

General Guidelines

For



A Division of Sikh Youth Alliance of North America (SYANA)

GUIDELINES FOR JUDGES

JUDGES: There should be a minimum of three and a maximum of five judges to judge each age group. The following points must be borne in mind while selecting the Judges for each age group: (as per the meeting of conveners on August 10, 2002)

- i) They should not be related to any candidate that is being judged.
- ii) They should be fluent in both languages - Punjabi as well as English.
- iii) They should not have helped any of the candidates in preparing their speeches.
- iv) The judges should be *Saabat Soorat* Sikhs only.
- v) Judges should preferably be taken from other regions, if at all possible.

The Judges are recommended to follow the under-mentioned rules:

- a) If at all possible, judges should discuss with each other, each and every question for the group they are judging before the competition starts.
- b) At the end of the competition, the score sheet from each and every judge is separately totaled and ranked by the Judges' co-coordinator and checked by a person not related to the participants.
- c) Each judge may be requested to check for the correctness of the score totals and the ranking of the participants judged by him/her.

GUIDELINES FOR JUDGES:

There are two fundamental and crucial parts to every presentation - content and the style or art of presentation.

Content for our purpose can be defined in the specific questions that are posed from each book. It is important that judges look for responses to each question. We have witnessed presentations, which were most impressive, even moving, but ignored one or more of the specific questions. Irrelevant material, even though impressive, has to be disregarded.

There is an art to a public presentation that often becomes critical to the success of a message. This useful art has to be cultivated. The second part of the grading system addresses this issue as it encourages our youngsters to get them properly trained in the art of public speaking.

You may find it difficult to separate the few items that are individually identified, such as, language, voice, diction, gestures, eye contact etc. Ultimately, you are to judge the effectiveness of the presentation. It does not matter whether the speaker uses Punjabi or English; the question here is how well, effectively, or commandingly does he or she use the language of his or her choice. The same yardstick judges all speakers – whether they use Punjabi or English. However, all those, who choose to speak in Punjabi, are additionally recognized on an individual basis.

Every competition will have three to five judges. Depending upon the age group, our current guidelines specify that each judge should base 60% of the grade on content and 40% on presentation. This breakdown of the score should be observed for each age group.

PROCEDURE FOR SCORING

A) SCORING BY JUDGES:

1. Judges shall note the score of each and every question as well as the score for the various "presentation" items on the Score sheet.
2. Judges WILL NOT add the scores to come up with the total score for each speaker, as they should be busy listening to the speeches of the participants and the extra burden of adding the score will divert their attention and affect their judgment.
3. Judge's coordinator shall pick up the sheet from the Judges at the end of each group presentation to add the scores, and to determine the ranks of all the candidates.
4. Although it is very hard to ensure an absolutely unbiased judgment, yet the judges can and should guarantee honesty of efforts in judging the youth.
5. Judges should not entertain any requests from the participants or their parents about the judgment.
6. Judges should keep their eyes and ears open to closely observe the various aspects of speakers' presentations and listen to their speeches with undivided attention.

B) TIME KEEPING BY THE TIMEKEEPER:

1. An assigned timekeeper shall be equipped with a stopwatch and a remotely controlled Red signal light system.
2. Time countdown shall begin as soon as the speaker starts addressing the Sadh Sangat. (Amended August 1, 2013)
3. One minute before the expiry of the allotted time for each age-group, a green light will go on to indicate that the speaker should wind up his/her speech within a minute. **(Optional)**
4. At the end of allotted time, the Red light will go on signifying that the speaker is on grace period now. This will go off after 5 seconds.
5. Half a minute after the expiry of allotted time the red light will come on again to indicate that the speaker is going beyond the grace period. This will stay on till the speech is finished.
6. Timekeeper shall record the total time taken by each and every speaker on the Final Rank sheet.

C) JUDGES' COORDINATOR'S AND CONVENER'S ROLE:

1. Time sheets as well as the Score sheets will be taken away by the assigned Judges' Coordinator, who is not related to any participant. He/she shall deduct one point for every 10 seconds or its fraction gone beyond the grace period from each Judge's marks before doing the totals.
2. The Judges' coordinator, Judges and the Convener **(if related to participants of any group should excuse himself/herself from totaling the scores of that group)** will sit down to make sure that the totals of all the judges' score sheets are done correctly and ranks are determined accurately by awarding one point to the candidate ranked first, two points to the ones ranked second, and three points to the ones ranked third and so on.
3. He/She will note down the ranks given by various judges on the Final Rank Sheet, and add the ranks of all judges in order to obtain the final rank of each and every participant.
5. The candidate obtaining the least rank is the winner of first position and so on.
6. In case of a tie for any position, scores for the "contents" portion of the speeches in question shall be used to break the tie.
7. All scores shall be kept confidential at all times. These scores will not be revealed to speakers, parents or any other person. The Conveners, Judges, and Judges' coordinators who are involved in the decision making process are also obligated to keep this matter confidential.

D) GENERAL:

If the participants or their parents have any suggestions, comments or questions pertaining to judgment, they should make such requests, preferably in writing, to the local and/or regional conveners, who are authorized to review the matter and take an appropriate action.