

Chief Judge's Checklist and Briefing – Judge's International and Evaluation

1. Ensure all Judge's Certificates of Eligibility and Ethics have been received via email.
2. Contestants are not qualified to Judge in the contest for which he or she is competing.
3. Your video should remain on throughout the duration of the Contest Speeches with audio muted. The Chief Judge needs to see the judges have not lost connection or walked away during the contest.
4. Your name must appear as first and last only. **Do not add 'JUDGE' to your name.**
5. Do not make distracting motions during speeches.
6. Look as inconspicuous as possible while marking your ballot during the one minute of silence.
7. When the Contest Master calls for a recess after the final contestant, turn off your video.

1. Judges' Briefing Information
 - b. Code of Ethics: Judgment of the presentations is to be based solely on the official criteria on the second page of the Judges Guide and Ballot, just as they would in an in-person contest.
 - i. You may not make up your own standards. The speech you enjoyed the most may not be the one which most closely meets the judging criteria.
 - ii. Judges should not take into consideration a contestant's audio or video quality.
 - iii. Should technology issues occur to a degree that hinders the contest, the chief judge can make the decision to stop the contest and resume when the issues are resolved.
 - c. The specific **standards for the International Contest**
 - i. Content (50%): Speech Development, Effectiveness, Speech Value
 - ii. Delivery (30%): Physical, Voice, Manner
 - iii. Language (20%): Appropriateness, Correctness
 - d. The specific **standards for Evaluation Contest**
 - i. Analytical Quality (40%)
 - ii. Recommendations (30%)
 - iii. Technique (15%)
 - iv. Summation (15%)
 - e. Each judge is expected to demonstrate the utmost objectivity and avoid bias of any kind.
 - i. Success bias – the contestant won before so I should vote for them (or not vote for them to spread the winning)
 - ii. Position bias – judging earlier contestants more critically than later contestants.
 - iii. Cultural bias – unconscious preference for contestants that look and sound like the judge.
 - f. You are not to consider the contestant's Club, Area, Division or District, or whether he or she has held past District positions or is a current club officer.
 - g. You are not to consider a contestant's age, sex, race, creed, national origin, profession, or political beliefs.
 - h. You are **not judging** on whether you agree or disagree with the contestants' viewpoints.
 - i. You should not hold a conflict of interest with any of the contestants that would cause your vote to be bias such as a significant relationship or past relationship.
2. There is no contestant dress code. Appearance is a criterion related to the speech itself.

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5. There will be one minutes silence after each Contestant to allow the Judges to mark their ballots. After the final speech, ballot counters and judges turn off your cameras. The Contest Master will either:
 - a. Call for a 5–7-minute recess to allow the judges time to finish their ballots and submit them to the Chief Judge.
 - b. Request silence until Chief Judge announces that all ballots have been collected.
6. If a contestant is announced and gets up to speak, he or she must be judged. If there are three or less contestants, the number of contestants must be included on the judge's ballot for the ballot to be valid.
7. You must break your own ties. Judges must have a different contestant's name on each line. As the number of contestants allows, the Judges must mark 1st/2nd/3rd on their ballots.
 - a. The Tiebreaking Judge must rank ALL contestants.
 - b. Tiebreaking Judge must rank all contestants, including any contestant who was announced and began a speech, whether it was completed or not.
8. Ballots must be signed and have their name printed on the Official Ballot form.
9. Improperly completed ballots are invalid and will not be counted.
10. Send a photo or screen shot by e-mail or text to the Chief Judge. **Do not send top portion with scoring and calculations.**

1. Review the five criteria for protests/disqualifications:
 - a. Time – the judges are not to consider time when marking their ballots. Only Timers
 - b. Eligibility – if a judge knows that a contestant is not eligible, please advise the Chief Judge or the Contest Chair.
 - c. Originality – judges and contestants are the only Toastmasters who can protest originality. A speech can contain no more than 25% material that is attributed quotes, paraphrasing, or summarization.
 - d. Use of Electronic Devices – the contestants cannot use an electronic device in the Sequester Room during an Evaluation or Table Topics contest. This is considered an originality disqualification and an unfair advantage over the other contestants.
 - e. * Referencing another contestant's speech – contestants may not reference other contestants or their speeches during the same contest for which they are competing.
2. Protests are limited to voting judges and contestants. The chief judge, contest chair, voting judges, and contestants must not consider potential protests from audience members. **Any protest must be lodged with the chief judge and/ or contest chair prior to the announcement of the winner and alternate(s).** The contest chair must notify the contestant of a disqualification regarding originality or eligibility prior to the announcement that the meeting is adjourned. Before a contestant can be disqualified based on originality, the contestant must be given an opportunity to respond to the voting judges.
 - a. A majority of the voting judges must concur in the decision to disqualify.
 - b. The contest chair can disqualify a contestant based on eligibility.
3. **All aspects of the judicial process are confidential. Destroy/delete the Judge's Sheet and emails/texts immediately after the contest and do not discuss your decisions or opinions with anyone.**
4. **Questions?**

Results form – Chief Judge Only - Use the Official Results form and send to the Contest Chair
<https://toastmasterscdn.azureedge.net/medias/files/departement-documents/speech-contests-documents/1168-results-form.pdf>