



Art Memory

Questions? Call
PHONENUMBER

Contest Director's Checklist - 2025

Before Contest

- Open and Review main packet. (Contents: Contestant Roster, Contest Instructions, "Quiet Please" Sign, 2 sets of answer sheets-Parts 1 & 2 (count these to ensure that there are enough for all contestants), pencil with blue tape, contestant labels, Contest Evaluation Form. OPTIONAL: grading pens of different colors, paper clips) (The Contest Director should have on hand a 2023-2025 Art Smart Bulletin.)
- If using the computer projection system: login to computer system and activate the projection system. Open the PowerPoint display to the open screen.
- If using physical pictures for display, make sure the pictures are numbered 1 through 15 with the titles and artists' names covered up.
- Open the sealed test packets WITH your Assistant Director(s) a few minutes prior to the beginning of the contest in the contest room. Check for errors in printing and count tests.
- Place the contestant labels on the test booklets. For substitutes at District, cross out the original contestant's name and write the name of the substitute on the label. For alternates at State, do not use the label; instead write the alternate's name and school with city name at the top of the test booklet.

At Contest Time

- ANNOUNCE to Contestants and others present before the room is cleared: **"Part 1 is a 30-item multiple choice / true-false test. You will be given 15 minutes to take the Part 1 portion of the test. Part 2 will follow immediately after. In Part 2, you will be given between 20 and 50 seconds to view each of fifteen Art Memory pictures while you write the title and artist in the spaces provided. Note the rules for writing answers that are printed at the top of your answer sheets."**
- ANNOUNCE to everyone: "The time and location of your 15-minute verification period will be at _____ in room

_____." (this information is found at the top of your Contestant Roster)

- ANNOUNCE **"No cell phones, or any other electronic devices, including Smart Watches, are allowed in the contest room. If you have a cell phone with you, it must be completely turned off and placed here (designated area of room) at this time. Disqualification must result if your phone makes any sound while testing is in progress."**
- CLEAR the room of all BUT contestants and substitutes (alternates at State). Give the "Quiet Please" sign to the door monitor, or tape it to the outside of the door.
- Distribute answer sheets for both Part 1 and Part 2.
- ANNOUNCE: **"Do not open tests until the start signal is given."**
- Use the roster to call roll and seat contestants as far apart as possible from others from their school. Distribute ID-labeled tests FACE UP by calling the contestant's names and placing each labeled Part 1 test on the writing surface in front of the appropriate individual contestant. Instruct contestants to write their contestant ID on the answer sheets for Parts 1 and 2. (For example: *"John Smith? John Smith... you are contestant 703."*)
- At District, on the second roll call, seat substitutes who are taking the place of an absent entry from their school. (At STATE, on the second roll call, verify and seat alternates using the Alternate Roster found below the competitor list.)
- ANNOUNCE **"Clear your area of everything but your pencil or pen and eraser."**
- Shut the door. No other contestants may enter after door is shut without permission from the meet director. Permission is usually found on the contestant roster by the student's name or school.
- ANNOUNCE **"No talking or questions are allowed once the test begins. Disqualification may result."**
- ANNOUNCE **"When you receive your test, do not open it until the signal to start is given."**
- ANNOUNCE **"For Part 1, all answers must be PRINTED CAPITAL letters in the spaces provided on the answer sheet. Contestants may write on their tests, but only answers written in the spaces provided on the answer sheet will be graded."**

PSIA – Art Memory – Contest Director’s Checklist – 2025

- Ask for questions. Contest rules will not be re-read, but clarification may be given.
- ANNOUNCE “As a reminder, you will have 15 minutes to complete Part 1. You may begin.” Note the time and start your countdown on your time.
- After exactly 15 minutes have passed, ANNOUNCE “Stop. Place your pencils down.” Collect student answer sheets for Part 1 separately first. Then, collect the test booklets for Part 1.
- ANNOUNCE “For Part 2, answers should be handwritten or printed exactly in accordance with the official Art Memory list found in the Art Smart Bulletin. You must remain in the room until time is up.”
- For PowerPoint display, start the presentation. The PowerPoint has a built-in timer that switches pictures after about 45 seconds. There is a progress bar at the bottom showing how much time is left for each slide.
- For hand-held pictures, display the pictures one at a time for between 20 and 50 seconds. Start with picture #1 and continue through all 15 pictures.
- Collect all answer sheets for Part 2. Dismiss contestants.

After Contest

- Meet with graders at specified time and location. Contest Directors and Assistant Directors should assist in grading. Each test must be scored by two different graders, and the top 10 scoring tests must be scored by a third person. Each grader should use a different color ink.
- Complete the Contestant Roster, providing all scores, in PENCIL.
- Paperclip graded contestant answer sheets for Parts 1 and 2 to the test booklet and a copy of the answer key for each contestant.
- Complete the Contest Evaluation Form, providing the names and schools with cities of persons who were scheduled to help with the contest, but DID NOT show up or left prior to the completion of their assigned duty without permission from the Contest Director or Meet Director.
- Determine how many awards will be necessary and pick these up from the Tab Room. Have tab room officials check your contestant roster and assist you in collecting your awards for presentation. Do NOT write on the ribbons UNTIL verification and ONLY then when no one is available to receive the ribbon.



Verification and Awards

- Meet contestants and ONE coach, parent OR adult from each school to review test with answer key. (Please make sure ONLY ONE adult attends this portion of the Verification/Awards Period with the contestant. Others may stand in the hall. Shut the door.) (Note: As an absent contestant’s name is called without response, place a small mark to the right of the contestant’s name to remind you that an award must be completed with the name, school, and city for this absent person after verification is over.)
- ANNOUNCE: “This is a time of absolute quiet. Raise your hand if you have a question. No pens, pencils, cell phones, electronic devices, or any other items should be in students’ or adults’ area during verification. Contestants may have their Art Smart Bulletins on hand to verify.”
- Address all questions and resolve all issues. Call the Tab Room with any issues. Collect all tests and answer keys, UNLESS the tournament is held on the final day for district meets (March 1), or unless it is the last State Meet (April 26).
- After 15 minutes and all questions have been resolved, allow others into the room for the award ceremony or inform participants where to assemble for the awards presentation. (Awards presented in Verification room at State.)
- Present awards by presenting qualifier ribbons first (if your District does not use qualifier ribbons, skip this step). Then award ribbons for 6th place to 1st place. At State, drape medals for 6th through 1st place. Feel free to give awards to other representatives from the school.
- Mark all awards (ribbon or medal) that were not picked up during the awards ceremony.
- In the Tab room, present your Roster of Contestants completed with all test scores posted in pencil to the person designated to receive these official results. (Be sure to know who this person is.)

After Verification

- Return to the Tab Room and turn in the following to the Meet Director or other Tab Room Designate:
 - Contest Evaluation Form, indicating absent workers or other concerns
 - Contestant Rosters that have been completed in pencil.
 - Labeled unissued awards with student name, school name, and city. At State, ask for masking tape to label unissued medals with student name, school name, and city.
 - Return all materials, packets, etc. to designated places and people in the Tab Room. **THANK YOU FOR YOUR SERVICE**



Calculator Applications

Questions? Call
PHONENUMBER

Contest Director's Checklist - 2025

Before Contest

- Open and Review main packet. (Contents: Contestant Roster, Contest Instructions, "Quiet Please" Sign, pencil with blue tape, contestant labels, Contest Evaluation Form; OPTIONAL: grading pens of different colors, paper clips).
- Open the sealed test packet WITH your Assistant Director(s) a few minutes prior to the beginning of the contest. Check for errors in printing and count tests. DO NOT APPLY CONTESTANT LABELS UNTIL AFTER GRADING.

At Contest Time

- ANNOUNCE to Contestants and others present before the room is cleared: **"Contestants will have 30 minutes to answer 80 questions using one silent hand-held calculator of their choice that has been cleared of memory and turned to the OFF position."**
- ANNOUNCE to All Present: **"The time and location of your 15-minute verification period will be _____ in room _____."** (Found at the top of your Contestant Roster)
- ANNOUNCE: **"No cell phones, or any other electronic devices, including Smart Watches, are allowed in the contest room." IF you have a cell phone with you, it must be completely turned off and placed here (note the area) at this time. Disqualification must result if your phone makes any sound while testing is in progress."**
- CLEAR the room of all BUT contestants and substitutes (alternates at State). Give "Quiet Please" sign to door monitor, or tape it on the outside of the door.
- Distribute tests face-up. ANNOUNCE: **"Do not open test until the start signal is given."**
- Use the roster to call roll and seat contestants as far apart as possible from others from their school. Assign numbers to contestants (numbers listed on roster are the contestants' ID numbers), instructing them to write these numbers and their grade levels in the spaces provided on the

front page of their test. (For example: *"John Smith? John Smith... you are contestant 703."*)

- After running through the roster, call the names of absent contestants a second time. If they are not present, ask for substitutes (at district) or alternates (at state). You should call out for alternates by name in the hallway. The alternate that can replace an absent student is given at the bottom of the roster.
- ASK contestants again to clear desks while you shut the door. No other contestants may enter after the second roll call and the door has been shut.
- Ask contestants to clear the memory in their calculators and leave the "memory cleared" message on their calculators. Have Assistant Director assist you in going around to each contestant to make sure memory is clear on each calculator.
- ANNOUNCE: **"No talking or questions are allowed when test begins. Disqualification may result."**
- ANNOUNCE: **"You may write on your test, but only answers written in the answer spaces provided on the test will be graded. You must remain in your seat until time has expired."**
- Ask for questions regarding clarification. **Contest rules will not be re-read to contestants.**
- ANNOUNCE: **"As a reminder, you will have 30 minutes to complete this test. You may start,"** and make a note of time here: _____
- After exactly 30 minutes ANNOUNCE: **"Stop. Pencils down."**
- Collect tests.
- Dismiss Contestants.

After Contest

- Meet with graders at specified time and location. Contest Directors and Assistant Directors should assist in grading. Each test must be scored by two different graders, and the top 10 scoring tests must be scored by a third person, each using a different color ink.
- Use the Calculator Grading resource page to assist with grading, where needed.
- Complete the Contest Roster with **ALL scores posted in PENCIL.**



PSIA – Calculator Applications – Contest Director’s Checklist – 2025

- Have the Assistant Director help with attaching the contestant labels to the graded tests, matching with the contestant information on test papers. For substitutes at District, cross out the original contestant's name and hand write the substitute’s name on the label. For alternates at State, do not use the label – hand write the contestant's name, school, and city at the top of the cover sheet in the spaces provided. (ID labels contain the contestant’s name, school name, city, and grade level.)
- Paperclip each graded contestant test and an answer key together.
- On the Contest Evaluation Form space provided, write the names and/or schools and cities of persons who were scheduled to Assist, Monitor, Grade, or Hall Monitor in this event, but DID NOT show, or left prior to completion of the duty, without being dismissed by the director.
Assistant directors serve as graders and as assistants in Verification.
- Go to the Tab Room and have the Meet Director or designee review the completed roster.
- Determine how many awards will be necessary, and pick these up in the Tab Room. Have Tab room official check your contest roster and assist you in collecting your awards for presentation. Do not write on ribbons.

Verification and Awards

- Meet contestants and optionally ONE coach, parent OR adult from each school to review the contestant's own tests with answer keys. (Note: As an absent contestant’s name is called without response, place a small mark to the right of the contestant’s name to remind you that an award must be completed with the name, school, and city for this absent person after verification is over.)
- ANNOUNCE: **“This is a time of absolute quiet. Raise your hand if you have a question. No pens, pencils, cell phones, electronic devices, or any other items should be in students’ area during verification, including those with the adults.”**
- Address all questions and resolve all issues. Call the Tab room with any issues. **Collect all tests and answer keys, UNLESS** the tournament is held on the final day for district meets (**March 1**), or unless it is the **last State Meet (April 26)**.

- After 15 minutes and all questions have been resolved, allow others into the room for the award ceremony or inform participants where to assemble for the awards presentation. **(Awards presented in Verification room at State.)**
- Present awards by presenting qualifier ribbons first (if your District does not use qualifier ribbons, skip this step). Then award ribbons for 6th place to 1st place. At State, drape medals for 6th through 1st place.
- Mark all awards (ribbon or medal) that were not picked up during the awards ceremony.
- In the Tab room, present your Roster of Contestants completed with all test scores posted in pencil to the person designated to receive these official results. (Be sure to know who this person is.)

After Verification

- Return to the Tab Room and turn in the following to the Meet Director or other Tab Room Designate:
 - Contest Evaluation Form, indicating absent workers or other concerns
 - Contestant Rosters that have been completed in pencil.
 - Labeled unissued awards with student name, school name, and city. At State, ask for masking tape to label unissued medals with student name, school name, and city.
 - Return all materials, packets, etc. to designated places and people in the Tab Room.

Thank you for your service!



Creative Writing

Questions? Call
PHONENUMBER

Contest Director's Checklist - 2025

Before Contest

- Open and Review main packet. Contents: Contestant Roster, Contest Instructions, "Quiet Please" Sign, enough prepared lined paper for each contestant to have at least 5 sheets, evaluation sheets for at least the number of contestants (count these to ensure that there are enough for all contestants and judges), paper clips, and ballots for the number of judges for the contest, pens (different colors), pencil with blue tape, contestant labels, Contest Evaluation Form
- Open the sealed test packet containing prompt pages WITH your Assistant Director a few minutes before the contest is to begin. **Check for printing errors and count prompts.**
- With the Assistant Director, place the contestant ID labels on the test prompt pages. (This also may be done by a tournament official prior to placing the prompts in the test packet.)**

At Contest Time

- ANNOUNCE: "Contestants will have 30 minutes to write their stories using one or more of the picture prompts from the page of prompts that they will receive. You may pick up your children at approximately _____ (time and location)."**
- ANNOUNCE to All Present: "The time and location of your 15-minute VIEWING period will be _____ in room _____. The Awards will be presented immediately following the Viewing Period in room _____." (Found at the top of your Contestant Roster)**
- ANNOUNCE: "No cell phones, or any other electronic devices, including Smart Watches, are allowed in the contest room." IF you have a cell phone with you, it must be completely turned off and placed here (note the area) at this time. Disqualification must result if your phone makes any sound during the contest."**
- CLEAR the room of all BUT contestants and substitutes (alternates at State). Give "Quiet Please" sign to door monitor, or tape it on the outside of the door.

- ASK contestants again to clear desks of everything except for pencils and erasers while you shut the door.
- Use the roster to call roll and seat contestants as far apart as possible from others from their school. Distribute the sheets of paper to the contestant. (Contestants provide their own pencils and erasers.) Extra sheets MAY be distributed, but only as needed. Assistant Director should ensure the correct contestant ID number and grade level are written on the contestant story paper.
- At District, on the second roll call, seat substitutes who are taking the places of an absent entries from their schools. (At STATE, on the second roll call, verify and seat alternates using the Alternate Roster found below the competitor list on the roster.)
- No other contestants may enter after the second roll call and the door has been shut, without written permission from the meet director. Permission is usually found on the contest roster by the student's name or school if the student is dually entered in a speech contest.
- Distribute prompt pages with contestant labels placed at the top of the page. For substitutes at District, cross out the original contestant's name and hand write the substitute's name on the label. For alternates at State, do not use the label. Handwrite the contestant's name, school, and city at the top of the prompt page before giving it to the alternate.
- ANNOUNCE: "Number your pages of writing in the upper right-hand corner of each page."**
- Read aloud to contestants the information at the top of the prompt page.
- Ask for questions regarding clarification for any reason.
- ANNOUNCE: "No talking or questions after test begins."**
- ANNOUNCE: "As a reminder, you will have 30 minutes to write your story. You may start now."** Make a note of time here:

- You may give a 15-minute warning prior to the end of the time period.
- ANNOUNCE: At the end of the 30-minute period say, "Stop."** Collect all writing prompt pages first and hold them separately from the contestants' writing pages. Then, collect all writing pages.
- Paper clip only writing pages together per student as efficiently as possible in the collection process.
- Dismiss Contestants.

PSIA – Creative Writing – Contest Director’s Checklist – 2025

After the Contest

- Meet with judges at the designated time and place. Provide the prompts and sample comments to judges in order to encourage constructive comments for young children. Have judges rank contestants to the top 10 at each grade level (1st grade and 2nd grade). Ask all judges to initial their portions of the evaluation sheet for each contestant. Judging may be done initially with the ballots provided, followed by collaboration, as needed, to arrive at the top 10 places for each grade level.
- After judging the top 10 papers, pair the ID’d prompt pages with the contestants' writing pages.
- Clip pages together with the prompt on top, followed by the judges' evaluation, then the student's story.
- Post the top 10 rankings in PENCIL on your official roster for each grade level.
- Go to the Tab Room or designated area to have your roster checked by a designated contest official.
- Pick up “Qualifier” awards (if provided) and all other awards in the Tab Room or designated place.
- Have someone in the Tab Room make a photocopy of the 1st place story and evaluation for each grade level. The Tab Room will retain the original story and evaluation to be considered for future publication in the *Ready Writing and Creative Writing Handbook*. To keep the winning story a surprise, take the original story to the Viewing Period to have the contestant view for up to 15 minutes. Then be sure to exchange it after the viewing for the photocopied story only IF the stories are being released on the last day of either District or State Meets (March 1 for District, or April 26 for State).

Verification and Awards

- Meet contestants and ONE coach, parent, OR adult to review and view evaluations as to accuracy of contestant ID number and evaluation to papers.
- Distribute to contestants their writing papers with the prompt page and evaluation paper clipped. (Note: As an absent contestant’s name is called without response, place a small mark to the right of the contestant’s name to remind you that an award must be completed with the name, school, and city for this absent person after verification is over.)

- After viewing papers for about 15 minutes, take up all components of the paper (prompt, evaluation, and student writing) UNLESS the tournament is held on the last day of District (March 1) or last day of State (April 26). Be sure to keep the ORIGINAL 1st place stories for publication.
- Present awards by presenting qualifier ribbons first (if your District does not use qualifier ribbons, skip this step). Then award ribbons for 6th place to 1st place. At State, drape medals for 6th through 1st place.
- Mark all awards (ribbon or medal) that were not picked up during the awards ceremony.
- In the Tab Room, present your Roster of Contestants completed with all test scores posted in pencil to the person designated to receive these official results. (Be sure to know who this person is.)

After Verification

- Return to the Tab Room and turn in the following to the Meet Director or other Tab Room Designate:
 - Contest Evaluation Form, indicating absent workers or other concerns
 - Contestant Rosters that have been completed in pencil.
 - Labeled unissued awards with student name, school name, and city. At State, ask for masking tape to label unissued medals with student name, school name, and city.
 - Return all materials, packets, etc. to designated places and people in the Tab Room.

Thank you for your service!



Dictionary Skills

Questions? Call
PHONENUMBER

Contest Director's Checklist - 2025

Before Contest

- Open and Review “Materials” packet. (Contents: Contestant Roster, Contest Instructions, “Quiet Please” sign, answer sheets for the number of contestants assigned to your room, contestant labels, pencil with blue tape, Contest Evaluation Form. OPTIONAL: pens (different colors), paper clips)
- Open the sealed test packet WITH your Assistant Director a few minutes prior to the beginning of the contest in the contest room. Check for printing errors and count tests.
- If contestant labels have not yet been placed on the objective tests, complete that task. For substitutes at District, cross out the original contestant’s name and hand write the substitute’s name on the label. For alternates at State, do not use the label; instead write the alternate’s name, school name, and city at the top of the test in the space provided.

At Contest Time


- ANNOUNCE: “**This is a 30-minute, 30-question multiple choice test. You may use a dictionary to take this test. When you receive your answer sheets, note the rules for writing answers that are printed at the top.**”
- ANNOUNCE: “**The time and location of your 15-minute verification period will be at _____ in room _____.** (Found at the top of the Contestant Roster)
- ANNOUNCE: “**No cell phones, or any other electronic devices, including Smart Watches, are allowed in the contest room. If you have a cell phone with you, it must be completely turned off and placed here (note area of the room) at this time. Disqualification must result if your phone makes a sound while testing is in progress.**”
- Clear the room of all BUT contestants and substitutes (alternates at State). Give the “Quiet Please” sign to the door monitor, or tape on the door.
- Distribute an answer sheet to each contestant.

- ANNOUNCE: “**I will now call the roll and pass out the tests. Do not open test until the start signal is given. When I call your name, raise your hand and say ‘Here’. Then, listen for your contestant ID number. Write that number on your answer sheet.**”
- Use the roster to call roll and seat contestants as far apart as possible from others from their school. Give the contestant his/her ID number, instructing them to write these numbers and their grade levels in the spaces provided on the answer sheet. Pass out test with contestant label to the contestant (For example: “*John Smith? John Smith... you are contestant 703.*”)
- After running through the roster, call the names of absent contestants a second time. If they are not present, ask for substitutes (at district) or alternates (at state). You should call out for alternates by name in the hallway. The alternate that can replace an absent student is given at the bottom of the roster.
- For substitutes at District, cross out the original contestant’s name and handwrite the substitute’s name on the label. For alternates at State, do not use the label. Write the alternate’s name, school name, and city at the top of the test in the spaces provided.
- ANNOUNCE: “**Clear your area of everything but one dictionary. You may also have a magnifying device, pen, pencil, and/or eraser.**”
- Shut the door. No other contestants may enter after the door is shut without written permission from the meet director. Permission is usually found on the contestant roster by the student’s name or school. Inform the hall monitor the names of any contestants who have permission to enter late.
- ANNOUNCE: “**No talking or questions are allowed when the test begins. Disqualification may result.**”
- ANNOUNCE: “**All answers must be in PRINTED CAPITAL letters in the spaces provided on the answer sheet. Contestants may write on their tests, but only answers written in the spaces provided on the answer sheet will be graded. You must remain in your seat until time is up and you are dismissed.**”
- Ask for questions regarding clarification. Contest rules will not be re-read to contestants.
- ANNOUNCE: “**As a reminder, you will have 30 minutes to complete this test. You may start,**” and make a note of time here: _____
- When there is 5 minutes left, ANNOUNCE: “**You have 5 minutes remaining.**”

PSIA – Dictionary Skills – Contest Director’s Checklist – 2025

- After exactly 30 minutes, ANNOUNCE: “**Stop. Pencils down.**”
- Collect answer sheets separately from tests and other materials.
- Dismiss contestants.

After Contest

- Meet with graders at specified time and location. Contest Directors and Assistant Directors should assist in grading. Each test must be scored by two different graders, and the top 10 scoring tests must be scored by a third person, each using a different color ink.
- Paperclip graded contestant answer sheets and a key to individual contestants’ labeled tests.
- Complete the Contest Roster with **ALL scores posted in PENCIL**. Rank the top 10 only. 
- On the Contest Evaluation Form space provided, write the names and/or schools and cities of persons who were scheduled to Assist, Grade, or Hall Monitor in this event, but DID NOT show, or left prior to completion of the duty, without being dismissed by the director. **Assistant Directors serve in Verification.**
- Go to the Tab Room and have the Meet Director, or a designee, review your completed contest roster.
- Determine how many awards will be necessary. After Tab Room official has checked your contest roster, you will be assisted in collecting your awards for presentation. *Do not write on ribbons.

Verification and Awards

- Meet contestants and optionally ONE coach, parent OR adult from each school to review the contestant’s own tests with answer keys. (Note: As an absent contestant’s name is called without response, place a small mark to the right of the contestant’s name to remind you that an award must be completed with the name, school, and city for this absent person after verification is over.)
- ANNOUNCE: “**This is a time of absolute quiet. Raise your hand if you have a question. No pens, pencils, cell phones, electronic devices, or any other items should be in students’ area during verification, including those with the adults.**”

- Address all questions and resolve all issues. Call the Tab Room with any issues. **Collect all tests and answer keys, UNLESS** the tournament is held on the final day for district meets (**March 1**), or unless it is the **last State Meet (April 26)**.
- After 15 minutes and all questions have been resolved, allow others into the room for the award ceremony or inform participants where to assemble for the awards presentation. (**Awards presented in Verification room at State.**)
- Present awards by presenting qualifier ribbons first (if your District does not use qualifier ribbons, skip this step). Then award ribbons for 6th place to 1st place. At State, drape medals for 6th through 1st place.
- Mark all awards (ribbon or medal) that were not picked up during the awards ceremony.
- In the Tab Room, present your Roster of Contestants completed with all test scores posted in pencil to the person designated to receive these official results. (Be sure to know who this person is.)

After Verification

- Return to the Tab Room and turn in the following to the Meet Director or other Tab Room Designate:
 - Contest Evaluation Form, indicating absent workers or other concerns
 - Contestant Rosters that have been completed in pencil.
 - Labeled unissued awards with student name, school name, and city. At State, ask for masking tape to label unissued medals with student name, school name, and city.
 - Return all materials, packets, etc. to designated places and people in the Tab Room.

Thank you for your service!



Impromptu Speaking

Questions? Call
PHONENUMBER

Contest Director's Checklist - 2025

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|------------------------------------|--|-----------|--|
| <i>Record speaking times here.</i> | | | |
| Speaker A | | Speaker F | |
| Speaker B | | Speaker G | |
| Speaker C | | Speaker H | |
| Speaker D | | Speaker I | |
| Speaker E | | | |

Before Contest

- IF DIRECTING A FINAL ROUND:** Pick up in the Tab Room your Final Round Roster of Contestants approximately 30 minutes prior to the time of the final round.
- Open and review "Materials" packet (Roster of Contestants, Instructions for Contest, "Quiet Please" sign, 30 Seconds Left card, Speech Ranking Instructions, Speech Ranking Form, 1 or 3 sets of contestant labels, **Speaker letter cards**, Contest Evaluation Form, stopwatch (or other timing device), and black pen with **blue tape** around barrel)
- In the contest room, check in your Hall Monitor, 2 Assistant Directors and judges.
- Have judges be seated in VARIOUS areas of the room that are **not together**.
- Instruct the judges to sign and print their names on the ballot and evaluation sheets and also write the speaker letter in the "Contestant Speaker ID" blank on each evaluation sheet. (NOTE: Judges of speech events receive separate packets containing their ballot, instructions, and evaluation sheets, issued in the Tab Room.)
- Invite audience into the contest room to the capacity of the room (audience is required), leaving seats for the number of contestants who will be seated in the room during and after their speeches, unless permission has been placed in writing on the Roster that the contestant may leave after speaking.

At Contest Time

- IF THIS IS A PRELIMINARY ROUND: ANNOUNCE:** "Preliminary round evaluation pick-up will be in room _____ at _____. At that time the announcement of the top _____ contestants advancing to finals will be made. Contestants should take their evaluations with them after this announcement."
- IF THIS IS THE FINAL ROUND: ANNOUNCE:** "Evaluation review and awards will take place at _____ in room _____." (Found at the top of the Contestant Roster)
- ANNOUNCE: "All cell phones and electronic devices, including Smart Watches, must be turned off at this time. Disqualification must result if your phone makes any sound while the contest is in progress. All audience members must remain quiet throughout the contest time, including in between speeches. No one may enter or exit the room, except in the case of an emergency, during contest, except for those who are so indicated on the roster to be approved for late entry or early dismissal. No head or hand signals, or any other communication, may be directed from audience members to performing students. Disruption in any way during presentations may require person(s) to leave the room, and the offender's school may be disqualified."
- Give "Quiet Please" sign to your Assistant Director / Hall Monitor, or tape it on the outside of the door if Assistant absent.
- Use roster to call roll. **DO NOT CHANGE THE ROSTER ORDER.** Enter substitutions at District. (Substitution Form may be required at the District Level at Meet Director's discretion. Call Tab Room with any issues.) At State, verify and seat alternates whose names are listed on the Alternate Roster found under the competitor list provided.
- Give each student the Speaker letter card matching the letter assigned on the roster.**
- Shut the door. No other contestants may enter thereafter without written permission from Meet Director.
- ANNOUNCE for all to hear, including judges: "**Judging of this event is independent, and no collaboration among judges shall be permitted. Judges will have up to 90 seconds to complete each independent evaluation following each speaker.**"
- Call for "Speaker A". Instruct the speaker to hold up the Speaker letter card for the audience and judges to see. Then collect the letter card from the speaker.

PSIA – Impromptu Speaking – Contest Director’s Checklist – 2025

- Have Speaker A draw 3 topics from an envelope or drawing container. Give the contestant 60 seconds to select one of the 3 topics and place the other 2 topics back into the envelope or drawing container. You will discard the used topic slips after each speaker finishes their speech.
- ANNOUNCE TO SPEAKER A: “**You will have 3 minutes to prepare your speech beginning now.**” Start the timer. (Paper may be used by the contestant to prepare the speech, but they are responsible for bringing their own. The speech itself must be delivered without paper, notes, or props within a 5-minute period.)
- When the contestant is ready or when 3 minutes have passed, reset the timer.
- Read aloud to the audience and judges the title of the speech topic chosen by the contestant. Ask judges to write the topic (or abbreviation) in the space provided on the ballots by the speaker letter (A, B, ...).
- Instruct Speaker A: “**You may begin.**” Start the timer when the contestant says his/her first word.
- When the contestant has spoken for 4-1/2 minutes, hold up the “30 seconds left” card.
- Once the contestant has spoken his/her last word, mark the total time used in the chart below.
- Allow judges up to 90 seconds to complete their evaluation.
- Call for Speaker B and repeat the steps above.
- After all speakers have spoken and the judges have used their 90 seconds to complete the evaluation of the last speaker, dismiss the contestants. Ask the judges to complete their ballots.

After the Contest

- Call Hall Monitor / Assistant Director into the contest room and with the other assistant (if any), collect the judges’ ballots on which contestants are ranked. Make sure the judges did not repeat or skip any ranks. Collect all contestant evaluations.
- With the Assistant Director, complete Speech Ranking Sheet in pen using the judges’ ballots. Refer to the Ranking Procedure as needed. You and the Assistant Director will sign the Speech Ranking Sheet. Both should initial any changes made to the sheet.
- Ensure that there are no 3-way ties before dismissing the judges.

- On each evaluation form, place a corresponding contestant label in the space provided. (With 3 judges, paper clip the evaluations together and place the label on top.)
- On the Contest Evaluation Form space provided, write the names and/or schools and cities of persons who were scheduled to Assist, Monitor, Grade, or Hall Monitor in this event, but DID NOT show, or left prior to completion of the duty, without being dismissed by the director.
- On the Contest Evaluation Form space provided, write the name and/or school of anyone who was designated to serve but did not serve, or left prior to the end of the contest.
- Report to the Tab Room or the appropriate Tab Official to review the Speech Ranking Sheet.
- IF THIS IS A PRELIMINARY ROUND: Pick up “Qualifier” awards, if any, for all contestants NOT advancing to the next round.
- IF THIS IS THE FINAL ROUND: Pick up awards for 1st through 6th (as needed) [DQ’ed contestants DO receive a Qualifier award]
- Do NOT write on the awards.
- Meet with contestants and ONE coach/parent/adult to review the evaluations for accuracy of student letter and evaluation speech topic. Call the Tab Room with any issues. Release ALL speech evaluations to contestants.
- PRELIM: Present Qualifier awards first, then announce the names of those advancing, along with the time and location of the Finals Round.
- FINALS: Present any Qualifier awards first, then announce 6th to 1st place winners. Drape medals at State.
- Label any medals (with masking tape) and awards with the contestant’s name, school, and city that are not picked up.
- Return to the Tab Room with any evaluation forms and awards not picked up.
- Turn in to the Meet Speech Director the following:
 - Contest Evaluation Form, indicating absent workers and other concerns
 - Rosters and Ballots (Tabulation is done with all of these pages)
 - Labeled unissued awards with student name, school, and city.
 - Return all materials, packets, etc. to designated persons and places in the Tab Room.

Thank you for your service!



Listening Skills

Questions? Call
PHONENUMBER

Contest Director's Checklist - 2025

Before Contest

- Open and review "Materials" packet. (Contents: Contestant Roster, Contest Instructions, "Quiet Please" sign, answer sheets for the number of contestants assigned to your room, pencil with blue tape, contestant labels, Contest Evaluation Form; OPTIONAL: pens (different colors), paper clips)
- IF USING A CD-PLAYER: Check out a CD player from the Tab Room at least 30 minutes before your contest time.
- IF USING MP3 AUDIO: Make sure you have the directions for accessing the audio on the computer.
- Test the audio system (CD or computer mp3 player) in the contest room before contestants arrive to ensure the system is working properly.
- In the contest room, open the sealed test packet WITH your Assistant Director a few minutes prior to the beginning of the contest. Check for printing errors and count tests.
- If contestant labels have not yet been placed on the objective tests, complete that task. For substitutes at District, cross out the original contestant's name and hand write the substitutes name on the label. For alternates at State, do not use the label, instead write the alternate's name, school, and city at the top of the test in the spaces provided.

At Contest Time

- ANNOUNCE: "You will listen and take notes using your own paper on a passage you will hear through the audio system. After hearing the passage, you may use your notes to answer the test questions. The test has 25 multiple choice or true-false questions and you will have 6 minutes to complete the test. When you receive your answer sheets, note the rules for writing answers that are printed at the top. Contestants must provide their own clean note paper and writing tools (pen, pencil, eraser)."
- ANNOUNCE: "The time and location of your 15-minute verification period will be at _____ in room _____." (Found at the top of your Contestant Roster.)
- ANNOUNCE: "No cell phones, or any other electronic devices, including Smart Watches, are allowed in the contest room. If you have a cell phone

with you, it must be completely turned off and placed here (*note area*) at this time. Disqualification must result if your phone makes any sound while testing is in progress."

- Clear the room of all BUT contestants and substitutes (alternates at State). Give the "Quiet Please" sign to the door monitor, or tape it on the outside of the door if Assistant is absent.
- Distribute an answer sheet to each contestant.
- ANNOUNCE: "I will now call the roll and pass out the tests. Do not open test until the start signal is given. When I call your name, raise your hand and say 'Here'. Then, listen for your contestant ID number. Write that number on your answer sheet."
- Use the roster to call roll and seat contestants as far apart as possible from others from their school. Give the contestant his/her ID number, instructing them to write these numbers and their grade levels in the spaces provided on the answer sheet. Pass out test with contestant label to the contestant (For example: "John Smith? John Smith... you are contestant 703.")
- After running through the roster, call the names of absent contestants a second time. If they are not present, ask for substitutes (at district) or alternates (at state). You should call out for alternates by name in the hallway. The alternate that can replace an absent student is given at the bottom of the roster.
- For substitutes at District, cross out the original contestant's name and handwrite the substitute's name on the label. For alternates at State, do not use the label. Write the alternate's name, school name, and city at the top of the test in the spaces provided.
- ANNOUNCE: "Clear your desks of everything except pencils, paper on which to take notes, and erasers".
- Shut the door. No other contestants may enter after the door is shut without written permission from the meet director. Permission is usually found on the contestant roster by the student's name or school. Inform the Hall Monitor the names of any contestants who have permission to enter late.
- ANNOUNCE: "No talking or questions are allowed once the test begins. Disqualification may result."
- ANNOUNCE: "All answers must be in PRINTED CAPITAL letters in the spaces provided on the answer sheet. Contestants may write on their tests, but only answers written in the spaces provided on the answer sheet will be graded. You must remain in your seat until the contest ends and you are dismissed."
- Ask for questions regarding clarification. Contest rules will not be re-read to contestants.
- ANNOUNCE: "At this time, I will play the passage. You may take notes on your paper, but you may not open the test booklet."

PSIA – Listening Skills – Contest Director’s Checklist – 2025

- Play the audio without interruption.
- When the audio ends, ANNOUNCE: “**You will have approximately 30 seconds to finish your notes and collect your thoughts.**”
- After the 30 seconds expires, ANNOUNCE: “**Remember to use PRINTED CAPITAL letters for your answers. You will have 6 minutes to complete this test. If you finish early, close your booklet, flip your answer sheet face down, and remain seated. You may begin.**”
- Start the timer and make a note of time here: _____
- After the 6 minutes expires, ANNOUNCE: “**Stop. Place your pencils and pens down.**”
- Collect contestant answer sheets separately first, then collect all tests and note paper.
- Dismiss contestants from the room.

After Contest:

- Meet with graders at specified time and location. Contest Directors and Assistant Directors should assist in grading. Each test must be scored by two different graders, and the top 10 scoring tests must be scored by a third person, each using a different color ink.
- Paperclip graded contestant answer sheets and a key to individual contestants’ labeled tests.
- Complete the Contest Roster with **ALL scores posted in PENCIL.**
- On the Contest Evaluation Form space provided, write the names and/or schools and cities of persons who were scheduled to Assist, Grade, or Hall Monitor in this event, but DID NOT show, or left prior to completion of the duty, without being dismissed by the director. **Assistant Directors serve in Verification.**
- Go to the Tab Room and have the Meet Director, or a designee, review your completed contest roster.
- Determine how many awards will be necessary. After Tab Room official has checked your contest roster, you will be assisted in collecting your awards for presentation. *Do not write on ribbons.



Verification and Awards

- Meet contestants and optionally ONE coach, parent OR adult from each school to review the contestant’s own tests with answer keys. (Note: As an absent contestant’s name is called without response, place a small mark to the right of the contestant’s name to remind you that an award must be completed with the name, school, and city for this absent person after verification is over.)
- ANNOUNCE: “**This is a time of absolute quiet. Raise your hand if you have a question. No pens, pencils, cell phones, electronic devices, or any other items should be in students’ area during verification, including those with the adults.**”
- Address all questions and resolve all issues. Call the Tab Room with any issues. **Collect all tests and answer keys, UNLESS** the tournament is held on the final day for district meets (**March 1**), or unless it is the **last State Meet (April 26)**.
- After 15 minutes and all questions have been resolved, allow others into the room for the award ceremony or inform participants where to assemble for the awards presentation. (**Awards presented in Verification room at State.**)
- Present awards by presenting qualifier ribbons first (if your District does not use qualifier ribbons, skip this step). Then award ribbons for 6th place to 1st place. At State, drape medals for 6th through 1st place.
- Mark all awards (ribbon or medal) that were not picked up during the awards ceremony.
- In the Tab Room, present your Roster of Contestants completed with all test scores posted in pencil to the person designated to receive these official results. (Be sure to know who this person is.)

After Verification

- Return to the Tab Room and turn in the following to the Meet Director or other Tab Room Designate:
 - Contest Evaluation Form, indicating absent workers or other concerns
 - Contestant Rosters that have been completed in pencil.
 - Labeled unissued awards with student name, school name, and city. At State, ask for masking tape to label unissued medals with student name, school name, and city.
 - Return all materials, packets, etc. to designated places and people in the Tab Room.

Thank you for your service!



Maps, Graphs, and Charts

Questions? Call
PHONENUMBER

Contest Director's Checklist - 2025

Before Contest

- Open and Review “Materials” packet. (Contents: Contestant Roster, Contest Instructions, “Quiet Please” sign, answer sheets for the number of contestants assigned to your room, pens (red, blue, green), pencil with blue tape, paper clips, contestant labels, Contest Evaluation Form)
- Open the sealed test packet WITH your Assistant Director a few minutes prior to the beginning of the contest in the contest room. Check for printing errors and count tests.
- If contestant labels have not yet been placed on the objective tests, complete that task. For substitutes at District, cross out the original contestant’s name and hand write the substitute’s name on the label. For alternates at State, do not use the label; instead write the alternate’s name, school name, and city at the top of the test in the space provided.
- Each test booklet should have a separate, non-stapled, printed in color, two-page inset. If the inset is not tucked into the booklet already, go ahead and add it to each test now.

At Contest Time

- ANNOUNCE: “**This is a 30-minute test. For grades 4 and 5, there are 40 multiple choice questions. For grades 6, 7, and 8, there are 60 multiple choice questions. You may use a world atlas to take this test. When you receive your answer sheets, note the rules for writing answers that are printed at the top.**”
- ANNOUNCE: “**The time and location of your 15-minute verification period will be at _____ in room _____.** (Found at the top of the Contestant Roster)
- ANNOUNCE: “**No cell phones, or any other electronic devices, including Smart Watches, are allowed in the contest room. If you have a cell phone with you, it must be completely turned off and placed here (note area of the room) at this time. Disqualification must result if your phone makes a sound while testing is in progress.**”

- Clear the room of all BUT contestants and substitutes (alternates at State). Give the “Quiet Please” sign to the Hall Monitor, or tape on the outside of the door if Assistant is absent.
- Distribute an answer sheet to each contestant.
- ANNOUNCE: “**I will now call the roll and pass out the tests. Do not open test until the start signal is given. When I call your name, raise your hand and say ‘Here’. Then, listen for your contestant ID number. Write that number on your answer sheet.**”
- Use the roster to call roll and seat contestants as far apart as possible from others from their school. Give the contestant his/her ID number, instructing them to write these numbers and their grade levels in the spaces provided on the answer sheet. Pass out test with contestant label to the contestant (For example: “*John Smith? John Smith... you are contestant 703.*”)
- After running through the roster, call the names of absent contestants a second time. If they are not present, ask for substitutes (at district) or alternates (at state). You should call out for alternates by name in the hallway. The alternate that can replace an absent student is given at the bottom of the roster.
- For substitutes at District, cross out the original contestant’s name and handwrite the substitute’s name on the label. For alternates at State, do not use the label. Write the alternate’s name, school name, and city at the top of the test in the spaces provided.
- ANNOUNCE: “**Clear your area of everything but one atlas. You may also have a magnifying glass, ruler, pen, pencil, and/or eraser.**”
- Shut the door. No other contestants may enter after the door is shut without written permission from the meet director. Permission is usually found on the contestant roster by the student’s name or school. Inform the Hall Monitor the names of any contestants who have permission to enter late.
- ANNOUNCE: “**No talking or questions are allowed when the test begins. Disqualification may result.**”
- ANNOUNCE: “**All answers must be in PRINTED CAPITAL letters in the spaces provided on the answer sheet. Contestants may write on their tests, but only answers written in the spaces provided on the answer sheet will be graded. You must remain in your seat until time is up.**”

PSIA – Maps, Graphs, and Charts – Contest Director’s Checklist – 2025

- Ask for questions regarding clarification. **Contest rules will not be re-read to contestants.**
- ANNOUNCE: “As a reminder, you will have 30 minutes to complete this test. You may start,”** and make a note of time here: _____
- When 5 minutes remain, **ANNOUNCE: “You have 5 minutes remaining.”**
- After exactly 30 minutes **ANNOUNCE: “Stop. Pencils down.”**
- Collect answer sheets separately from tests and other materials.
- Dismiss contestants.

After Contest

- Meet with graders at specified time and location. Contest Directors and Assistant Directors should assist in grading. Each test must be scored by two different graders, and the top 10 scoring tests must be scored by a third person, each using a different color ink.
- Paperclip graded contestant answer sheets and a key to individual contestants’ labeled tests.
- Complete the Contest Roster with **ALL scores posted in PENCIL.**
- On the Contest Evaluation Form space provided, write the names and/or schools and cities of persons who were scheduled to Assist, Grade, or Hall Monitor in this event, but **DID NOT** show, or left prior to completion of the duty, without being dismissed by the director. **Assistant Directors serve in Verification.**
- Go to the Tab Room and have the Meet Director, or a designee, review your completed contest roster.
- Determine how many awards will be necessary. After tab room official has checked your contest roster, you will be assisted in collecting your awards for presentation. *Do not write on ribbons.



Verification and Awards

- Meet contestants and optionally ONE coach, parent, OR adult from each school to review the contestant's own tests with answer keys. (Note: As an absent contestant’s name is called without response, place a small

mark to the right of the contestant’s name to remind you that an award must be completed with the name, school, and city for this absent person after verification is over.)

- ANNOUNCE: “This is a time of absolute quiet. Raise your hand if you have a question. No pens, pencils, cell phones, electronic devices, or any other items should be in students’ area during verification, including those with the adults.”** They can use their atlas to verify answers.
- Address all questions and resolve all issues. The current adopted atlas is the *Nystrom Desk Atlas* from 2018 or newer. This atlas should be used to verify answers. The page numbers for questions involving the atlas are found next to the answer on the answer key. Call the Tab Room with any issues. **Collect all tests and answer keys, UNLESS** the tournament is held on the final day for district meets (**March 1**), or unless it is the **last State Meet (April 26)**.
- After 15 minutes and all questions have been resolved, allow others into the room for the award ceremony or inform participants where to assemble for the awards presentation. (Awards presented in Verification room at State.)
- Present awards by presenting qualifier ribbons first (if your District does not use qualifier ribbons, skip this step). Then award ribbons for 6th place to 1st place. At State, drape medals for 6th through 1st place.
- Mark all awards (ribbon or medal) that were not picked up during the awards ceremony.
- In the Tab Room, present your Roster of Contestants completed with all test scores posted in pencil to the person designated to receive these official results. (Be sure to know who this person is.)

After Verification

- Return to the Tab Room and turn in the following to the Meet Director or other Tab Room Designate:
 - Contest Evaluation Form, indicating absent workers or other concerns
 - Contestant Rosters that have been completed in pencil.
 - Labeled unissued awards with student name, school name, and city. At State, ask for masking tape to label unissued medals with student name, school name, and city.
 - Return all materials, packets, etc. to designated places and people in the Tab Room.

Thank you for your service!



Mathematics

Questions? Call
PHONENUMBER

Contest Director's Checklist - 2025

Before Contest

- Open and Review “Materials” packet. (Contents: Contestant Roster, Contest Instructions, “Quiet Please” sign, answer sheets for the number of contestants assigned to your room, pencil with blue tape, contestant labels, Contest Evaluation Form; OPTIONAL: pens (different colors), paper clips)
- Open the sealed test packet WITH your Assistant Director a few minutes prior to the beginning of the contest in the contest room. Check for printing errors and count tests.
- If contestant labels have not yet been placed on the objective tests, complete that task. For substitutes at District, cross out the original contestant’s name and hand write the substitute’s name on the label. For alternates at State, do not use the label; instead write the alternate’s name, school name, and city at the top of the test in the space provided.

At Contest Time

- FOR 2ND, 3RD, 4TH, AND 5TH GRADES, ANNOUNCE: **“This is a 30-minute test. There are 40 multiple choice questions.”**
- FOR 6TH, 7TH, AND 8TH GRADES, ANNOUNCE: **“For grades 6, 7, and 8, there are 50 multiple choice questions.”**
- ANNOUNCE: **“When you receive your answer sheets, note the rules for writing answers that are printed at the top.”**
- ANNOUNCE: **“The time and location of your 15-minute verification period will be at _____ in room _____.** (Found at the top of the Contestant Roster)
- ANNOUNCE: **“No cell phones, or any other electronic devices, including Smart Watches, are allowed in the contest room. If you have a cell phone with you, it must be completely turned off and placed here (note area of the room) at this time. Disqualification must result if your phone makes a sound while testing is in progress.”**

- Clear the room of all BUT contestants and substitutes (alternates at State). Give the “Quiet Please” sign to the door monitor, or tape on the outside of the door if Assistant is absent.
- Distribute an answer sheet to each contestant.
- ANNOUNCE: **“I will now call the roll and pass out the tests. Do not open test until the start signal is given. When I call your name, raise your hand and say ‘Here’. Then, listen for your contestant ID number. Write that number on your answer sheet.”**
- Use the roster to call roll and seat contestants as far apart as possible from others from their school. Give the contestant his/her ID number, instructing them to write these numbers and their grade levels in the spaces provided on the answer sheet. Pass out test with contestant label to the contestant (For example: *“John Smith? John Smith... you are contestant 703.”*)
- After running through the roster, call the names of absent contestants a second time. If they are not present, ask for substitutes (at district) or alternates (at state). You should call out for alternates by name in the hallway. The alternate that can replace an absent student is given at the bottom of the roster.
- For substitutes at District, cross out the original contestant’s name and handwrite the substitute’s name on the label. For alternates at State, do not use the label. Write the alternate’s name, school name, and city at the top of the test in the spaces provided.
- ANNOUNCE: **“Clear your area of everything except pens, pencils, and erasers.”**
- Shut the door. No other contestants may enter after the door is shut without written permission from the meet director. Permission is usually found on the contestant roster by the student’s name or school. Inform the hall monitor the names of any contestants who have permission to enter late.
- ANNOUNCE: **“No talking or questions are allowed when the test begins. Disqualification may result.”**
- ANNOUNCE: **“All answers must be in PRINTED CAPITAL letters in the spaces provided on the answer sheet. Contestants may write on their tests, but only answers written in the spaces provided on the answer sheet will be graded. You must remain in your seat until time is up.”**

PSIA – Mathematics – Contest Director’s Checklist – 2025

- Ask for questions regarding clarification. Contest rules will not be re-read to contestants.
- ANNOUNCE: “As a reminder, you will have 30 minutes to complete this test. You may start,” and make a note of time here: _____
- When there is 5 minutes remaining, ANNOUNCE: “You have 5 minutes remaining.”
- After exactly 30 minutes ANNOUNCE: “Stop. Pencils down.”
- Collect answer sheets separately from tests and other materials.
- Dismiss contestants.

After Contest

- Meet with graders at specified time and location. Contest Directors and Assistant Directors should assist in grading. Each test must be scored by two different graders, and the top 10 scoring tests must be scored by a third person, each using a different color ink.
- Paperclip graded contestant answer sheets and a key to individual contestants’ labeled tests.
- Complete the Contest Roster with **ALL scores posted in PENCIL.**
- On the Contest Evaluation Form space provided, write the names and/or schools and cities of persons who were scheduled to Assist, Grade, or Hall Monitor in this event, but DID NOT show, or left prior to completion of the duty, without being dismissed by the director. **Assistant Directors serve in Verification.**
- Go to the Tab Room and have the Meet Director, or a designee, review your completed contest roster.
- Determine how many awards will be necessary. After Tab Room official has checked your contest roster, you will be assisted in collecting your awards for presentation. *Do not write on ribbons.



Verification and Awards

- Meet contestants and optionally ONE coach, parent OR adult from each school to review the contestant’s own tests with answer keys. (Note: As an absent contestant’s name is called without response, place a small

mark to the right of the contestant’s name to remind you that an award must be completed with the name, school, and city for this absent person after verification is over.)

- ANNOUNCE: “**This is a time of absolute quiet. Raise your hand if you have a question. No pens, pencils, cell phones, electronic devices, or any other items should be in students’ area during verification, including those with the adults.**”
- Address all questions and resolve all issues. Call the Tab Room with any issues. **Collect all tests and answer keys, UNLESS** the tournament is held on the final day for district meets (**March 1**), or unless it is the **last State Meet (April 26)**.
- After 15 minutes and all questions have been resolved, allow others into the room for the award ceremony or inform participants where to assemble for the awards presentation. (Awards presented in Verification room at State.)
- Present awards by presenting qualifier ribbons first (if your District does not use qualifier ribbons, skip this step). Then award ribbons for 6th place to 1st place. At State, drape medals for 6th through 1st place.
- Mark all awards (ribbon or medal) that were not picked up during the awards ceremony.
- In the Tab Room, present your Roster of Contestants completed with all test scores posted in pencil to the person designated to receive these official results. (Be sure to know who this person is.)

After Verification

- Return to the Tab Room and turn in the following to the Meet Director or other Tab Room Designate:
 - o Contest Evaluation Form, indicating absent workers or other concerns
 - o Contestant Rosters that have been completed in pencil.
 - o Labeled unissued awards with student name, school name, and city. At State, ask for masking tape to label unissued medals with student name, school name, and city.
 - o Return all materials, packets, etc. to designated places and people in the Tab Room.

Thank you for your service!



Modern Oratory

Questions? Call
PHONENUMBER

Contest Director's Checklist - 2025

| | | | |
|------------------------------------|--|-----------|--|
| <i>Record speaking times here.</i> | | | |
| Speaker A | | Speaker F | |
| Speaker B | | Speaker G | |
| Speaker C | | Speaker H | |
| Speaker D | | Speaker I | |
| Speaker E | | | |

Before Contest

- IF DIRECTING A FINAL ROUND:* Pick up in the Tab Room your Final Round Roster of Contestants approximately 30 minutes prior to the time of the final round.
- Open and review "Materials" packet (Roster of Contestants, Instructions for Contest, "Quiet Please" sign, 30 Seconds Left card, Speech Ranking Instructions, Speech Ranking Form, 1 or 3 sets of contestant labels, **Speaker letter cards**, Contest Evaluation Form, stopwatch (or other timing device), and black pen with **blue tape** around barrel)
- In the contest room, check in your Hall Monitor / Assistant Director and judges.
- Have judges be seated in **VARIOUS** areas of the room that are **not together**.
- Instruct the judges to sign and print their names on the ballot and evaluation sheets and also write the speaker letter in the "Contestant Speaker ID" blank on each evaluation sheet. (NOTE: Judges of speech events receive separate packets containing their ballot, instructions, and evaluation sheets, issued in the tab room.)
- Invite audience into the contest room to the capacity of the room (audience is required). Contestants must **NOT** be seated in the room

either before or after their speeches. A holding area OR the hall must be provided for them to wait until each is called individually to speak and is returned to this location after speaking.

At Contest Time

- IF THIS IS A PRELIMINARY ROUND:* **ANNOUNCE:** "Preliminary round evaluation pick-up will be in room _____ at _____. At that time the announcement of the top _____ contestants advancing to finals will be made. Contestants should take their evaluations with them after this announcement."
- IF THIS IS THE FINAL ROUND:* **ANNOUNCE:** "Evaluation review and awards will take place at _____ in room _____." (Found at the top of the Contestant Roster)
- ANNOUNCE:** "All cell phones and electronic devices, including Smart Watches, must be turned off at this time. Disqualification must result if your phone makes any sound while the contest is in progress. All audience members must remain quiet throughout the contest time, including in between speeches. No one may enter or exit the room, except in the case of an emergency, during contest, except for those who are so indicated on the roster to be approved for late entry or early dismissal. No head or hand signals, or any other communication, may be directed from audience members to performing students. Disruption in any way during presentations may require person(s) to leave the room, and the offender's school may be disqualified."
- Give "Quiet Please" sign to your Assistant Director / Hall Monitor, or tape to door if the Assistant is absent.
- Use roster to call roll quietly so the judges do not hear the name of the contestant or school. **DO NOT CHANGE THE SPEAKER ORDER.** Enter substitutions at District. (Substitution Form may be required at the District Level at Meet Director's discretion. Call Tab Room with any issues.) At State, verify and seat alternates whose names are listed on the Alternate Roster found under the competitor list provided.
- Give each student their Speaker letter card matching the letter assigned on the roster. Contestants wait in the hallway or other holding room when they are not speaking.**
- Inform the Hall Monitor of the names of any contestants you are expecting. Shut the door. No other contestants may enter thereafter without written permission from meet director.

PSIA – Modern Oratory – Contest Director’s Checklist – 2025

- ANNOUNCE** for all to hear, including judges: **“Judging of this event is independent, and no collaboration among judges shall be permitted. Judges will have up to 90 seconds to complete each independent evaluation following each speaker.”**
- Call for “Speaker A” to enter. Instruct the speaker to hold up the Speaker letter card for the audience and judges to see. Then collect the card from the speaker.
- Ask judges to abbreviate the topic in the space provided on their ballots by the speaker number.
- Direct the contestant to begin speaking. Begin timing with the first word spoken by the contestant. Start the stopwatch timer (it should count UP, not down, since you will need to know EXACTLY how long the contestant speaks).
- When the student has spoken for 5-1/2 minutes, hold up the “30 seconds left” card.
- Once the student has spoken his/her last word, mark the time in the chart.
- Allow judges up to 90 seconds to complete their evaluation. Proceed when it is clear the judges have finished their evaluation of this contestant.
- Call for Speaker B and repeat the steps above.
- After all speakers have spoken and the judges have used their 90 seconds to complete the evaluation of the last speaker, dismiss the contestants. Ask the judges to complete their ballots, reminding them that a rank of 1 is the best, a rank of 2 is second best, etc., and that they cannot award the same rank more than once (i.e., no ties).

After the Contest

- Call Hall Monitor / Assistant Director into the contest room and with the other assistant (if any), collect the judges’ ballots on which contestants are ranked. Make sure the judges did not repeat or skip any ranks. Collect all contestant evaluations.
- With the Assistant Director, complete Speech Ranking Sheet in pen using the judges’ ballots. Refer to the Ranking Procedure as needed. You and the Assistant Director will sign the Speech Ranking Sheet. Both should initial any changes made to the sheet.
- Ensure that there are no 3-way ties before dismissing the judges.

- On each contestant evaluation form, place a corresponding contestant label in the space provided. (With 3 judges, paper clip the evaluations together and place the label on top.)
- On the Contest Evaluation Form space provided, write the names and/or schools and cities of persons who were scheduled to Assist, Grade, or Hall Monitor in this event, but DID NOT show, or left prior to completion of the duty, without being dismissed by the director.
- Report to the Tab Room or the appropriate Tab Official to review the Speech Ranking Sheet.
- IF THIS IS A PRELIMINARY ROUND: Pick up “Qualifier” awards, if any, for all contestants NOT advancing to the next round.
- IF THIS IS THE FINAL ROUND: Pick up awards for 1st through 6th (as needed) and any other Qualifier awards (if needed) [DQ’ed contestants DO receive a Qualifier award]
- Do NOT write on the awards.
- Meet with contestants and ONE coach/parent/adult to review the evaluations for accuracy of student letter and evaluation speech topic. Call the Tab Room with any issues. Release ALL speech evaluations to contestants.
- PRELIM: Present Qualifier awards first, then announce the names of those advancing, along with the time and location of the Finals Round.
- FINALS: Present any Qualifier awards first, then announce 6th to 1st place winners. Drape medals at State.
- Label any medals (with masking tape) and awards with the contestant’s name, school, and city that are not picked up.
- Return to the Tab Room with any evaluation forms and awards not picked up.
- Turn in to the Meet Speech Director the following:
 - Contest Evaluation Form, indicating absent workers and other concerns.
 - Rosters and Ballots (Tabulation is done with all of these pages)
 - Labeled unissued awards with student name, school, and city.
 - Return all materials, packets, etc. to designated persons and places in the Tab Room.

Thank you for your service!



Music Memory

Questions? Call
PHONENUMBER

Contest Director's Checklist - 2025

Before Contest

- Open and Review "Materials" packet. (Contents: Contestant Roster, Contest Instructions, "Quiet Please" Sign, 2 sets of answer sheets-Parts 1 & 2 (count these to ensure that there are enough for all contestants), pencil with blue tape, contestant labels, Contest Evaluation Form; OPTIONAL: pens (different colors), paper clips)
- If using the computer audio system: login to computer system and activate the audio system. Open the mp3 file and player to ensure that it is working and check the volume levels.
- If using a CD player, obtain player from Tab Room. Set up the player in the front of the room, test the CD and adjust the volume levels.
- Open the sealed test packets WITH your Assistant Director(s) a few minutes prior to the beginning of the contest in the contest room. Check for errors in printing and count tests.
- Place the contestant labels on the test booklets. For substitutes at District, cross out the original contestant's name and write the name of the substitute on the label. For alternates at State, do not use the label; instead write the alternate's name and school with city name at the top of the test booklet.

At Contest Time

- ANNOUNCE to Contestants and others present before the room is cleared: **"Part 1 is a 20-item multiple choice test. You will be given 10 minutes to take the Part 1 portion of the test. Part 2 will follow immediately after.**
 - **FOR GRADES 3/4 AND 5/6: In Part 2, you will hear approximately 20 seconds of each of the 16 pieces, plus 4 alternate versions of some of the pieces.**
 - **FOR GRADES 7/8: In Part 2, you will hear approximately 20 seconds of each of the 20 pieces, plus 5 alternate versions of some of the pieces.**

Write the title and composer for each on your answer sheet. Note the rules for writing answers that are printed at the top of your answer sheets."

- ANNOUNCE to everyone: **"The time and location of your 15-minute verification period will be at _____ in room _____."** (Found at the top of the Contestant Roster)
- ANNOUNCE **"No cell phones, or any other electronic devices, including Smart Watches, are allowed in the contest room. If you have a cell phone with you, it must be completely turned off and placed here (designated area of room) at this time. Disqualification must result if your phone makes any sound while testing is in progress."**
- CLEAR the room of all BUT contestants and substitutes (alternates at State). Give the "Quiet Please" sign to the door monitor, or tape it to the outside of the door if Assistant is absent.
- Distribute an answer sheets (both parts) to each contestant.
- ANNOUNCE: **"I will now call the roll and pass out the tests. Do not open test until the start signal is given. When I call your name, raise your hand and say 'Here'. Then, listen for your contestant ID number. Write that number on your answer sheet."**
- Use the roster to call roll and seat contestants as far apart as possible from others from their school. Give the contestant his/her ID number, instructing them to write these numbers and their grade levels in the spaces provided on the answer sheet. Pass out test with contestant label to the contestant (For example: *"John Smith? John Smith... you are contestant 703."*)
- After running through the roster, call the names of absent contestants a second time. If they are not present, ask for substitutes (at district) or alternates (at state). You should call out for alternates by name in the hallway. The alternate that can replace an absent student is given at the bottom of the roster.
- For substitutes at District, cross out the original contestant's name and handwrite the substitute's name on the label. For alternates at State, do not use the label. Write the alternate's name, school name, and city at the top of the test in the spaces provided.
- ANNOUNCE **"Clear your area of everything but your pencil or pen and eraser."**
- Shut the door. No other contestants may enter after door is shut without permission from the meet director. Permission is usually found on the contestant roster by the student's name or school.

PSIA – Music Memory – Contest Director’s Checklist – 2025

- ANNOUNCE: “No talking or questions are allowed once the test begins. Disqualification may result.”
- ANNOUNCE: “All answers must be PRINTED CAPITAL letters in the spaces provided on the answer sheet for Part 1. Contestants may write on their tests, but only answers written in the spaces provided on the answer sheet will be graded.”
- Ask for questions regarding clarification. Contest rules will not be re-read, but clarification may be given.
- ANNOUNCE “As a reminder, you will have 10 minutes to complete Part 1. You may begin.” Note the time and start your countdown on your time.
- After exactly 10 minutes have passed, ANNOUNCE “Stop. Place your pencils down.” Collect student answer sheets for Part 1 separately first. Then, collect the test booklets for Part 1.
- ANNOUNCE “For Part 2, answers should be handwritten or printed exactly in accordance with the official Music Memory list.”
- Start the audio. The audio has the pauses between samples already timed out. You should not pause the audio once the contest begins.
- At the conclusion of the audio, collect all answer sheets for Part 2. After collection is complete, dismiss contestants.

After Contest

- Meet with graders at specified time and location. Contest Directors and Assistant Directors should assist in grading. Each test must be scored by two different graders, and the top 10 scoring tests must be scored by a third person. Each grader should use a different color ink.
- Complete the Contestant Roster, providing all scores, in PENCIL.
- Paperclip graded contestant answer sheets for Parts 1 and 2 to the test booklet and a copy of the answer key for each contestant.
- Complete the Contest Evaluation Form space provided, write the names and/or schools and cities of persons who were scheduled to Assist, Grade, or Hall Monitor in this event, but DID NOT show, or left prior to completion of the duty, without being dismissed by the director.
- Determine how many awards will be necessary and pick these up from the Tab Room. Have Tab Room officials check your contestant roster and assist you in collecting your awards for presentation. Do NOT write



on the ribbons UNTIL verification and ONLY then when no one is available to receive the ribbon.

Verification and Awards

- Meet contestants and ONE coach, parent OR adult from each school to review test with answer key. (Please make sure ONLY ONE adult attends this portion of the Verification/Awards Period with the contestant. Others may stand in the hall. Shut the door.) (Note: As an absent contestant’s name is called without response, place a small mark to the right of the contestant’s name to remind you that an award must be completed with the name, school, and city for this absent person after verification is over.)
- ANNOUNCE: “This is a time of absolute quiet. Raise your hand if you have a question. No pens, pencils, cell phones, electronic devices, or any other items should be in students’ or adults’ area during verification. Contestants may have their Music Memory Passport on hand to verify.”
- Address all questions and resolve all issues. Call the Tab Room with any issues. Collect all tests and answer keys, UNLESS the tournament is held on the final day for district meets (March 1), or unless it is the last State Meet (April 26).
- After 15 minutes and all questions have been resolved, allow others into the room for the award ceremony or inform participants where to assemble for the awards presentation. (Awards presented in Verification room at State.)
- Present awards by presenting qualifier ribbons first (if your District does not use qualifier ribbons, skip this step). Then award ribbons for 6th place to 1st place. At State, drape medals for 6th through 1st place.
- Mark all awards (ribbon or medal) that were not picked up during the awards ceremony.
- In the Tab Room, present your Roster of Contestants completed with all test scores posted in pencil to the person designated to receive these official results. (Be sure to know who this person is.)

After Verification

- Return to the Tab Room and turn in the following to the Meet Director or other Tab Room Designate:
 - o Contest Evaluation Form, indicating absent workers or other concerns
 - o Contestant Rosters that have been completed in pencil.
 - o Labeled unissued awards with student name, school name, and city. At State, ask for masking tape to label unissued medals with student name, school name, and city.
 - o Return all materials, packets, etc. to designated areas in the Tab Room. – **THANK YOU FOR YOUR SERVICE**



Number Sense

Questions? Call
PHONENUMBER

Contest Director's Checklist - 2025

Before Contest

- Open and Review “Materials” packet. (Contents: Contestant Roster, Contest Instructions, “Quiet Please” Sign, pencil with blue tape, contestant labels, Contest Evaluation Form; OPTIONAL: pens (red, purple, green, etc. – contestants must use blue pens, so graders should use colors other than blue), paper clips)
- Open the sealed test packet WITH your Assistant Director from a different school a few minutes prior to the beginning of the contest. Check for errors in printing and count tests. **DO NOT APPLY CONTESTANT LABELS UNTIL AFTER GRADING.**

At Contest Time

- ANNOUNCE to Contestants and Others Present Before the Room is Cleared: **“This is a 10-minute mental math contest. Answers ONLY must be placed in the spaces provided on the test in blue ink. Additional marks on the test could constitute a disqualification.”**
- ANNOUNCE to All Present: **“The time and location of your 15-minute verification period will be _____ in room _____.”** (Found at the top of your Contestant Roster)
- ANNOUNCE: **“No cell phones, or any other electronic devices, including Smart Watches, are allowed in the contest room.” IF you have a cell phone with you, it must be completely turned off and placed here (note the area) at this time. Disqualification must result if your phone makes any sound while testing is in progress.”**
- CLEAR the room of all BUT contestants and substitutes (alternates at State). Give “Quiet Please” sign to Hall Monitor, or tape it on the outside of the door if Assistant is absent.
- Distribute tests face-up. ANNOUNCE: **“Do not open test until the start signal is given.”**
- Use the roster to call roll and seat contestants as far apart as possible from others from their school. Assign numbers to contestants (numbers listed on roster are the contestants’ ID numbers), instructing them to write these numbers and their grade levels in the spaces provided on the

front page of their test. (For example: “John Smith? John Smith... you are contestant 703.”)

- After running through the roster, call the names of absent contestants a second time. If they are not present, ask for substitutes (at district) or alternates (at state). You should call out for alternates by name in the hallway. The alternate that can replace an absent student is given at the bottom of the roster.
- ASK contestants again to clear desks of everything except their BLUE INK PENS while you shut the door. No other contestants may enter after the second roll call and the door has been shut.
- ANNOUNCE: **“No talking or questions are allowed when test begins. Disqualification may result.”**
- Ask for questions regarding clarification. **Contest rules will not be re-read to contestants.**
- ANNOUNCE: **“As a reminder, you will have 10 minutes to complete this test. Please remain in your seat throughout the test. You may start,”** and make a note of time here: _____
- After exactly 10 minutes, ANNOUNCE: **“Stop. Pencils down.”**
- Collect tests.
- Dismiss Contestants.

After Contest

- Meet with graders at specified time and location. Contest Directors and Assistant Directors should assist in grading. Each test must be scored by two different graders, and the top 10 scoring tests must be scored by a third person, each using a different color ink. Graders should not use BLUE ink since that’s what the contestants used.
- Complete the Contest Roster with **ALL scores posted in PENCIL.**
- After grading is complete and scores have been recorded, have the Assistant Director help with attaching the contestant labels to the graded tests, matching with the contestant information on test papers. For substitutes at District, cross out the original contestant’s name and hand write the substitute’s name on the label. For alternates at State, do not use the label – hand write the contestant’s name, school, and city at the top of the cover sheet in the spaces provided. (ID labels contain the contestant’s name, school name, city, and grade level.)



PSIA – Number Sense – Contest Director’s Checklist – 2025

- Paperclip each graded contestant test and an answer key together.
- On the Contest Evaluation Form space provided, write the names and/or schools and cities of persons who were scheduled to Assist, Monitor, Grade, or Hall Monitor in this event, but DID NOT show, or left prior to completion of the duty, without being dismissed by the director.
Assistant Directors serve as graders and as assistants in Verification.
- Go to the Tab Room and have the meet director or designee review the completed roster.
- Determine how many awards will be necessary and pick these up in the Tab Room. Have tab room official check your contest roster and assist you in collecting your awards for presentation. Do not write on ribbons.

Verification and Awards

- Meet contestants and optionally ONE coach, parent OR adult from each school to review the contestant's own tests with answer keys. (Note: As an absent contestant’s name is called without response, place a small mark to the right of the contestant’s name to remind you that an award must be completed with the name, school, and city for this absent person after verification is over.)
- ANNOUNCE: **“This is a time of absolute quiet. Raise your hand if you have a question. No pens, pencils, cell phones, electronic devices, or any other items should be in students’ area during verification, including those with the adults.”**
- Address all questions and resolve all issues. Call the Tab Room with any issues. **Collect all tests and answer keys, UNLESS** the tournament is held on the final day for district meets (**March 1**), or unless it is the last State Meet (**April 26**).
- After 15 minutes and all questions have been resolved, allow others into the room for the award ceremony or inform participants where to assemble for the awards presentation. (Awards presented in Verification room at State.)
- Present awards by presenting qualifier ribbons first (if your District does not use qualifier ribbons, skip this step). Then award ribbons for 6th place to 1st place. At State, drape medals for 6th through 1st place.
- Mark all awards (ribbon or medal) that were not picked up during the awards ceremony.

- In the Tab Room, present your Roster of Contestants completed with all test scores posted in pencil to the person designated to receive these official results. (Be sure to know who this person is.)

After Verification

- Return to the Tab Room and turn in the following to the Meet Director or other Tab Room Designate:
 - Contest Evaluation Form, indicating absent workers or other concerns
 - Contestant Rosters that have been completed in pencil.
 - Labeled unissued awards with student name, school name, and city. At State, ask for masking tape to label unissued medals with student name, school name, and city.
 - Return all materials, packets, etc. to designated places and people in the Tab Room.

Thank you for your service!



On-site Drawing

Questions? Call
PHONENUMBER

Contest Director's Checklist - 2025

Before Contest

- Open and Review "Materials" packet. (Contents: Contestant Roster, Contest Instructions, "Quiet Please" sign, pencil with blue tape (for contest director), pens (for judges), paper clips, 14" by 17" or other standard drawing paper (enough for the number of contestants indicated on your roster, plus a few extra), judging ballots (one for each of 3 judges), student evaluation sheets for the number of contestants in the contest, and Contest Evaluation Form)
- Make sure the display is setup in the center of the room, with contestants chairs and desks around it arranged in a circle (or seating in the round), or alternatively, display setup in the front of the room and contestants seated in a U-shape. In either case, there must only be a single row of seats around the display.

At Contest Time

- ANNOUNCE: "Contestants will have 45 minutes to draw their interpretation of the composite still life display that I will uncover when the contest begins. Each of you will receive one piece of drawing paper with your Contestant ID number in the upper right-hand corner. You will draw with any approved media or combined media that you have brought into the contest room. Media must not require water, oil, or a paintbrush. No rulers or mechanical drawing instruments are allowed."
- ANNOUNCE to everyone: "The time and location of your 15-minute VIEWING period will be _____ in room _____. The Awards will be presented immediately following the Viewing period in room _____." (Found at the top of your Contestant Roster)
- ANNOUNCE: "No cell phones, or any other electronic devices, including Smart Watches, are allowed in the contest room." IF you have a cell phone with you, it must be completely turned off and placed here (note the area) at this time. Disqualification must result if your phone makes any sound while the contest is in progress."

- CLEAR the room of all BUT contestants and substitutes (alternates at State). Give "Quiet Please" sign to door monitor, or tape it on the outside of the door if Hall Monitor is absent.
- Use the roster to call roll and seat contestants as far apart as possible from others from their school.
- Place the ID label on the **back (not the front)** of each contestant's drawing paper as you hand them their paper (individually).
- After running through the roster, call the names of absent contestants a second time. If they are not present, ask for substitutes (at district) or alternates (at state). You should call out for alternates by name in the hallway. The alternate that can replace an absent student is given at the bottom of the roster. Have contestants write their Contestant ID number in the upper right-hand corner of their paper.
- ANNOUNCE "Clear your area of everything but your paper and media."
- Shut the door. No other contestants may enter after door is shut without permission from the meet director. Permission is usually found on the contestant roster by the student's name or school.
- Ask for questions regarding clarification. Contest rules will not be re-read to contestants.
- ANNOUNCE: "As a reminder, you will have 45 minutes to complete your work. No talking or questions after the test begins. Please remain in your seat throughout the test. You may start." and make a note of time here: _____
- When there is 5 minutes remaining, ANNOUNCE: "You have 5 minutes remaining."
- After exactly 45 minutes, ANNOUNCE: "Stop."
- Leave the still-life objects and drawings exactly where they are. Leave the drawing face-up. The judges evaluate the drawing from each student's point of view of the still-life.
- Have contestants collect their media and anything else they brought and leave the room.

After the Contest

- Assuming you have 3 judges total for all 3 grade levels, meet with the lead judge in the contest room for each grade level (usually each judge

PSIA – On-site Drawing – Contest Director’s Checklist – 2025

will be the “lead” judge of one of the grade levels). Provide the lead judge with the evaluation sheets for each contestant of that grade level and a pencil, if needed.

- Preliminary Judging: Have the lead judge rank contestants to be *in the top 10* for that grade level using the ballot provided in your packet.
- Final Judging: Have the lead judge meet with the other two judges (who are lead judges in the other 2 grade levels of this contest) to determine ranks **1st through 10th** for that grade. (Ranks 1st through 6th receive medals or ribbons of that rank)
- Repeat for each lead judge and grade level.
- Post the top 10 rankings from each grade level in pencil on your official roster for each grade level.
- On the Contest Evaluation Form space provided, write the names and/or schools and cities of persons who were scheduled to Assist, Monitor, Grade, or Hall Monitor in this event, but DID NOT show, or left prior to completion of the duty, without being dismissed by the director.
- Go to the Tab Room or designated area to have your Roster checked by a designated contest official.
- Determine how many awards will be necessary and pick these up in the Tab Room. Have Tab Room official check your contest roster and assist you in collecting your awards for presentation. **Do not write on ribbons.**

Viewing and Awards

- Meet contestants and optionally ONE coach, parent OR adult from each school to review the contestant's own drawings.
- Have lead judge comment on the selection process, if they are still available.
- Remind students that the **top 3** drawings at each grade level are to be displayed in room _____ until about 3:00 p.m. **Release all other art works to contestants during awards presentation.**
- All other drawings should be taken by the contestants or their adult representative.

- Announce awards presentation time (i.e., 5 minutes) to allow parents and others to come into room and be seated, or to assemble in the area where awards will be presented. (Awards presented in Viewing room at State.)
- Present awards by presenting qualifier ribbons first (if your District does not use qualifier ribbons, skip this step). Then, award places 6th through 1st. At State, drape medals on contestants.
- Mark all awards (ribbon or medal) that were not picked up during the awards ceremony.
- Use wipes to clean messy surfaces if provided (especially at State!).
- Return to the TAB room with the top 3 drawings and ask they be hung up on display.

After Verification

- Return to the Tab Room and turn in the following to the Meet Director or other Tab Room Designate:
 - Contest Evaluation Form, indicating absent workers or other concerns
 - Contestant Rosters that have been completed in pencil.
 - Labeled unissued awards with student name, school name, and city. At State, ask for masking tape to label unissued medals with student name, school name, and city.
 - Return all materials, packets, etc. to designated places and people in the Tab Room.

Thank you for your service!



Oral Interpretation

Questions? Call
PHONENUMBER

Contest Director's Checklist - 2025

| | | | | | |
|---------------------------------------------------------------------------|--|--------------------------|-----------|--|--------------------------|
| <i>Record speaking times here. Check box with documentation approval.</i> | | | | | |
| Speaker A | | <input type="checkbox"/> | Speaker F | | <input type="checkbox"/> |
| Speaker B | | <input type="checkbox"/> | Speaker G | | <input type="checkbox"/> |
| Speaker C | | <input type="checkbox"/> | Speaker H | | <input type="checkbox"/> |
| Speaker D | | <input type="checkbox"/> | Speaker I | | <input type="checkbox"/> |
| Speaker E | | <input type="checkbox"/> | | | |

Before Contest

- IF DIRECTING A FINAL ROUND:* Pick up in the Tab Room your Final Round Roster of Contestants approximately 30 minutes prior to the time of the final round.
- Open and review “Materials” packet (Roster of Contestants, Instructions for Contest, “Quiet Please” sign, 30 Seconds Left lime green card, Speech Ranking Instructions, Speech Ranking Form, contestant labels, Speaker letter cards, Contest Evaluation Form, stopwatch (or use your phone), and pen with blue tape around it).
- In the contest room, check in your Hall Monitor / Assistant Director and judges.
- Have judges be seated in VARIOUS areas of the room that are **not together**.
- Instruct the judges to sign and print their names on the ballot and evaluation sheets and also write the speaker letter in the "Contestant Speaker ID" blank on each evaluation sheet. (NOTE: Judges of speech events receive separate packets containing their ballot, instructions, and evaluation sheets, issued in the tab room.)
- Invite audience into the contest room to the capacity of the room (audience is required). Contestants will be seated in the room. Provide spaces for contestants in the room. A student may leave the contest room if permission has been placed in writing on the roster that the contestant may depart after speaking. Other contestants may enter the contest late only with written permission on the roster, due to dual entry.

At Contest Time

- IF THIS IS A PRELIMINARY ROUND:* ANNOUNCE: “Preliminary round evaluation pick-up will be in room _____ at _____. At that time the announcement of the top _____ contestants advancing to finals will be made. Contestants should take their evaluations with them after this announcement.”
- IF THIS IS THE FINAL ROUND:* ANNOUNCE: “Evaluation review and awards will take place at _____ in room _____.” (Found at the top of your Contestant Roster)
- ANNOUNCE: “All cell phones and electronic devices, including Smart Watches, must be turned off at this time. Disqualification must result if your phone makes any sound while the contest is in progress. All audience members must remain quiet throughout the contest time, including in between speeches. No one may enter or exit the room, except in the case of an emergency, during contest, except for those who are so indicated on the roster to be approved for late entry or early dismissal. No head or hand signals, or any other communication, may be directed from audience members to performing students. Disruption in any way during presentations may require person(s) to leave the room, and the offender’s school may be disqualified.”
- Give “Quiet Please” sign to your Assistant Director / Hall Monitor, or tape to outside of the door if Assistant absent.
- Use roster to call roll discreetly so that the judges do not hear the contestant names or schools. **DO NOT CHANGE THE SPEAKER ORDER.** Enter substitutions at District. (Substitution Form may be required at the District Level at Meet Director's discretion. Call Tab Room with any issues.) At State, verify and seat alternates whose names are listed on the Alternate Roster found under the competitor list provided. You may need to call for the alternate in the hallway.
- Give each student the Speaker letter card matching the letter assigned on the roster.**
- Check for documentation.
 - o If your meet is using Digital Documentation, you will have a sheet indicating whether or not the contestant’s documentation has been received and approved. **You must still verify that the contestant performs the piece(s) listed on the Documentation Sheet. Check the box in the table above if the documentation is approved AND the contestant performs those pieces.**
 - o If there are questions about the documentation, ask about it in the Tab Room AFTER THE CONTEST.

PSIA – Oral Interpretation – Contest Director’s Checklist – 2025

- Even if the documentation is not approved, DO NOT ANNOUNCE this to the audience. The contestant IS STILL allowed to present their piece even without proper documentation.

- Inform the Hall Monitor of the names of any contestants you are expecting. Shut the door. No other contestants may enter thereafter without written permission from meet director.
- ANNOUNCE: **“Judges’ rankings in this contest are independent. Judges will have up to 1-1/2 minutes to complete each evaluation following each speaker.”**
- Have students present their pieces in the order designated on the roster before the judge(s) in the manner below.
- Call **“Speaker A.”** Instruct the speaker to hold up the Speaker letter card for the audience and judges to see. Then, collect the letter card from the speaker.
- Begin timing with the first word spoken by the contestant. Start the stopwatch timer (it should count UP, not down, since you will need to know EXACTLY how long the contestant speaks).
- When the student has spoken for 5-1/2 minutes, hold up the “30 seconds left” card.
- Once the student has spoken his/her last word, mark the time in the table above.
- Allow judges up to 90 seconds to complete their evaluation.
- Call for “Speaker B” and repeat the steps above.
- After all speakers have spoken and the judges have used their 90 seconds to complete the evaluation of the last speaker, dismiss the contestants. Ask the judges to complete their ballots.

After the Contest

- Call Hall Monitor / Assistant Director into the contest room and with the other assistant (if any), collect the judges’ ballots on which contestants are ranked. Make sure the judges did not repeat or skip any ranks. Collect all contestant evaluations.
- With the Assistant Director, complete Speech Ranking Sheet in pen using the judges’ ballots. Refer to the Ranking Procedure as needed. You and the Assistant Director will sign the Speech Ranking Sheet. Both should initial any changes made to the sheet.
- Ensure that there are no 3-way ties before dismissing the judges.

- On each evaluation form, place a corresponding contestant label in the space provided. (With 3 judges, paper clip the evaluations together and place the label on top.)
- On the Contest Evaluation Form space provided, write the names and/or schools and cities of persons who were scheduled to Assist, Monitor, Grade, or Hall Monitor in this event, but DID NOT show, or left prior to completion of the duty, without being dismissed by the director.
- Report to the Tab Room or the appropriate Tab Official to review the Speech Ranking Sheet.
- IF THIS IS A PRELIMINARY ROUND: Pick up “Qualifier” awards, if any, for all contestants NOT advancing to the next round.
- IF THIS IS THE FINAL ROUND: Pick up awards for 1st through 6th (as needed) and any other Qualifier awards (if needed) [DQ’ed contestants DO receive a Qualifier award]. Do NOT write on the awards.

Evaluation Return and Awards

- Meet with contestants and ONE coach/parent/adult to review the evaluations for accuracy of student letter and evaluation speech topic. Call the Tab Room with any issues. Release ALL speech evaluations to contestants.
- PRELIM: Present Qualifier awards first, then announce the names of those advancing, along with the time and location of the Finals Round.
- FINALS: Present any Qualifier awards first, then announce 6th to 1st place winners. Drape medals at State.
- Label any medals (with masking tape) and awards with the contestant’s name, school, and city that are not picked up.
- Return to the Tab Room with any evaluation forms and awards not picked up.
- Turn in to the Meet Speech Director the following:
 - Contest Evaluation Form, indicating absent workers and other concerns
 - Rosters and Ballots (Tabulation is done with all of these pages)
 - Labeled unissued awards with student name, school, and city.
 - Return all materials, packets, etc. to designated persons and places in the Tab Room.

Thank you for your service!



Ready Writing

Questions? Call
PHONENUMBER

Contest Director's Checklist - 2025

Before Contest

- Open and Review "Materials" packet. (Contents: Contestant Roster, Contest Instructions, "Quiet Please" Sign, judges' pens (multiple colors), pencil with blue tape, paper clips, contestant labels, contestant evaluation forms (1 per contestant), ballots for each judge, and the Contest Evaluation Form)
- Open the sealed test packet containing prompt pages WITH your Assistant Director a few minutes prior to the beginning of the contest. Check for errors in printing and count prompts (enough for each contestant and judges).
- Review RULES for the contest. Times vary by grade level for this competition.

| | |
|----------------|------------|
| Grades 3 and 4 | 45 minutes |
| Grades 5 and 6 | 60 minutes |
| Grades 7 and 8 | 90 minutes |

- If ID labels have not yet been placed on PROMPT pages, complete this task with the assistant.

At Contest Time

- ANNOUNCE: "Contestants, you will have _____ minutes, using your own paper and pencil or pen to write your composition. Choose only one of the two prompts that you will receive."
- ANNOUNCE to All Present: "The time and location of your 15-minute verification period will be at _____ in room _____." (Found at the top of your Contestant Roster)
- ANNOUNCE: "No cell phones, or any other electronic devices, including Smart Watches, are allowed in the contest room." IF you have a cell phone with you, it must be completely turned off and placed here (note the area) at this time. Disqualification must result if your phone makes any sound while the contest is in progress."
- CLEAR the room of all BUT contestants and substitutes (alternates at State). Give "Quiet Please" sign to Hall Monitor, or tape it on the outside of the door.

- Use the roster to call roll and seat contestants as far apart as possible from others from their school.
- After running through the roster, call the names of absent contestants a second time. If they are not present, ask for substitutes (at district) or alternates (at state). You should call out for alternates by name in the hallway. The alternate that can replace an absent student is given at the bottom of the roster.
- Distribute the labeled prompts to the appropriate contestants. For substitutes at District, cross out the original contestant's name and hand write the substitute's name on the label. For alternates at State, do not use the label. Write the alternate's name, school name, and city at the top of the test in the spaces provided.
- ANNOUNCE: "Using the information found on your ID label, write your contestant ID number in the upper left-hand corner of each page of your writing. Write your grade level and A or B, depending on the topic you choose to write about, in the upper right-hand corner of each page of your writing. Be sure to create a title for your piece and write it at the top of the first page. Remember NOT to use your name or the name of your school in your writing." (Contestants should provide their own paper, pen, pencils, and erasers.)
- ANNOUNCE: "No talking or questions are allowed when test begins. Disqualification may result."
- Ask for questions regarding clarification. Contest rules will not be re-read to contestants.
- ANNOUNCE: "As a reminder, you will have _____ minutes to complete your writing. You may leave early when you finish your writing. You may start," and make a note of time here: _____
- When there are 15 minutes remaining, give the contestants a 15-minute warning. ANNOUNCE: "You have 15 minutes remaining."
- After the allotted time for this contest (see timing chart above), ANNOUNCE: "Stop." Collect all writing prompt pages first and hold them separately from the contestants' writing pages. Then, collect all writing pages from the students. Paper clip writing pages only together as efficiently as possible in the collection process.
- Dismiss contestants.

After the Contest

- Meet with the judges at the designated time and place. Provide sample comments (instructions for the contestant) to judges in order to encourage constructive comments for students and copies of an unlabeled prompt page. Have judges rank contestants to the top 10 at each grade level. Grade levels are separated for this contest. Judging may be done initially with the ballots provided, followed by **collaboration** among judges, as needed, to arrive at the **top 10** places for each grade level.
- After judging, pair the ID’d prompt pages with the contestants’ writing pages. Clip all pages together with the ID’d prompt page on top, followed by the judges’ evaluation page, then the contestant’s composition.
- Post the **top 10** rankings in pencil on your official roster for each grade level.
- On the Contest Evaluation Form space provided, write the names and/or schools and cities of persons who were scheduled to Assist, Monitor, Grade, or Hall Monitor in this event, but DID NOT show, or left prior to completion of the duty, without being dismissed by the Contest Director.
- Go to the Tab Room or designated area to have your roster checked by a designated contest official.
- Have someone in the Tab Room make a photocopy of the 1st place essay and evaluation for each grade level. The Tab Room will retain the original essay to be considered for future publication in the Ready Writing and Creative Writing Handbook. To keep the winning essay a surprise, take the original essay to the Viewing Period to have the contestant view for the 15 minutes, then be sure to exchange it after the viewing with the photocopied essay, IF the essays are being released (**March 1** or **April 26**). All essays are kept if the meet is NOT on one of these two days.

Evaluation Return and Awards

- Meet contestants and optionally ONE coach, parent OR adult from each school to review the contestant’s own judges’ critiques. (Note: As an absent contestant’s name is called without response, place a small mark to the right of the contestant’s name to remind you that an award must be completed with the name, school, and city for this absent person after verification is over.)

- ANNOUNCE: “**This is a time of absolute quiet. Raise your hand if you have a question. No pens, pencils, cell phones, electronic devices, or any other items should be in students’ area during verification, including those with the adults.**”
- Address all questions and resolve all issues. Call the Tab Room with any issues. UNLESS the tournament is the final day of district (**March 1**) or the last State Meet (**April 26**), COLLECT ALL PAPERS AND PROMPTS.
- After the 15-minute review time has expired, all issues have been resolved, and the papers and prompts have been collected (if needed), allow others into the room for the award ceremony or inform participants where to assemble for the awards presentation. (**Awards presented in Verification room at State.**)
- Present awards by presenting qualifier ribbons first (if your District does not use qualifier ribbons, skip this step). Then award ribbons for 6th place to 1st place. At State, drape medals for 6th through 1st place. Collect the original 1st place writing from the contestant in exchange for their ribbon or medal and provide them with the photocopy.
- Mark all awards (ribbon or medal) that were not picked up during the awards ceremony.
- In the Tab Room, present your Roster of Contestants completed with all ranks posted in pencil to the person designated to receive these official results. (Be sure to know who this person is.)

After Verification

- Return to the Tab Room and turn in the following to the Meet Director or other Tab Room Designate:
 - Contest Evaluation Form, indicating absent workers or other concerns
 - Contestant Rosters that have been completed in pencil.
 - Labeled unissued awards with student name, school name, and city. At State, ask for masking tape to label unissued medals with student name, school name, and city.
 - Return all materials, packets, etc. to designated places and people in the Tab Room.

Thank you for your service!



Science

Questions? Call
PHONENUMBER

Contest Director's Checklist - 2025

Before Contest

- Open and Review “Materials” packet. (Contents: Contestant Roster, Contest Instructions, “Quiet Please” sign, answer sheets for the number of contestants assigned to your room, pencil with blue tape, contestant labels, Contest Evaluation Form; OPTIONAL: grading pens (multiple colors), paper clips)
- Open the sealed test packet WITH your Assistant Director a few minutes prior to the beginning of the contest in the contest room. Check for printing errors and count tests.
- If contestant labels have not yet been placed on the objective tests, complete that task. For substitutes at District, cross out the original contestant’s name and hand write the substitute’s name on the label. For alternates at State, do not use the label; instead write the alternate’s name, school name, and city at the top of the test in the space provided.

At Contest Time

- ANNOUNCE: **“This is a 30-minute test. There are 50 multiple choice questions. When you receive your answer sheets, note the rules for writing answers that are printed at the top.”**
- ANNOUNCE: **“The time and location of your 15-minute verification period will be at _____ in room _____. (Found at the top of the Contestant Roster)**
- ANNOUNCE: **“No cell phones, or any other electronic devices, including Smart Watches, are allowed in the contest room. If you have a cell phone with you, it must be completely turned off and placed here (note area of the room) at this time. Disqualification must result if your phone makes a sound while testing is in progress.”**
- Clear the room of all BUT contestants and substitutes (alternates at State). Give the “Quiet Please” sign to the door monitor, or tape on the outside of the door if Assistant is absent.
- Distribute an answer sheet to each contestant.
- ANNOUNCE: **“I will now call the roll and pass out the tests. Do not open test until the start signal is given. When I call your name, raise**

your hand and say ‘Here’. Then, listen for your contestant ID number. Write that number on your answer sheet.”

- Use the roster to call roll and seat contestants as far apart as possible from others from their school. Give the contestant his/her ID number, instructing them to write these numbers and their grade levels in the spaces provided on the answer sheet. Pass out test with contestant label to the contestant (For example: *“John Smith? John Smith... you are contestant 703.”*)
- After running through the roster, call the names of absent contestants a second time. If they are not present, ask for substitutes (at district) or alternates (at state). You should call out for alternates by name in the hallway. The alternate that can replace an absent student is given at the bottom of the roster.
- For substitutes at District, cross out the original contestant’s name and handwrite the substitute’s name on the label. For alternates at State, do not use the label. Write the alternate’s name, school name, and city at the top of the test in the spaces provided.
- ANNOUNCE: **“Clear your area of everything except pens, pencils, and erasers.”**
- Shut the door. No other contestants may enter after the door is shut without written permission from the meet director. Permission is usually found on the contestant roster by the student’s name or school. Inform the hall monitor the names of any contestants who have permission to enter late.
- ANNOUNCE: **“No talking or questions are allowed when the test begins. Disqualification may result.”**
- ANNOUNCE: **“All answers must be in PRINTED CAPITAL letters in the spaces provided on the answer sheet. Contestants may write on their tests, but only answers written in the spaces provided on the answer sheet will be graded. You must remain in your seat until time is up.”**
- Ask for questions regarding clarification. Contest rules will not be re-read to contestants.
- ANNOUNCE: **“As a reminder, you will have 30 minutes to complete this test. You may start,”** and make a note of time here: _____
- When there is 5 minutes remaining, ANNOUNCE: **“You have 5 minutes remaining.”**
- After exactly 30 minutes ANNOUNCE: **“Stop. Pencils down.”**

PSIA – Science – Contest Director’s Checklist – 2025

- Collect answer sheets separately from tests and other materials.
- Dismiss contestants.

After Contest

- Meet with graders at specified time and location. Contest Directors and Assistant Directors should assist in grading. Each test must be scored by two different graders, and the top 10 scoring tests must be scored by a third person, each using a different color ink.
- Paperclip graded contestant answer sheets and a key to individual contestants’ labeled tests.
- Complete the Contest Roster with **ALL scores posted in PENCIL.**
- On the Contest Evaluation Form space provided, write the names and/or schools and cities of persons who were scheduled to Assist, Grade, or Hall Monitor in this event, but DID NOT show, or left prior to completion of the duty, without being dismissed by the director. Assistant Directors serve in Verification.
- Go to the Tab Room and have the Meet Director, or a designee, review your completed contest roster.
- Determine how many awards will be necessary. After Tab Room official has checked your contest roster, you will be assisted in collecting your awards for presentation. Do not write on ribbons.



Verification and Awards

- Meet contestants and optionally ONE coach, parent OR adult from each school to review the contestant's own tests with answer keys. (Note: As an absent contestant’s name is called without response, place a small mark to the right of the contestant’s name to remind you that an award must be completed with the name, school, and city for this absent person after verification is over.)
- ANNOUNCE: “**This is a time of absolute quiet. Raise your hand if you have a question. No pens, pencils, cell phones, electronic devices, or any other items should be in students’ area during verification, including those with the adults.**”
- Address all questions and resolve all issues. Call the Tab Room with any issues. **Collect all tests and answer keys, UNLESS** the tournament is

held on the final day for district meets (**March 1**), or unless it is the last State Meet (**April 26**).

- After 15 minutes and all questions have been resolved, allow others into the room for the award ceremony or inform participants where to assemble for the awards presentation. (**Awards presented in Verification room at State.**)
- Present awards by presenting qualifier ribbons first (if your District does not use qualifier ribbons, skip this step). Then award ribbons for 6th place to 1st place. At State, drape medals for 6th through 1st place.
- Mark all awards (ribbon or medal) that were not picked up during the awards ceremony.
- In the Tab Room, present your Roster of Contestants completed with all test scores posted in pencil to the person designated to receive these official results. (Be sure to know who this person is.)

After Verification

- Return to the Tab Room and turn in the following to the Meet Director or other Tab Room Designate:
 - Contest Evaluation Form, indicating absent workers or other concerns
 - Contestant Rosters that have been completed in pencil.
 - Labeled unissued awards with student name, school name, and city. At State, ask for masking tape to label unissued medals with student name, school name, and city.
 - Return all materials, packets, etc. to designated places and people in the Tab Room.

Thank you for your service!



Spelling

Questions? Call
PHONENUMBER

Contest Director's Checklist - 2025

Before Contest

- Open and Review "Materials" packet. (Contents: Contestant Roster, Contest Instructions, "Quiet Please" Sign, contestant answer sheets (count these to ensure that there are enough for all contestants), pencil with blue tape, contestant labels, Contest Evaluation Form; OPTIONAL: pens (multiple colors), paper clips)
- If using the computer audio system: login to computer system and activate the audio system. Open the mp3 file and player to ensure that it is working and check the volume levels.
- If using a CD player, obtain player from Tab Room. Set up the player in the front of the room, test the CD and adjust the volume levels.
- Open the test packet WITH your Assistant Director(s) a few minutes prior to the beginning of the contest in the contest room. Check for errors in printing and count contestant answer sheets.
- Attach the Contestant Labels to the Cover Sheet for each contestant.

At Contest Time

- ANNOUNCE: "**This is the Spelling Contest for grade(s) _____.** Determine whether students are in the correct room for the grade level they are competing in. It is possible for a contestant to compete two grade levels above their actual grade level. If a contestant says that they are actually in a different grade level, check the roster for their name before sending them to a different room. Their campus coordinator may have moved them up in grade level to compete.
- ANNOUNCE: "**The time and location for your 15-minute verification period will be at _____ in room _____.**" (Found at the top of your Contestant Roster)
- ANNOUNCE: "**No cell phones, or any other electronic devices, including Smart Watches, are allowed in the contest room. If you have a cell phone with you, it must be completely turned off and placed here (note area of the room) at this time. Disqualification**

must result if your phone makes a sound while testing is in progress."

- Clear the room of all BUT contestants and substitutes (alternates at State). Give the "Quiet Please" sign to the Hall Monitor, or tape on the outside of the door if Assistant is absent.
- Pass out contestant answer sheets.
- Use the roster to call roll and seat contestants as far apart as possible from others from their school. Give the contestant his/her ID number, instructing them to write these numbers and their grade levels in the spaces provided on the answer sheet. Pass out Spelling Cover Sheet with contestant label to the contestant (For example: "*John Smith? John Smith... you are contestant 703.*")
- After running through the roster, call the names of absent contestants a second time. If they are not present, ask for substitutes (at district) or alternates (at state). You should call out for alternates by name in the hallway. The alternate that can replace an absent student is given at the bottom of the roster.
- For substitutes at District, cross out the original contestant's name and handwrite the substitute's name on the label. For alternates at State, do not use the label. Write the alternate's name, school name, and city at the top of the test in the spaces provided.
- ANNOUNCE: "**Clear your area of everything except pens, pencils, and erasers."**
- Shut the door. No other contestants may enter after the door is shut without written permission from the meet director. Permission is usually found on the contestant roster by the student's name or school. Inform the hall monitor the names of any contestants who have permission to enter late.
- Ensure that contestants wrote their ID numbers on the answer sheet. Instruct contestants to write their contestant ID number and their grade level in the spaces found on their answer sheet. The contestant ID number is found on the label on the Cover Sheet or should be handwritten by you or your assistant.
- ANNOUNCE: "**No talking or questions are allowed when the test begins. Disqualification may result."**
- ANNOUNCE: "**All spelling words must be written or printed in the spaces provided on the answer sheets beside the corresponding**

PSIA – Spelling – Contest Director’s Checklist – 2025

number announced on the audio. You must remain seated in the room until the contest is over.”

- Ask for questions regarding clarification. **Contest rules will not be re-read to contestants.**
- When ready, ANNOUNCE **“Let’s begin”** and start the audio. The pauses between words are embedded in the audio with the correct timing. There is no need to pause or stop the audio. Directors are NOT allowed to repeat the words (on the audio or by speaking). Play the audio until it finishes.
- After the audio finishes, ANNOUNCE **“Stop. Pencils down.”**
- Collect the cover sheets separately from the answer sheets. The graders are only allowed to see the answer sheets.
- Dismiss contestants.

After Contest

- Meet with graders at specified time and location. Contest Directors and Assistant Directors should assist in grading. Each test must be scored by two different graders, and the top 10 scoring tests must be scored by a third person, each using a different color ink. Refer to the specific directions for grading the Spelling contest, but be aware that regular words count for 5 points and outside words count for 7 points.
- Paperclip the cover sheet, then the graded answer sheets, and finally a copy of the answer key for each contestant.
- Complete the Contest Roster with **ALL scores posted in PENCIL.**
- On the Contest Evaluation Form space provided, write the names and/or schools and cities of persons who were scheduled to Assist, Grade, or Hall Monitor in this event, but DID NOT show, or left prior to completion of the duty, without being dismissed by the director. **Assistant Directors serve in Verification.**
- Go to the Tab Room and have the Meet Director, or a designee, review your completed contest roster.
- Determine how many awards will be necessary. After tab room official has checked your contest roster, you will be assisted in collecting your awards for presentation. Do not write on ribbons.



Verification and Awards:

- Meet contestants and optionally ONE coach, parent OR adult from each school to review the contestant’s own tests with answer keys. (Note: As an absent contestant’s name is called without response, place a small mark to the right of the contestant’s name to remind you that an award must be completed with the name, school, and city for this absent person after verification is over.)
- ANNOUNCE: **“This is a time of absolute quiet. Raise your hand if you have a question. No pens, pencils, cell phones, electronic devices, or any other items should be in students’ or adults’ area during verification except for the official Merriam Webster Collegiate Dictionary to verify answers.”**
- Address all questions and resolve all issues. Call the Tab Room with any issues. **Collect all tests and answer keys, UNLESS** the tournament is held on the final day for district meets (**March 1**), or unless it is the **last State Meet (April 26)**.
- After 15 minutes and all questions have been resolved, allow others into the room for the award ceremony or inform participants where to assemble for the awards presentation. (**Awards presented in Verification room at State.**)
- Present awards by presenting qualifier ribbons first (if your District does not use qualifier ribbons, skip this step). Then award ribbons for 6th place to 1st place. At State, drape medals for 6th through 1st place.
- Mark all awards (ribbon or medal) that were not picked up during the awards ceremony.
- In the Tab Room, present your Roster of Contestants completed with all test scores posted in pencil to the person designated to receive these official results. (Be sure to know who this person is.)

After Verification

- Return to the Tab Room and turn in the following to the Meet Director or other Tab Room Designate:
 - Contest Evaluation Form, indicating absent workers or other concerns
 - Contestant Rosters that have been completed in pencil.
 - Labeled unissued awards with student name, school name, and city. At State, ask for masking tape to label unissued medals with student name, school name, and city.
 - Return all materials, packets, etc. to designated places and people in the Tab Room.

Thank you for your service!



Storytelling

Questions? Call
PHONENUMBER

Contest Director's Checklist - 2025

Before Contest

- IF DIRECTING A FINAL ROUND:** Pick up in the Tab Room your Final Round Roster of Contestants approximately 30 minutes prior to the time of the final round.
- Open and review “Materials” packet (Roster of Contestants, Instructions for Contest, “Quiet Please” sign, Bee Stop Sign card, Speech Ranking Instructions, Speech Ranking Form, contestant labels, Speaker letter cards, Contest Evaluation Form, stopwatch (or use your phone), and pen with blue tape around barrel)
- In the contest room, check in your Hall Monitor, 2 Assistant Directors and judges.
- Have judges be seated in VARIOUS areas of the room that are **not together**.
- Give “Quiet Please” sign to Hall Monitor or tape to the outside of the door.
- Instruct the judges to sign and print their names on the ballot and evaluation sheets and also write the speaker letter in the "Contestant Speaker ID" blank on each evaluation sheet. (NOTE: Judges of speech events receive separate packets containing their ballot, instructions, and evaluation sheets, issued in the tab room.)
- IF THIS IS A PRELIMINARY ROUND:** ANNOUNCE: “**Preliminary round evaluation pick-up will be at _____ in room _____. At this time, the announcement of the top _____ contestants advancing to finals will be made. Contestants should take their evaluations with them from this viewing period.**” (Found at the top of the Contestant Roster)
- IF THIS IS THE FINAL ROUND:** ANNOUNCE: “**Evaluation review will take place at _____ in room _____. Awards will follow in the same room**”. [Contest director will change this information if awards are elsewhere.]

- Have judges and all interested people exit the room and wait quietly in the hall or somewhere else.

At Contest Time:

- Shut the door. No contestants may enter thereafter without written permission from the Meet Director.
- Use the roster to call roll. At District, seat substitutes who are taking the place of an absent entry from their own school. At State, call for absent students a second time and then verify and seat alternates using the Alternate Roster information found below the competitor list. You may need to call for alternates in the hallway. Give each contestant the letter card matching the letter assigned on the roster.
- READ** the story to the contestants **ONLY**. (The only people in the room at this time are the Contest and Assistant Directors and the contestants—**no judges or other adults**).
- After reading the story, lead the contestants into the hallway (or other holding room) and invite judges and audience into the contest room to the capacity of the room (audience is required). One Assistant Director stays with the contestants and keeps them quiet and from talking to each other.
- ANNOUNCE: “**At this time, all cell phones and electronic devices, including Smart Watches, must be turned off. All audience members must remain quiet throughout the contest time, including in between speeches. No one may enter or exit the room, except in the case of an emergency, during contest, except for those who are so indicated on the roster to be approved for late entry or early dismissal. No head or hand signals, or any other communication, may be directed from audience members to performing students. Anyone who disrupts in any way during presentations may be required to leave the room. Infractions could cause contestants from the offender’s school to be disqualified.**”
- ANNOUNCE: “**Judges’ rankings are independent. You will have about 90 seconds to complete your evaluation after each speaker.**”
- Announce to the judges and audience: “**The title of today’s story is _____.**”
- Call for “Speaker A.” The Assistant Director calls for Speaker A from the hall to enter the room. Instruct the speaker to hold up their Speaker letter card for the audience and judges. Collect the letter card from the

PSIA – Storytelling – Contest Director’s Checklist – 2025

contestant and tell them they can begin. (You might need to tell them where to stand.) Start the stopwatch timer when they begin to speak.

- After the contestant has spoken for 5-1/2 minutes, hold up the “Bee Stop Sign” as a gentle reminder for the contestant to wind up the story soon. There is NO time limit or disqualification if the contestant goes over.
- At State, contestants may stay in the contest room after they complete speaking. At District, your District Director may inform you where contestants should go after speaking.
- Allow the judges approximately 90 seconds to complete the evaluation of the contestant.
- Continue on to “Speaker B” and repeat.
- After all speakers have spoken and the judges have used their 90 seconds to complete the evaluation of the last speaker, dismiss the contestants and audience. Ask the judges to complete their ballots.

After the Contest

- Call Hall Monitor / Assistant Director into the contest room and with the other assistant (if any), collect the judges’ ballots on which contestants are ranked. Make sure the judges did not repeat or skip any ranks. Collect all contestant evaluations.
- With the Assistant Director, complete Speech Ranking Sheet in pen using the judges’ ballots. Refer to the Ranking Procedure as needed. You and the Assistant Director will sign the Speech Ranking Sheet. Both should initial any changes made to the sheet.
- Ensure that there are no 3-way ties before dismissing the judges.
- On each contestant evaluation form, place a corresponding contestant label in the space provided. (With 3 judges, paper clip the evaluations together and place the label on top.)
- On the Contest Evaluation Form space provided, write the names and/or schools and cities of persons who were scheduled to Assist, Grade, or Hall Monitor in this event, but DID NOT show, or left prior to completion of the duty, without being dismissed by the director.
- Report to the Tab Room or the appropriate Tab Official to review the Speech Ranking Sheet.
- IF THIS IS A PRELIMINARY ROUND: Pick up “Qualifier” awards, if any, for all contestants NOT advancing to the next round.

- IF THIS IS THE FINAL ROUND: Pick up awards for 1st through 6th (as needed) and any other Qualifier awards (if needed) [DQ’ed contestants DO receive a Qualifier award]
- Do NOT write on the awards.

Evaluation Return and Awards

- Meet with contestants and ONE coach/parent/adult to review the evaluations for accuracy of student letter and evaluation speech topic. Call the Tab Room with any issues. Release ALL speech evaluations to contestants.
- PRELIMS: Present Qualifier awards first, then announce the names of those advancing, along with the time and location of the Finals Round.
- FINALS: Present any Qualifier awards first, then announce 6th to 1st place winners. Drape medals at State.
- Label any medals (with masking tape) and awards with the contestant’s name, school, and city that are not picked up.
- Return to the Tab Room with any evaluation forms and awards not picked up.
- Turn in to the Meet Speech Director the following:
 - Contest Evaluation Form, indicating absent workers and other concerns
 - Rosters and Ballots (Tabulation is done with all of these pages)
 - Labeled unissued awards with student name, school, and city.
 - Return all materials, packets, etc. to designated persons and places in the Tab Room.

Thank you for your service!



Vocabulary

Questions? Call
PHONENUMBER

Contest Director's Checklist - 2025

Before Contest

- Open and Review “Materials” packet. (Contents: Contestant Roster, Contest Instructions, “Quiet Please” sign, answer sheets for the number of contestants assigned to your room, pencil with blue tape, contestant labels, Contest Evaluation Form; OPTIONAL: pens (multiple colors), paper clips)
- Open the sealed test packet WITH your Assistant Director a few minutes prior to the beginning of the contest in the contest room. Check for printing errors and count tests.
- If contestant labels have not yet been placed on the objective tests, complete that task. For substitutes at District, cross out the original contestant’s name and hand write the substitute’s name on the label. For alternates at State, do not use the label; instead write the alternate’s name, school name, and city at the top of the test in the space provided.

At Contest Time


- ANNOUNCE: “**This is a 30-minute, 30-question multiple choice test. When you receive your answer sheets, note the rules for writing answers that are printed at the top.**”
- ANNOUNCE: “**The time and location of your 15-minute verification period will be at _____ in room _____.** (Found at the top of the Contestant Roster)
- ANNOUNCE: “**No cell phones, or any other electronic devices, including Smart Watches, are allowed in the contest room. If you have a cell phone with you, it must be completely turned off and placed here (note area of the room) at this time. Disqualification must result if your phone makes a sound while testing is in progress.**”
- Clear the room of all BUT contestants and substitutes (alternates at State). Give the “Quiet Please” sign to the Hall Monitor, or tape on the outside of the door.
- Distribute an answer sheet to each contestant.

- ANNOUNCE: “**I will now call the roll and pass out the tests. Do not open test until the start signal is given. When I call your name, raise your hand and say ‘Here’. Then, listen for your contestant ID number. Write that number on your answer sheet.**”
- Use the roster to call roll and seat contestants as far apart as possible from others from their school. Give the contestant his/her ID number, instructing them to write these numbers and their grade levels in the spaces provided on the answer sheet. Pass out test with contestant label to the contestant (For example: “*John Smith? John Smith... you are contestant 703.*”)
- After running through the roster, call the names of absent contestants a second time. If they are not present, ask for substitutes (at district) or alternates (at state). You should call out for alternates by name in the hallway. The alternate that can replace an absent student is given at the bottom of the roster.
- For substitutes at District, cross out the original contestant’s name and handwrite the substitute’s name on the label. For alternates at State, do not use the label. Write the alternate’s name, school name, and city at the top of the test in the spaces provided.
- ANNOUNCE: “**Clear your area of everything. You may have a pen, pencil, and/or eraser.**”
- Shut the door. No other contestants may enter after the door is shut without written permission from the meet director. Permission is usually found on the contestant roster by the student’s name or school. Inform the hall monitor the names of any contestants who have permission to enter late.
- ANNOUNCE: “**No talking or questions are allowed when the test begins. Disqualification may result.**”
- ANNOUNCE: “**All answers must be in PRINTED CAPITAL letters in the spaces provided on the answer sheet. Contestants may write on their tests, but only answers written in the spaces provided on the answer sheet will be graded. You must remain in the room until time is up.**”
- Ask for questions regarding clarification. Contest rules will not be re-read to contestants.
- ANNOUNCE: “**As a reminder, you will have 30 minutes to complete this test. You may start,**” and make a note of time here: _____

PSIA – Vocabulary – Contest Director’s Checklist – 2025

- When there are 5 minutes remaining, ANNOUNCE: **“You have 5 minutes remaining.”**
- After exactly 30 minutes ANNOUNCE: **“Stop. Pencils down.”**
- Collect answer sheets separately from tests.
- Dismiss contestants.

After Contest

- Meet with graders at specified time and location. Contest Directors and Assistant Directors should assist in grading. Each test must be scored by two different graders, and the top 10 scoring tests must be scored by a third person, each using a different color ink.
- Paperclip graded contestant answer sheets and a key to individual contestants’ labeled tests.
- Complete the Contest Roster with **ALL scores posted in PENCIL.**
- On the Contest Evaluation Form space provided, write the names and/or schools and cities of persons who were scheduled to Assist, Grade, or Hall Monitor in this event, but DID NOT show, or left prior to completion of the duty, without being dismissed by the director. 
- Assistant Directors serve in Verification.**
- Go to the Tab Room and have the Meet Director, or a designee, review your completed contest roster.
- Determine how many awards will be necessary. After tab room official has checked your contest roster, you will be assisted in collecting your awards for presentation. Do not write on ribbons.

Verification and Awards

- Meet contestants and optionally ONE coach, parent OR adult from each school to review the contestant’s own tests with answer keys. (Note: As an absent contestant’s name is called without response, place a small mark to the right of the contestant’s name to remind you that an award must be completed with the name, school, and city for this absent person after verification is over.)
- ANNOUNCE: **“This is a time of absolute quiet. Raise your hand if you have a question. No pens, pencils, cell phones, electronic devices, or any other items should be in students’ area during verification, including those with the adults.”**

- Address all questions and resolve all issues. Call the Tab Room with any issues. **Collect all tests and answer keys, UNLESS** the tournament is held on the final day for district meets (**March 1**), or unless it is the **last State Meet (April 26)**.
- After 15 minutes and all questions have been resolved, allow others into the room for the award ceremony or inform participants where to assemble for the awards presentation. (**Awards presented in Verification room at State.**)
- Present awards by presenting qualifier ribbons first (if your District does not use qualifier ribbons, skip this step). Then award ribbons for 6th place to 1st place. At State, drape medals for 6th through 1st place.
- Mark all awards (ribbon or medal) that were not picked up during the awards ceremony.
- In the Tab Room, present your Roster of Contestants completed with all test scores posted in pencil to the person designated to receive these official results. (Be sure to know who this person is.)

After Verification

- Return to the Tab Room and turn in the following to the Meet Director or other Tab Room Designate:
 - Contest Evaluation Form, indicating absent workers or other concerns
 - Contestant Rosters that have been completed in pencil.
 - Labeled unissued awards with student name, school name, and city. At State, ask for masking tape to label unissued medals with student name, school name, and city.
 - Return all materials, packets, etc. to designated places and people in the Tab Room.

Thank you for your service!