

# JUDGING INSTRUCTIONS

\*Judge(s): It is imperative that you familiarize yourself with 1) the competition which you will be judging (see [www.frenchconvention.org/competition\\_score\\_sheets](http://www.frenchconvention.org/competition_score_sheets)) and 2) these general instructions WELL BEFORE the competition begins! If you have not yet done so, please take a moment now to read these instructions:

## GENERAL PROCEDURES FOR ORAL COMPETITIONS

1. Close the doors and ask for quiet in the room.
2. Ensure that fellow judges are ready.
3. Ensure that the time keeper is ready. With the exception of Extemporaneous Reading, timing begins at the first spoken word, not at performer's movement. Timing ends with the bow which signals the end of the presentation.
4. Have each entry compete in the order listed in the printed program. Introduce the entry by number and title.
5. Skip to the next entry if performer is absent, since there can be delays from other competitions. They can compete when they show up.
6. Judge entries solely on the quality of spoken French. With the exception of the Choral – *Group* Competition, participation is limited to non-native speakers of French. If in doubt about a student's status, please speak directly to the student after the presentation.
7. Prompting from the audience is not permitted. Disqualify participants if there is any prompting.
8. Songs are not permitted in individual presentations. They are allowed in group skits if the singing is incidental to the plot and kept to a minimum.
9. Costumes, props, and originality of the presentation are not to influence the score given.
10. Score entries in each category from 0 (lowest) to 10 (highest). Do not leave any blanks.
11. At the conclusion of the presentation (indicated by a bow), stop the timing and record the time duration of the performance on each score sheet. This is important, since there are point penalties for being short or going over on time.
12. Encourage the competitor(s) at the conclusion of the presentation by applauding, congratulating, thanking, etc.
13. If you feel that you have scored a previous performance in a series too high based upon subsequent presentations, you may adjust the previous score(s) as needed. You may also confer with your colleagues. It is not uncommon for a set of judges to score the same presentation differently; this is perfectly acceptable.
14. When all presentations have been heard, tally all points from all judges' sheets for each entry on the entry's **Master Score Sheet**. This is where the point penalty is applied for not reaching the minimum time requirement or for exceeding the maximum time requirement. Max/min time limits are listed at the top of the **Master Score Sheet** for that competition. Deduct the appropriate penalty as indicated in the Time Management Scale on the **Master Score Sheet**.
15. Lastly, follow the instructions on the **Awards Computation Sheet** in order to determine which presentations will receive awards. (*Bien, Très Bien, Supérieur, or Grand Prix.*) The mathematical formula is designed to take the guess-work out determining awards.
16. Turn in all your forms to Officer Personnel in the tabulating room. It is always a good idea to briefly go through the paperwork with a French Convention Officer, just to double check that it is complete, while the process is still fresh in your mind.

## **EXPLANATION OF ADDITIONAL AWARDS**

As judges you may also choose to bestow the following additional *mentions*, if merited, irrespective of points scored:

|   |  |
|---|--|
| <b><i>Best Presentation of Traditional Material</i></b> | The presentation was the best portrayal of a published work. (Awarded to one selection only.)  |
| <b><i>Best Theme-Related Selection</i></b>              | The presentation was the best portrayal of this year's Convention theme. (Awarded to one selection only.)  |
| <b><i>Best Theatrical Presentation</i></b>              | The presentation had the best set/décor, acting, staging, costumes, etc. (Awarded to one selection only.)  |
| <b><i>Most Humorous Presentation</i></b>                | The selection garnered the most smiles from judges and audience alike. (Awarded to one selection only.)  |
| <b><i>Originality</i></b>                               | The presentation was particularly striking due to its clever, creative or innovative use of language, the Convention's theme, the selection itself, etc. (Awarded to as many selections as merited.) |
| <b><i>Honorable Mention</i></b>                         | The presentation did not receive any ranked award, but is worthy of recognition in some way. (Awarded to as many selections as merited.)   |

Please keep reading below for a look at sample judging forms...

# SAMPLE COMPETITION JUDGING SHEET

Competition Level (Circle):    Level 1            Level 2            Level 3            Advanced Level

Selection Number / Title:        \_\_\_\_\_ / \_\_\_\_\_

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## JUDGING CRITERIA

Please evaluate the following aspects of the presentation on a scale from **0** (low) to **10** (high)

1. **Pronunciation:** \_\_\_\_\_  
Correct French phonemes: *u / ou, i*, nasal vowels, /R/, etc.
  
2. **Fluency:** \_\_\_\_\_  
Sentences and phrases sound like sense units, flowing, unrelated to speed.
  
3. **Clarity & Enunciation:** \_\_\_\_\_  
Is clearly heard and understood. Appropriate volume and articulation.
  
4. **Intonation:** \_\_\_\_\_  
Use of correct French stress and vocalic inflexion.
  
5. **Preparation:** \_\_\_\_\_  
Clear evidence of strong familiarity with the piece being presented. If script is used, the student is not tied to the script. If memorized, the presentation flows smoothly without numerous hesitations, re-starts, etc.

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**TOTAL FOR THIS JUDGE** \_\_\_\_\_ / **50**

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**REMARKS, OBSERVATIONS, IMPRESSIONS:**

# SAMPLE COMPETITION MASTER SCORE SHEET

## ENTRY INFORMATION

Competition (Circle):                      Level 1                      Level 2                      Level 3                      Advanced Level

Selection Number / Title:                      \_\_\_\_\_ / \_\_\_\_\_

Time limit for these competitions:

|              |              |
|--------------|--------------|
| MINIMUM TIME | MAXIMUM TIME |
| 1 minute     | 5 minutes    |

Timed Length of Performance:                      \_\_\_\_\_ : \_\_\_\_\_  
 (minutes)                      (seconds)

## JUDGES' SCORES

JUDGE #1 JUDGING SHEET TOTAL                      \_\_\_\_\_

JUDGE #2 JUDGING SHEET TOTAL                      \_\_\_\_\_

JUDGE #3 JUDGING SHEET TOTAL                      \_\_\_\_\_

**SUBTOTAL** (sum of all Judging Sheets)                      \_\_\_\_\_

If timed performance is shorter than [x] minutes or longer than [y] minutes, you must deduct the appropriate number of points according to the Time Management Scale table below:

**Time Management Scale**

|                            |     |      |       |       |       |       |       |       |       |    |
|----------------------------|-----|------|-------|-------|-------|-------|-------|-------|-------|----|
| # of Seconds<br>Under/Over | 1-5 | 6-10 | 11-15 | 16-20 | 21-25 | 26-30 | 31-35 | 36-40 | 41-45 | 46 |
| Points<br>Deducted         | 1   | 2    | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10 |

**TIME PENALTY**                      - \_\_\_\_\_

**TOTAL COMPOSITE SCORE (SUBTOTAL minus TIME PENALTY)**                      \_\_\_\_\_

At the conclusion of this series of competitions, please mark any of the following additional awards if merited for this entry:

- |  |  |
|--|--|
| <input type="checkbox"/> <i>Best Presentation of Traditional Material</i><br><input type="checkbox"/> <i>Best Theme-Related Presentation</i><br><input type="checkbox"/> <i>Best Theatrical Production</i> | <input type="checkbox"/> <i>Most Humorous Presentation</i><br><input type="checkbox"/> <i>Originality</i><br><input type="checkbox"/> <i>Honorable Mention</i> |
|--|--|

# SAMPLE COMPETITION AWARDS COMPUTATION SHEET

Competition Level (Circle):    Level 1                    Level 2                    Level 3                    Advanced Level

This sheet is used to compute the ranges of scores for the awards in each level of this competition. Please complete a separate computation sheet for each of the four (4) different competition categories indicated above.

Remember, French Convention rankings are awarded based upon a mathematical formula, not upon subjective discretion. In order to ensure fairness for all students, please follow the procedure below. If you have any questions at any point, please seek out a French Convention officer for assistance.

## COMPUTATION

1. Stack the Master Score Sheets in order, the entry with the Highest Composite Score (**HCS**) being on top. You will use the **HCS** to determine the ranges of the award rankings.
  
2. Write down the Highest Composite Score in this competition: \_\_\_\_\_

Multiply **HCS** by .95 (round to nearest whole) = \_\_\_\_\_ } *Supérieur* range

Multiply **HCS** by .85 (round to nearest whole) = \_\_\_\_\_ } *Très Bien* range

Multiply **HCS** by .80 (round to nearest whole) = \_\_\_\_\_ } *Bien* range

## RANKING

3. Rankings are awarded as follows:
  - a. Entries with scores ranging from the HCS down to  $(\text{HCS}) \times (.95)$  are to be awarded a *Supérieur*.
  - b. Entries with scores ranging from just below the *Supérieur* cut-off down to  $(\text{HCS}) \times (.85)$  are to be awarded a *Très Bien*. See **\*\*IMPORTANT\*\*** note below in Section 5!
  - c. Entries with scores ranging from just below the *Très Bien* cut-off down to  $(\text{HCS}) \times (.80)$  are to be awarded a *Bien*.
  
4. **\*\*IMPORTANT\*\*** The highest score may be so high that when you do the calculations in Section 3 above, no other entry lands in the *Très Bien* range. When this happens, you must do the following:
  - a. Remove that super-high score, set it aside, and award it the *Grand Prix*.
  - b. Redo the computations above using the *next* highest composite score in the stack.
  - c. Follow the customary rankings outlined in Section 4.
  
5. Write the award ranking at the top of each entry's Master Score sheet. Entries with scores below the *Bien* cut-off do not receive a ranking.
  
6. Turn in all of the Judging Sheets, Master Score Sheets, and this Awards Computation Sheet to the tabulating room. *Merci!*