

Oregon DECA Judge Expectations & Guidelines

Thank you for volunteering to serve as a competitive event judge for Oregon DECA. Thanks to your support and guidance, we can better prepare our students 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 professionally 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. If a participant finishes early, they can leave, and we encourage you to use the extra time for written feedback and scoring. Please, don't go over the allotted time.
- 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 scenario and are consistent in what questions you ask, the tone, and attention you give each participant, and how you evaluate all students.
- Please stay in "character" and refrain from personal comments or questions. All comments and questions should reference the competition scenario or project and asked at the end.
- Please do not interrupt student(s) while presenting and save any questions until their presentation is completed.
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- For Series Events, all competitors should be asked the same questions (provided by the scenario), even if they might have answered them already.
- For Written Events, there are no pre-defined questions, you may ask questions but please be sure to ask the same questions for each competitor/group as this helps the competition process remain fair.
- For Series Events, please collect any materials participants bring to the role-play. They are allowed to create brochures, business cards, etc. during their prep time. They may not take materials or notes with them after their presentation.
- Students can leave visual aids with the judge if they are of non-monetary value.

Scoring & Feedback:

- Please write clearly and double-check the math on each score sheet. The total score at the bottom of every sheet must represent the accurate sum of scores for each area – and please fill in every field (no blanks). Legible judge sheets keep our scoring system running smoothly. This includes your initials – please make sure we can identify your score sheets.
- We recommend you see 2-3 students and then take a quick break to adjust your scoring sheets, as needed. Your scores should always match the order in which you would rank all of the competitors, so always update your scores to keep them in the appropriate order (with no ties!).
- Be sure to score along the way and take notes. You can go back and make changes to your scores, but 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.
- Avoid “ties” in all instances. Each competitor’s score must be unique to help us determine overall winners. If two competitors’ scores are equal, please use your memory and notes to identify the student that did slightly better and adjust their score accordingly to decide the winner.
- 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.
- All feedback must be provided through the scoresheet/rubric. Ensure the feedback being provided is age-appropriate, constructive, and positive. Students will receive the score sheets and your feedback will give them direction for their growth.
- 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 DECA’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 DECA members. We appreciate you!