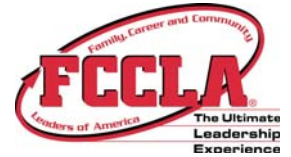




STAR EVENTS EVALUATOR TRAINING TIPS



It is the goal of Star Events to make participation a **POSITIVE** experience for all regardless of the ratings they receive.

Both student and adult evaluators are very important people. Thank you for your friendly, helpful, and fair evaluation of all participants.

PRIOR TO STAR EVENTS

Become familiar with your event guidelines (Procedures and Time Requirements, General Information, Specifications, Point Summary and Rubric forms)

- All Rubrics total 90 points with the exception of Culinary Arts and Parliamentary Procedure. The remaining 10 points comes from the Point Summary form. Evaluators do not assess the items on the Point Summary form, but should be aware of the points as they affect the team's final score.

Culinary Arts: Rubric 100 points

Parliamentary Procedure: Rubric 70 points + Point Summary 30 points

AT STAR EVENTS

Check in/sign in for your event

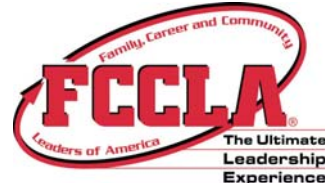
Turn your cell phones off during the competition

Evaluation Team Preparation

- Decide on evaluator questions. Ask the same general questions to each team.
- Preview file folders/portfolios/manuals

Evaluation

- Tell the teams that you will be taking notes on their presentation.
- Listen carefully and professionally to the presentation.
- You are the audience; listen with a pleasant expression on your face. Smile, it gives encouragement.
- Take notes
Write down any clarifying questions
Wait to score until after the presentation is complete and participants have left the room.
- Be consistent with each team. If you ask one team about a missing element, you need to do the same for all teams with missing elements.
- Evaluate the quality of their project and presentation.
- "Appropriate dress" includes: red polo shirts, blouses, collared shirts, sweaters, jackets, skirts, slacks, dresses and suits. (The STAR Events Manual also indicates that the red FCCLA blazer is appropriate, WA-FCCLA does not recommend its use for competition)



Feedback/Question Answer Session

- Ask clarifying questions. Gather information that was not presented.
- Give general positive feedback. No specifics.
- Make suggestions for improvement
- Do not inform participants of their score/rating and do not imply they will move to the next level.

Scoring

- All scoring and discussion of scores is done privately after the participants have left the room.
- Scoring is based on the event rubric only, not by comparing one team with another.
- Do your own scoring first.
Circle the correct number; write the appropriate rating in the “points” column.
- Give participants full points unless you have a specific reason for taking points away. If there is a question, err on the side of the participant/team.
Do not take away points for speech impediments, accents, etc.
- If you take away points, you must make a comment. Evaluator rating sheets with comments are returned to the competing school.
- Comments should reflect how the participants could improve their presentation and be written in a positive manner. Evaluators can have different comments.
- Compare evaluator scores:
Talk scores over to insure consistency.
All three scores must fall within a 10-point range. Do not round off your scores.
Adjust scores and totals if they fall over the 10-point range.
Totals need to match individual scores circled.
Double-check your math.
- If something doesn't seem right, speak up. Send for your lead consultant/Regional Advisor to answer questions.

Final Results

- Teams only advance to state if the point total equals 90+ points:
If you think the presentation should advance, make sure the point total equals 90+.
- Presentations that are clearly not ready for state should not move on. Their point total would equal 89 points or lower.
- Enter individual evaluator scores on the Point Summary Form. Initial next to your score.
- Rating sheets must be returned at the end each presentation to the room consultant.
- Do not discuss final ratings with anyone prior to the Recognition Session.

State Evaluators

If you are an evaluator at State STAR Events this information will be helpful:

- As with Regional competition, enter individual evaluator scores on the Point Summary Form. Initial next to your score.
- Rating sheets must be returned at the end each presentation to the room consultant.
- You must stay to evaluate until there is a clear 1st, 2nd & 3rd place.

- Some Evaluation Teams have longer days to insure consistency and eliminate “run offs”.
- The Star Events Coordinator checks all results for accuracy. Final results may change if there has been an error.
- Do not discuss final ratings with anyone prior to the Recognition Session.
- The top three individuals/teams must be clearly identified by each evaluation team.