Salk, Pasteur, Jenner, Rachel Carson, Nobel, Neil Armstrong, Sally Ride

Elementary Social Studies

1. Kentucky Geography
2. Kentucky History
3. United States Geography: Physical Characteristics and Map Skills
4. United States Geography: Human Characteristics – Populations and Interaction with the Environment
5. Early U.S. Cultures – Emphasis on English, Spanish, French, West African
6. United States History: Beginnings to Revolution for Independence
7. United States History: Revolutionary War to 1865
8. United States History: Reconstruction to Present
9. Government: Local, State, and National
10. Citizenship: Rights and Responsibilities
11. Basic Economic Principles
12. United States Symbols, Slogans, Landmarks, Documents
13. People and Events from 2010 to the present

Elementary Language Arts

1. Newbery Medal Winners, 1990 to Present
2. Caldecott Medal Winners, 1990 to present
3. Famous Poetry and Poets (emphasis on Children’s Poetry); Poetic forms
4. Classic Literature: emphasis on Virginia Hamilton, Roald Dahl, Madeleine L’Engle, Lois Lowry, Louisa May Alcott
5. Literature Genres, Terms and Devices
6. Characters in Fables, Folklore, Tall Tales, Legends – Emphasis on American
7. Nursery Rhymes, Fairy Tales, Famous Speeches

8. Vocabulary: Roots, Affixes and Their Effects upon Meaning; Synonyms/Antonyms, Word Usage
9. Vocabulary: Homophones, Homonyms, Compound Words
10. Grammar: Punctuation, Capitalization, and for Content Assessment only: Special Type such as Boldface, Italics, etc.
11. Grammar: Parts of Speech and Their Functions, (including Subject, Direct and Indirect Objects, Gerunds, Appositives, Predicate and Predicate Nominatives)
12. Types of Sentences, Clauses, Phrases
13. Spelling

Elementary Arts and Humanities

1. Elements of Music: Rhythm, timbre, melody, tempo, harmony, dynamics, etc
2. Purposes and Styles of Music including Historical and Cultural Aspects
3. Musical Instruments and Families
4. Famous Composers and Their Best Known Works – Emphasis on Gershwin, Mozart, Tchaikovsky, Copland, Beethoven, Schubert, J.S. Bach
5. Elements of Dance, Types of dance, and Appropriate Dance Wear
6. Dancers and Choreographers
7. Drama: Elements, Production, and Performance, Age-appropriate Broadway Plays
8. Visual Arts: Elements, Principles of Design, Media, Processes
9. Visual Arts: Purposes, Styles, Subject Matter, Historical Aspects
10. Famous Artists and Their Best Known Works – Emphasis on Michelangelo, Seurat, Cassatt, Picasso, Monet, Leonardo
11. Cultures: West African, Native American, American Folk, Colonial American dance, drama, visual art, and music
12. Cultural Icons 1990-present

TIE-BREAKING PROCEDURES

COMPOSITION

In District and Regional Composition, if the composite ranks are tied, the ASAP online scoring system uses reader's preference to break ties. Reader's preference is determined by comparing the ranks of each reader to determine which booklet was preferred by the majority of readers. *Note—these examples do not reflect any possible rank outlier modification (see page 10).

DISTRICT and REGIONAL COMPOSITION EXAMPLE (2 readers):

| ID # | Reader 1 Rank | Reader 2 Rank | TOTAL RANK | PLACE | Points earned |
|------|---------------|---------------|------------|-------|---------------|
| 71 | 1 | 3 | 4 | 1st | 5 |
| 77 | 2 | 4 | 6 | 2nd | 2 |
| 74 | 3 | 5 | 8 | 5th | 1 |
| 80 | 4 | 2 | 6 | 2nd | 2 |
| 85 | 5 | 1 | 6 | 2nd | 2 |

In the above Composition example two readers scored each student booklet. Three booklets earned a composite rank of 6. Employing reader's preference creates a circular preference. Reader 2 preferred booklet 85, while Reader 1 preferred booklet 77 in the tied booklets. Because there is no way to determine readers' preference all three booklets are declared tied and the points for 2nd, 3rd and 4th place are divided evenly.

REGIONAL COMPOSITION EXAMPLE (4 readers):

| ID # | Reader 1 rank | Reader 2 rank | Reader 3 Rank | Reader 4 rank | TOTAL RANK | PLACE | Points earned |
|------|---------------|---------------|---------------|---------------|------------|-------|---------------|
| 101 | *1 | 4 | *2 | *1 | 8 | 1st | 5 |
| 105 | 2 | *1 | 3 | 2 | 8 | 2nd | 3 |
| 108 | 3◇ | 11 | 11 | 3◇ | 28 | 3rd | 2 |
| 107 | 9 | 6 | 5◇ | 8 | 28 | 4th | .5 |
| 106 | 7 | 3◇ | 8 | 10 | 28 | 4th | .5 |

In the above example, booklet 101 and 105 earned a composite rank of 8. Employing reader's preference determines that Reader 1, Reader 3 and Reader 4 preferred booklet 101 over booklet 105. Therefore, booklet 101 places 1st and booklet 105 places 2nd.

Booklets 108, 107, and 106 are tied with a composite score of 28. Employing reader's preference determines that Reader 1 and Reader 4 preferred booklet 108, while Reader 2 preferred booklet 106 and Reader 3

preferred booklet 107. Booklet 108 places 3rd, and booklets 107 and 106 tie for 4th. There is no way to determine reader’s preference between booklets 107 and 106 as two readers prefer one booklet and two readers prefer the other.

FUTURE PROBLEM SOLVING

In District competition, if the composite ranks of booklets are tied, the ASAP online scoring system uses evaluator’s preference to break the tie. Evaluator’s preference is defined by comparing the ranks of each evaluator scoring the tied booklets to determine which team was preferred by the *majority* of evaluators.

DISTRICT FPS EXAMPLE:

| ID # | Evaluator 1 Rank | Evaluator 2 Rank | Evaluator 3 Rank | Evaluator 4 Rank | Evaluator 5 Rank | TOTAL RANK | PLACE | FPS Points earned for school |
|------|------------------|------------------|------------------|------------------|------------------|------------|-------|------------------------------|
| AA | ◇2 | ◇4 | 4 | ◇3 | 4 | 17 | 3rd | 3 |
| BB | 1 | 2 | 2 | 1 | 1 | 7 | 1st | 8 |
| CC | 4 | 1 | 1 | 2 | 3 | 11 | 2nd | 5 |
| DD | 3 | 5 | ◇3 | 4 | ◇2 | 17 | 4th | 1 |
| EE | 5 | 3 | 5 | 5 | 5 | 23 | 5th | 0 |

In the above example, AA places 3rd ahead of DD because it was preferred by the **greater number of evaluators** (three out of five). Evaluators 1, 2 and 4 preferred (◇) booklet AA. Evaluators 3 & 5 preferred DD.

In Regional competition, if the composite ranks of booklets are tied:

1. ASAP employs evaluator’s preference only if two or more evaluators have scored the tied booklets.
2. If only one evaluator has evaluated the tied booklets, the booklets are declared tied and placement and points are divided accordingly.

REGIONAL FPS EXAMPLE #1:

| ID # | Evaluator 1 Rank | Evaluator 2 Rank | Evaluator 3 Rank | Evaluator 4 Rank | Evaluator 5 Rank | TOTAL RANK | PLACE | FPS Points earned for school |
|------|------------------|------------------|------------------|------------------|------------------|------------|---------|------------------------------|
| 21 | 2 | 1 | | 1 | 1 | 5 | 1st | 8 |
| 25 | 1 | 4 | 4 | 3 | | 12 | 5th | 0 |
| 27 | | 3 | 3 | 2 | 3 | 11 | 4th 2nd | 1 |
| 23 | 3 | ◇2 | ◇2 | | 4 | 11 | 3rd | 3 |
| 28 | 4 | | 1* | 4 | 2* | 11 | 2nd | 5 |

In the above example, booklets 27, 23 and 28 each had a composite score of 11. Employing evaluator’s preference determines that two of the five evaluators (Evaluator 3 and Evaluator 5) evaluated all three books.

Evaluator 3 and Evaluator 5 (✱) both preferred booklet 28 over booklets 23 and 27; therefore, booklet 28 places 2nd. Look again at the two remaining booklets, 23 and 27. Three evaluators (Evaluator 2, Evaluator 3, and Evaluator 5) scored the booklets. Employing evaluator's preference determines that Evaluator 2 and Evaluator 3 preferred (◇) booklet 23, so booklet 23 places third.

REGIONAL FPS EXAMPLE #2:

| ID # | E - 1 rank | E - 2 rank | E - 3 rank | E - 4 rank | E - 5 rank | E - 6 rank | E - 7 rank | E - 8 rank | TOTAL RANK | PLACE | Points earned |
|------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------|---------------|
| 40 | | | 1 | 4 | | 2 | 4 | 2 | 13 | 4th | 1 |
| 41 | 3 | 2 | 3 | | | | 3 | 4 | 15 | 5th | |
| 42 | | 5 | 5 | 1 | | 4 | 5 | | 20 | 6th | |
| 43 | 2 | 1 | | | 1 | 3 | | 3 | 10 | 1st | 5.33 |
| 44 | 4 | 4 | | 3 | 4 | | | 5 | 20 | 6th | |
| 46 | | 3 | 2 | | 3 | | 1 | 1 | 10 | 1st | 5.33 |
| 47 | 1 | | 4 | 2 | 2 | 1 | | | 10 | 1st | 5.33 |
| 48 | 5 | | | 5 | 5 | 1 | 2 | | 22 | 7th | |

In Regional FPS Example #2, three booklets (# 43, # 46 and # 47) are tied with a composite rank of 10. Only one evaluator (Evaluator 5) scored all three booklets. **ASAP only employs evaluator's preference when two or more evaluators score the tied booklets; therefore, the three booklets are declared tied.** The three booklets tie for first place and the points for 1st, 2nd and 3rd place are divided among the three teams. ($8 + 5 + 3 = 16$ divided by $3 = 5.33$)

The same procedure is employed for booklets 42 and 44—the booklets are declared tied because evaluator's preference cannot be employed.

AWARDING SCHOOL POINTS WHEN TIES OCCUR—Content Assessment & Composition

In Content Assessment and Composition, if ties remain after scoring the tiebreaker questions, ASAP uses the table below to assign school points.

If ties occur after employing evaluator's preference in FPS, ASAP adjusts the point value (1st place = 8 points; 2nd place = 5 points; 3rd place = 3 points; and 4th place = 1 point) and awards the points in the same manner as described below.

TIES FOR FIRST PLACE:

| Number Tied | Points Available | Divide | Each Student Receives | Other Places Awarded |
|-------------|------------------|--------|-----------------------|-------------------------|
| 2 | 5+4 | by 2 | 4.5 Points | 3rd, 4th and 5th Places |
| 3 | 5+4+3 | by 3 | 4 Points | 4th and 5th Place |
| 4 | 5+4+3+2 | by 4 | 3.5 Points | 5th place |
| 5 | 5+4+3+2+ | by 5 | 3 Points | None |

TIES FOR SECOND PLACE:

| Number Tied | Points Available | Divide | Each Student Receives | Other Places Awarded |
|-------------|------------------|--------|-----------------------|--|
| 2 | 4+3 | by 2 | 3.5 Points | 1 st , 4 th and 5 th Places |
| 3 | 4+3+2 | by 3 | 3 Points | 1 st and 5 th Places |
| 4 | 4+ 3+2+1 | by 4 | 2.5 Points | 1st Place |
| 5 | 4+3+2+1 | by 5 | 2 Points | 1st Place |

TIES FOR THIRD PLACE:

| Number Tied | Points Available | Divide | Each Student Receives | Other Places Awarded |
|-------------|------------------|--------|-----------------------|--|
| 2 | 3+2 | by 2 | 2.5 Points | 1 st , 2 nd and 5 th Places |
| 3 | 3+2+1 | by 3 | 2 Points | 1st And 2nd Places |
| 4 | 3+2+1 | by 4 | 1.5 Point | 1st and 2nd Places |

TIES FOR FOURTH PLACE:

| Number Tied | Points Available | Divide | Each Student Receives | Other Places Awarded |
|-------------|------------------|--------|-----------------------|-------------------------|
| 2 | 2+1 | by 2 | 1.5 Point | 1st, 2nd And 3rd Places |
| 3 | 2+1 | by 3 | 1 Point | 1st, 2nd and 3rd Places |

TIES FOR FIFTH PLACE:

| Number Tied | Points Available | Divide | Each Student Receives | Other Places Awarded |
|-------------|------------------|--------|-----------------------|--|
| 2 | 1 | by 2 | .5 Point | 1 st , 2 nd , 3 rd , 4 th Places |
| 3 | 1 | by 3 | .33 Point | 1 st , 2 nd , 3 rd , 4 th Places |

These operations are performed in order from first place to fifth place. For example, if two students are tied for first place, the next student receives third place points.

BREAKING TIES IN FINAL SCHOOL RANKINGS

ASAP uses this procedure to break ties in school points when determining final school rankings:

- STEP 1. ASAP determines the number of first place points awarded to each tied school, and **awards the higher rank to the school with the greater number of first place points.**
- STEP 2. If the schools have the same number of first place points, ASAP determines the number of second place points awarded and ranks the school with the greater number of second place points ranks ahead of the school with fewer second place points. If the second place points are also the same, ASAP declares a tie.

Kentucky Association for Academic Competition

Over 25,000 students representing 1200 public and private schools participate in academic competitions sponsored by the Kentucky Association for Academic Competition (KAAC).

- KAAC is a non-profit, independent, education service corporation created to enrich the lives of Kentucky students through academic competition.
- A Board of Directors consisting of both elected and appointed members governs KAAC.
- Funding is provided by membership dues, Conference fees, sales, and corporate sponsorship.
- KAAC administers the following academic competitions:
 - Governor's Cup Competition
 - Community Problem Solving
 - Team Future Problem Solving
 - Junior Division Future Problem Solving
 - Individual Future Problem Solving
 - Scenario Writing
 - Scenario Performance
 - JV Challenge
 - Kentucky Colonels' Sixth Grade Academic Showcase
 - Alternate Future Problem Solving
- KAAC activities are open to all public and nonpublic schools in Kentucky.



Why does KAAC promote academic competition?

- Academic competition provides a public forum to showcase academic excellence and places academic achievement in a position of prestige.
- Academic competition provides students an incentive to excel.
- Academic competition promotes group membership and encourages self-sufficiency.
- Academic competition develops important workplace skills, such as cooperation, discipline and teamwork.

The KAAC mission is "To enrich the lives of Kentucky students through academic competition." To find out more about us, visit kaac.com.

KAAC, 113 Consumer Lane, Frankfort, KY 40601

Phone: 502.223.0088

KAAC Board and Staff

The **KAAC Board** is composed of sectional representatives, who are elected by coaches, and appointed representatives, who represent various Kentucky agencies who are stakeholders in education.

Section 1

Ballard, Caldwell, Calloway, Carlisle, Christian, Crittenden, Fulton, Graves, Henderson, Hickman, Hopkins, Livingston, Lyon, Marshall, McCracken, Trigg, Union, Webster

[Jeremy Krug](#)

Murray High School

[Rodney Holt](#)

West Kentucky Educational Cooperative

[Tammy Bohannon](#)

McCracken County High School

Section 2

Allen, Barren, Breckinridge, Butler, Cumberland, Daviess, Edmonson, Grayson, Hancock, Logan, McLean, Meade, Metcalfe, Monroe, Muhlenberg, Ohio, Simpson, Todd, Warren

[Amar Patel, President](#)

South Warren High School

[Tawyna Gipson](#)

Rich Pond Elementary

[Samantha Propp](#)

Lost River Elementary

Section 3

Anderson, Bullitt, Carroll, Franklin, Green, Hardin, Hart, Henry, LaRue, Marion, Nelson, Oldham, Owen, Scott, Shelby, Spencer, Taylor, Trimble, Washington

[Donovan Kerns](#)

Scott County Schools

[Alissa Clark](#)

Bardstown Schools

[Robbie Roberts](#)

Bondurant Middle School

Section 4

Jefferson

[Derrick Staton](#)

Louisville Collegiate

[Rob Brauner](#)

Jefferson County Public Schools

[Bryan Rich](#)

Ballard High School

Section 5

Adair, Boyle, Casey, Clinton, Fayette, Garrard, Jessamine, Lincoln, Madison, McCreary, Mercer, Pulaski, Rockcastle, Russell, Wayne, Woodford

[Travis Blankenship](#)

Berea Community Schools

[Tyler Murphy](#)

Boyle County High School

[Scott Sexton](#)

Pulaski County Schools

Section 6

Boone, Campbell, Kenton, Bath, Bourbon, Bracken, Clark, Fleming, Gallatin, Grant, Harrison, Mason, Montgomery, Nicholas, Pendleton, Robertson

[Kent Grannis](#)

Fleming County High School

[Bradley Persinger](#)

Robertson County Schools

[Andy Strange](#)

St. Joseph School

Section 7

Bell, Breathitt, Clay, Estill, Harlan, Jackson, Knott, Knox, Laurel, Lee, Leslie, Letcher, Owsley, Perry, Powell, Whitley, Wolfe

[James R. Morgan](#)

Jackson County

[Leslie Cornett](#)

Estill County

[Jerry Neeley](#)

Clay County

Section 8

Boyd, Carter, Elliot, Floyd, Greenup, Johnson, Lawrence, Lewis, Magoffin, Martin, Menifee, Morgan, Pike, Rowan

[Kirk Barnett](#)

Russell Independent High School

[Freddie Napier. Clerk](#)

Shelby Valley High School

[Brenda Porter](#)

Johnson County Schools

Past President

[Pam Rice](#)

Reiley Elementary

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Coaching Resources

More coaching resources are available at www.kaac.com

Worksheet for Recruiting Officials

Refer to Governor’s Cup Participation Requirements, page 3, and to the next page.

| Officials Needed | Name | Phone |
|----------------------------|------|-------|
| Quick Recall Official | | |
| Quick Recall Official | | |
| Quick Recall Official | | |
| FPS Coach | | |
| FPS Evaluator | | |
| Content Assessment Proctor | | |
| Content Assessment Proctor | | |
| Composition Reader | | |
| Composition Proctor | | |

Other “administrative” officials with which you should be familiar:

Contest Manager - appointed by the school hosting your competition. In charge of competition details, manpower and logistics.

Head Scorer - appointed by the Contest Manager, in consultation with the coaches attending the Competition Planning Meeting. Charged with scoring Content Assessment forms, tabulating results for awards ceremony.

Chief Official and Inquiry Panel - elected by coaches attending the Competition Planning Meeting. Handles content and rules-related disputes the other officials cannot resolve.

FPS Coordinator - sometimes used to coordinate FPS (and often also Composition). Appointed by Contest Manager.

Restrictions On Officials

To avoid the appearance of impropriety, KAAC asks officials and Contest Managers to abide by the following restrictions on who may serve in what official capacity:

| <u>Duty</u> | <u>Requirements / Restrictions:</u> |
|--------------------------|---|
| Coach | No restrictions; does not have to be faculty member, may be a parent or community leader; refer to your school or district policies. |
| College Students | May not coach or evaluate FPS at the middle grades or high school level until the second year of college. |
| Contest Manager | No restrictions, although someone other than a participating coach is recommended. |
| Chief Official | <u>Must be certified in Quick Recall</u> - 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 | It is not recommended that parents serve as Head Scorer. If a parent does so, however, KAAC recommends that the scoring team include an assistant from a different school. |
| FPS Evaluator | Must be certified in FPS. At District, unless evaluating another District's booklets in a combined setting, may not be FPS coach or relative of student on FPS team. At Regional Governor's Cup, if the same person is designated to serve as both FPS evaluator and Composition reader, that person is prohibited from scoring both events in the same day. The FPS coach may serve as the team's evaluator in Regional or at the Governor's Cup State Finals. |
| High School Students | May serve in any Elementary capacity except Quick Recall Judge and Chief Official. High School students may serve in any Middle Grades capacity except Quick Recall Judge, FPS Evaluator and Chief Official. |
| Inquiry Panel Member | Should not be coach of participating team. |
| Proctors—Composition | May not proctor any event in which a relative participates. |
| Proctors—FPS | May not proctor any event in which a relative participates. FPS coaches may not proctor FPS. |
| Proctors—Assessment | May not proctor any event in which a relative participates. |
| Readers—Composition | Should be trained in scoring student writing. At District and Regional, may not score if a relative participates in Composition. At Regional Governor's Cup, if the same person is designated to serve as both FPS evaluator and Composition reader, that person is prohibited from scoring both events in the same day. |
| Quick Recall Official(s) | Must be certified in Quick Recall - 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 capacity except judge – MUST be available during the entire Quick Recall event |

The Competition Planning Meeting

The Competition Planning Meeting dates for Governor's Cup are set by KAAC. The specific time of the meeting on that date may be set by the Contest Manager, working with the schools involved. Refer to the schedules at the front of this manual.

The host school's Contest Manager invites all the participating coaches to come together and iron out the details necessary for a successful competition. EACH SCHOOL MUST BE REPRESENTED AT THIS MEETING to discuss things like:

- A. Election of Chief Official and inquiry panel (see below)
- B. Discussion of and assignments for other officials
- C. Severe Weather Plan
- D. Schedule for events that are not given specific time assignments by KAAC
- E. Quick Recall draw and buzzer equipment
- F. Lunch options

ELECTION OF THE CHIEF OFFICIAL AND INQUIRY PANEL

1. Each school may nominate a Chief Official and panel members on its District Entry Form.
2. The Chief Official is elected by the coaches attending the Competition Planning Meeting. One coach or representative from each participating school votes for one of the nominated officials, whether by a show of hands or secret ballot. See "Restrictions on Officials" above regarding who may and may not serve as Chief Official.
3. The nominee receiving the most votes is the Chief Official. In case of a tie, the Contest Manager casts the deciding vote.
4. If no coaches attend the meeting, or if no school nominates a Chief Official, then the Contest Manager may appoint a Chief Official from among the officials listed on the District Entry Forms.
5. A similar election is held for the inquiry panel.

Duties of the Chief Official and Inquiry Panel

The Chief Official and Inquiry Panel decide matters the other competition officials cannot resolve. The Chief Official must remain sequestered from Quick Recall matches. Inquiry Panel members need not be sequestered during competition. The Chief Official must, however, have all subject areas represented by those who are "on call" when content area assistance is needed.

THE CHIEF OFFICIAL:

- After carefully considering the facts, makes a final ruling on inquiries the other officials cannot resolve. The Chief Official should be the most knowledgeable official in attendance at the District competition site, and should be of highest personal character.
- May not be a coach of the participating schools, and if possible, should not be an employee of any school involved in the District competition. The Chief Official must be certified in Quick Recall.
- Does not evaluate or officiate any event, including Quick Recall matches.

THE INQUIRY PANEL:

- Is nominated by the participating schools to serve as a judging panel (one in each content area of Mathematics, Social Studies, Science, Language Arts, and Humanities).
- Advises the Chief Official on matters related to content, and evaluates Content Assessment tie-breaker responses in cases of ties among the top four finishers. The advice of the panel is offered to the Chief Official for consideration; however, the final decision rests with the Chief Official and may not be appealed. Although it is not preferred, a coach may be elected to the inquiry panel.

Content Assessment Testing Guidelines

Middle Grades/High School

1. Students taking High School Mathematics begin testing ten minutes before the rest of the students.
2. ALL other students must report at the start time for Testing Time Frame 1. If a student is late for the first Content Assessment time frame, no exams may be taken. This is necessary to protect the integrity of the event.
3. Students take exams in this order: Mathematics, Science, Social Studies, Language Arts, and Arts/Humanities.
4. Students who complete their exams early sit quietly at their table.
5. If a student asks to leave the room to use the restroom or for emergency reasons, that student must be escorted by a proctor.
6. Inquiry Process: Inquiries are due at 11:45 and are posted; rebuttals are due at noon.
7. Between testing time frames, students may take an escorted trip to the restroom.

Elementary

1. ALL students must report at the start time for Testing Time Frame 1. If a student is late for the first Content Assessment time frame, no exams may be taken. This is necessary to protect the integrity of the testing materials.
2. Students taking multiple exams take them in this order: Mathematics, Science, Social Studies, Language Arts, and Arts/Humanities.
3. Students who complete their exams early sit quietly at their table.
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. Inquiry Process: Inquiries are due at 10:40 and are posted; rebuttals are due at 10:55.
6. Between testing time frames, students may take an escorted trip to the restroom.

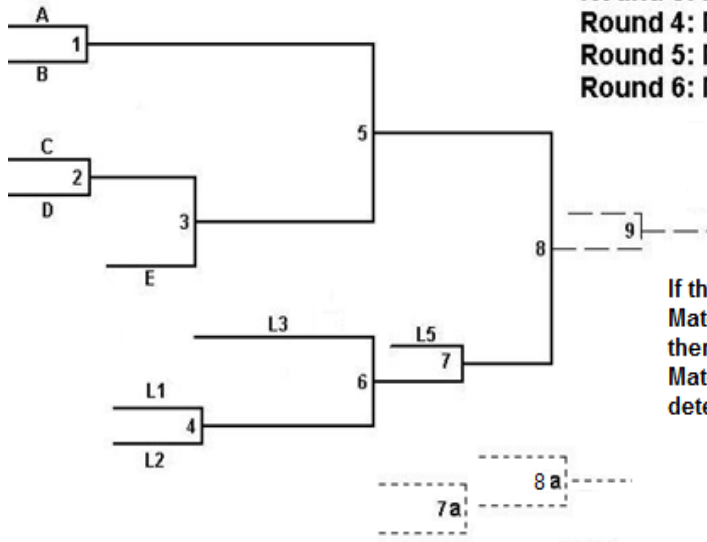


Quick Recall Brackets and Draw Procedures District Governor's Cup

Draw procedures:

1. Determine the number of teams in the competition. Write the school names for each participating team on a slip of booklet.
2. Refer to the schematic that is appropriate for the number of Quick Recall teams in your District.
3. Announce that the first drawn team shall take 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. When a school drops out of Quick Recall after the draw has been held but before registration has been concluded, a new draw will be held. If a school drops out after registration has been concluded, that shall be considered a forfeit.

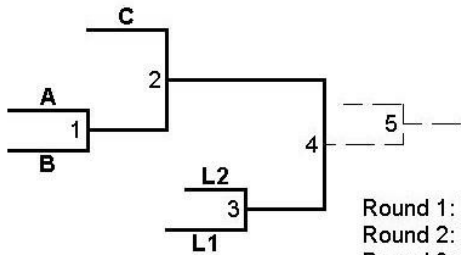
FIVE TEAM DRAW



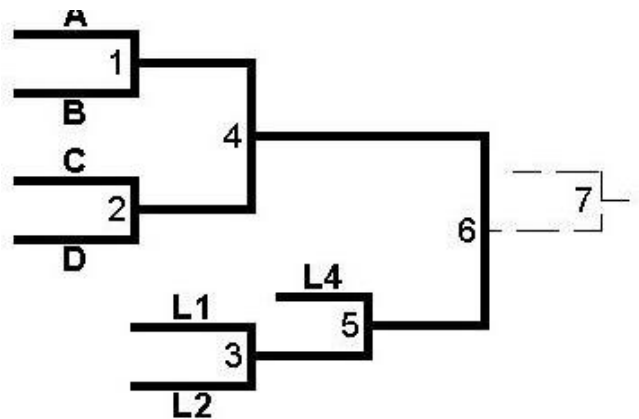
- Round 1: Matches 1 and 2
- Round 2: Matches 3 and 4
- Round 3: Matches 5 and 6
- Round 4: Match 7 (and 7a if needed)
- Round 5: Match 8 (and 8a if needed)
- Round 6: Match 9 (if needed)

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.

Three Team Draw



- Round 1: Match 1
- Round 2: Match 2
- Round 3: Match 3
- Round 4: Match 4
- Round 5: Match 5 (if needed)



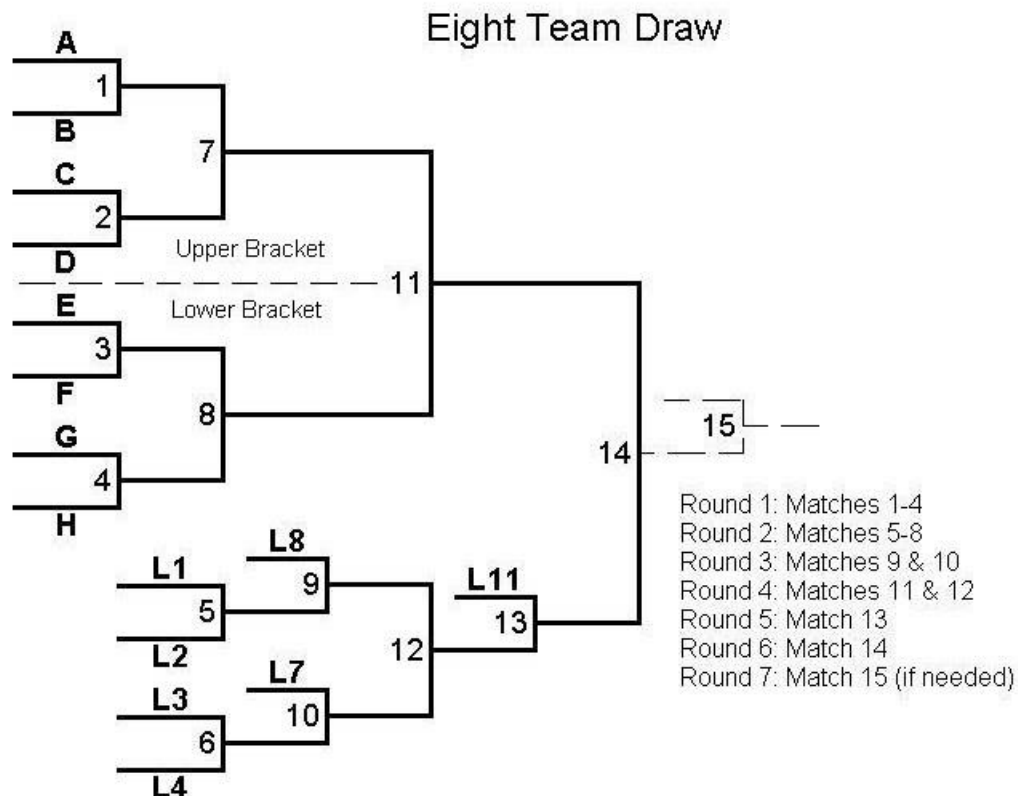
- Round 1: Matches 1 and 2
- Round 2: Matches 3 and 4
- Round 3: Match 5
- Round 4: Match 6
- Round 5: Match 7 (if needed)

Regional Governor's Cup

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

1. Write each school name on a piece of booklet.
2. Place the District champions in one pile and the District runners-up in a second pile.
3. Refer to the eight team bracket below.
4. Announce that the District winners will be drawn first and will be placed in positions A, C, E and G in the bracket.
5. One by one, draw from the District winners pile and place teams into the A, C and E and G positions.
6. Next, announce that you are going to place the runners-up into the B, D, F and H positions in the bracket.
7. Draw from the runners-up pile a team for position B.
8. **IMPORTANT:** if the team you draw for position B came from the same District as the team placed in position A or the team placed in position C, put that team name aside and draw another team until you draw a team that doesn't have this conflict.
9. Draw from the runners-up pile teams for positions D, F and H. **IMPORTANT:** each time you draw from the runner-up pile, keep in mind the information in the box above.
10. Continue drawing until you place all teams in the bracket.
11. When a school drops out of Quick Recall after the draw has been held but before registration has been concluded, a new draw will be held. If a school drops out after registration has been concluded, that shall be considered a forfeit.

IMPORTANT: You can't place a runner-up in the same half (upper or lower) of the bracket as the champion from that same District. If you are trying to fill a position in the bracket and the team you draw has this type of conflict, put that team name aside and keep drawing until you draw a team that does not have this conflict.



Governor's Cup Glossary

A.S.A.P.: KAAC's online system for registering students and scoring Governor's Cup events.

Chief Official: The final authority on content-related matters during competition. Elected by the coaches at the Competition Planning Meeting.

Combined FPS Districts: Several nearby Districts hold FPS competition together, allowing evaluators to trade Districts. Recommended as a way to eliminate the likelihood of evaluator bias.

Competition Planning Meeting: Prior to each competition, all coaches are invited by the Contest Manager to meet to review competition details, including the qualifications of officials. The Quick Recall draw is held at the competition planning meeting. The date is set by KAAC and the time is set by the Contest Manager, working with the coaches involved.

Composition: On-demand writing event with student booklets scored by readers experienced in scoring student writing. One of Governor's Cup's individual events.

Contest Manager: The local person in charge of administering the competition with guidance from KAAC. The final authority on officials' assignments, room assignments, etc.

District Competition: The first level of Governor's Cup, usually 3-5 schools.

District Entry Form: Completed online, the District Entry Form asks coaches to list coaches' certification numbers, students, and officials.

Evaluator: Person trained and certified to score FPS booklets.

FPS Coordinator: Someone who runs the FPS portion of the District or Regional competition. If FPS Districts are combined, someone who organizes several FPS District competitions at once.

Future Problem Solving (FPS): Team event of four students taking part in a nationally recognized creative problem-solving competition.

Future Scene: scenario that describes the situation teams must solve in FPS. Once called a "fuzzy scene".

Head Scorer: Appointed by Contest Manager, the head scorer helps ensure the security of FPS and Composition booklet codes; reviews FPS, Composition scoresheets and Content Assessment response forms; and assigns school points after each event is over. The head scorer also completes report forms for each event.

Host School: The school taking its turn in the rotation and holding a District or Regional competition.

Governor's Cup Glossary (cont.)

Inquiry: In Quick Recall and Content Assessment, a challenge to a question, answer or procedure.

Inquiry Panel: Representatives from the content areas of mathematics, science, social studies, language arts and humanities who receive inquiries and advise the Chief Official on content-related matters. Chosen by coaches attending the Competition Planning Meeting.

Judge: Primary Quick Recall match official.

Moderator: Quick Recall official who reads the questions for both teams. A school participating in Quick Recall must provide either a KAAC certified judge or moderator for District and Regional competition.

Participation Requirements: Manpower requirements each school must meet in order to take part in a particular event.

Participation Limits: Guidelines each school must follow when filling out its District Entry Form online. Each student may take part in a maximum of three events; each school may enter one Quick Recall team, one FPS team, and a maximum of three students in each individual event.

Proctors: Persons who administer Composition, FPS and Content Assessment examinations.

Prompt: Introductory passage given to Composition students that focuses the writing assignment.

Quick Recall: Known as Quiz Bowl, Scholars Bowl in other areas. One of the eight Governor's Cup events, and the only one open to the public.

Reader: Person who evaluates Composition booklets.

Regional Competition: The second level of Governor's Cup. Teams and individuals advance to the Regional competition based upon their District competition performance.

Scorer: Quick Recall official who keeps track of the match score and timeouts.

Severe Weather Plan: Contingency plan decided by the coaches at the Competition Planning Meeting.

State Finals: (MG/HS only) The final tier in Governor's Cup. State champions are identified in each event.

The Coach and ASAP™

What is ASAP?

ASAP stands for "Automated Scoring and Advancement Procedure," the online scoring and advancement system for Governor's Cup.

What does ASAP do?

Using ASAP, coaches enter the names of all the students on their academic team, and their required officials. The District host school then uses that information as a basis to begin the Governor's Cup scoring system. After District, coaches review and approve advancing teams and students, and provide the information on their Regional officials. At the Middle Grades and High School levels, the process is repeated from Regional to State.

Why online scoring?

- Reduces human error
Many of the scoring errors that occur are the result of either miscalculation or accidental transposition of scores. Neither is possible with automated scoring.
- Improves communication between Contest Managers and coaches
Regional Contest Managers will no longer have to wait for "snail mail" delivery of Regional Confirmation Forms.
- Eliminates duplication of effort
No more completing multiple advancement forms for the same event.
- Reduces workload on host schools
The need to complete booklet work is (almost) eliminated.
- Creates permanent, searchable results archive
Possibly the best feature of ASAP! All results become available on the Internet for viewing.

What are my responsibilities as a coach?

1. Before the District registration deadline, sign on to kaac.com and enter the names of the students and required officials representing your school. **You will need your Governor's Cup coaches' password; if you have misplaced your password, there is a mechanism for retrieving your password in ASAP—visit www.kaac.com.**
2. Print your student list online, and obtain your principal's signature, verifying that all listed students are eligible. Take this form to your Planning Meeting.
3. Inform your host school of any special needs students you have.
4. After District, sign on to view and approve teams and students advancing from your school. Then, input information on your required officials for Regional competition. You must do this by the stated deadline, unless your competition was postponed.
5. The process is repeated in the Middle Grades and High School grade level for the Governor's Cup State Finals.

Content Assessment: Coach Duties

Entering and Advancing Students

1. For District, use your password emailed from announcements@kaac.com and enter student names online at <http://my.kaac.com/login> during the Student Entry Period. Assign students to the various Assessment events. For Regional and State competitions, login to confirm advancing students.
2. At District, the night before the planning meeting with the host school, coaches are locked out from making further roster changes. You may submit changes to your District Assessment roster up until 7:30 AM Saturday. The host school will make the change. Any change to a student's assigned exams will create a new password for you to send to your affected student(s).
3. After noon Eastern time the Friday before testing, ID numbers and passwords will be available for your students. Login with your coach password and click the "Download List (CSV)" button at the bottom of the page. This is a CSV (Excel) file with your student ID numbers, their password(s), and their District (or Region) number. *You are responsible for relaying this information to your students.*



Testing and Results

1. When all students are successfully online, proctors begin their testing login instructions.
2. Proctors will lead students through the preliminary questions. When that information is completed, students will start testing.
3. Each student's exam results will be emailed to you Saturday evening.

Technology

Work with your school technology coordinator and host school to ensure your students will be able to connect their testing device to the Internet. Whitelist these sites:

- kaac.com
- cloudflare.com
- classmarker.com

We highly recommend a "test run" with your host school prior to competition day.