



We the People THE CITIZEN AND THE CONSTITUTION

Directed by the Center for Civic Education and funded by the U.S. Department of Education under the Education for Democracy Act approved by the United States Congress.

Facilitator Responsibilities

- Keep the hearings on schedule.
- Ensure that uniform judging procedures are used with all classes throughout the entire hearing schedule
- Discuss with judges any areas of concern.
- Report any concerns about judges to the **We the People** director.
- Adhere to the 20 minute allocation but **do not start before schedule time**.
- Make introductions in this order: facilitator, judges, and students.
- Ensure that judges provide feedback to the students; feedback must include positive comments as well as suggestions for improvement.
- Make sure all rules and guidelines are followed.
- Be prepared to answer questions that judges may have.
- Keep track of the score sheets.

Please try to ensure that judges do not make comments about any classes, positive or negative, that can be overheard by students or other attendees.

If you have questions or need assistance, ask the supervisor outside your room to contact a staff member to help you.

Hearing Questions

Students will receive the three unit questions in advance of the hearing. They will not know which question they will address until asked by the panel. In the interest of fairness, please make sure that judges do not discuss the question selection with anyone other than judges or Center staff.

When posing the question to the student group, the head judge will read the main question and its subquestions in their entirety.

Time Limits

At all hearings, the timer raises a one-minute warning card before the end of the presentation portion and before the end of the follow-up question period. At the end of each period, the timer announces that time is up.

When the official timer indicates that time has expired for either the four-minute presentation or the six-minute follow-up question period, judges should stop speaking and the head judge should see that the students also stop. The head judge also should ask students to put their notes away, if they haven't already.



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If students do not use all four minutes for their presentation, the timer will add the unused time to the follow-up questions. Each group must be allowed ten minutes total.

Judges may use their discretion to allow a minimal amount of extra time to compensate for any situation that has taken undue time from a group's presentation. In this case, the head judge will notify the timer of the extra allotment.

Notes or Materials

- ✓ Notes are permitted only during the four-minute presentation.
- ✓ Notes may be on paper up to 8 ½ x 11 inches.
- ✓ No other materials or references may be used.
- ✓ During the follow-up question period, neither notes nor any other materials may be used.

Scoring & Turning in Score Sheets

Each judge fills out a score sheet for each group judged. Judges may retain the score sheets for all groups during one session and may revise scores only until the session has ended. Once the score sheets have been turned in, scores may not be revised.

At the end of the session, judges should return to the designated judges' room to finalize their score sheets and give them to their facilitator.

Facilitators must ensure that each box on the score sheet has been filled in; that a score has been placed in the tie-breaker box; that all scores are legible; that all numbers are whole numbers; that any cross-outs or eraser marks are rewritten clearly and initialed; and that each judge has signed every sheet.

Judges and facilitators must not leave until all score sheets have been checked and accepted by the scoring staff. All scores are confidential and must not be discussed with anyone other than the members of the panel.