

## Washington FBLA Judge Expectations & Guidelines

Thank you for volunteering to serve as a competitive event judge for Washington FBLA. With your support and guidance, help develop and prepare the future generation of healthcare professionals to be college and career-ready in an ever-changing economy and post-secondary landscape. Our goal is to ensure volunteers feel well-prepared for their judging experience. Please take a moment to review the following:

### General Items:

- Students will dress according to the FBLA dress code as part of our conference guidelines. Judges are encouraged to wear either business professional or business casual attire.
- Please arrive early on competition day as we have a tightly packed schedule for student success. Plan accordingly for traffic and parking. If you are running behind or unable to make it on the day of the event, please be sure to contact the on-site judge coordinator.
- Out of respect to the participants, we ask that you limit distractions during the competition (cellphones, laptops, etc.) and set your devices on silent. Our hope is for each participant to get your full attention.
- Make sure your nametag is visible

### Empower Students:

- All participants must be treated equally and respectfully regardless of race, religion, sex, national origin, age, disability, sexual orientation, or socio-economic status.
- For many of our emerging student leaders, this may be one of their first professional experiences. We want to do our best to ensure their experience remains educational and empowers them to succeed in their desired career and academic paths.
- To prevent bias, if you know a participant, tell the judge coordinator or your event manager immediately so that they can be assigned to another judge.

### Judging Procedures:

- Confirm that the name or names on the evaluation form match the participant(s) in front of you (i.e. be sure you're scoring the right participant(s)).
- Please adhere to time limits.
- The guidelines for your event will indicate whether you or the student(s) should initiate the presentation.

- Make sure you understand your “role” provided in the event guidelines and are consistent in what questions you ask, the tone, and attention you give each participant, and how you evaluate all students.
- All comments and questions should be referenced by the event guidelines. Please do not interrupt student(s) while presenting and refrain from personal comments or questions.
- During competition, only those items specified in the event guidelines may be shown to judges or used during competition (i.e.: portfolio, photographs, etc.)

### Scoring & Feedback:

- We recommend for the first 2-3 students/ teams you see, keep scores on a blank sheet of paper to get a flow of what the competition will look like. This will allow you to make score adjustments, enter only final scores into the judge system.
- Score independently and avoid discussion with fellow volunteer judges.
- Be sure to keep track of scores along the way and take notes. We recommend you don't try to wait until you've seen all the participants as it can be difficult to remember each presentation after seeing several of them.
- Please avoid providing verbal feedback directly to the participant(s). No good jobs. No excellent work. No high fives. Simply thank the participants for their time. Seemingly innocent comments can unintentionally give the participants a false sense of their performance. Just thank them and conclude.
- Students come into this competition with a broad spectrum of experience levels. Some students may never have participated in anything like this before. Help this be a positive experience for them. If a student receives a below-average score, the reason should be because of lack of effort and not lack of experience. In that same vein, please avoid awarding a perfect score as there is always room for improvement.
- Our scoring system works best when judges consistently assign scores. If you are looking for a certain level of performance, please score based on the same expectation for all competitors.

On the day of the competition, advisors and conference staff will manage the competitive events and be available to answer questions. Our competitive events are carefully organized to abide by FBLA's strict competitive event standards, and it is important that all judges abide by these expectations & guidelines. We value your time and willingness to volunteer. Thank you for your investment and commitment to supporting the success of our FBLA members. We appreciate you!