

## **TABULATION INSTRUCTIONS**

### **Quarter Final and Semi Final Contests**

There will be nine tabulation teams for the quarter final contests and three tabulation teams for the semi final contests. Each team will have the responsibility of reviewing the judges' scorecards in order to determine a winner in each of quarter-final and semi-final round contests.

Each of the team members will have an **important role** to play in the overall tabulation process. To differentiate those roles, we have labeled the team members as Chair 1 (**CONTEST MODERATOR - Quarter Final Contest Only**), Chair 2, and Chair 3 (Assistant Chief Tabulator). Please carefully review the following chronology and instructions so as to fully understand your responsibilities.

*The contest is completed. The judges have returned to the judges'/tabulation room (Quarter Final Contest – Hall of Champions 3; Semi Final Contest – Fortune Square D) where they are completing their scorecards. NOTE: Each judge will be given a pocket calculator as a contest gratuity. The Contest Moderator should strongly suggest that they use them!*

For the quarter final contests Chair 1 and Chair 2 will sit at the same table with the judges for that particular contest with a laptop computer. For the semi final contests Chair 1 and Chair 2 will sit at a separate table near the judges with a laptop computer. The laptop computer will have the Excel contest scoring spreadsheet installed for their particular contest. Once a judge has completed his/her scorecard they will submit the scorecard to Chair 1 to begin the tabulation process.

Upon accepting a card, follow these instructions in chronological order:

- Chair 1 will review the Timekeeper's Record Card to determine if any penalties are to be assessed. Following this review, Chair 1 passes the Timekeeper's Record Card to Chair 2 for review. Any penalty points assessed are entered into the Excel contest scoring spreadsheet for the applicable contestant(s).
- Chair 1 will assign a number (one through five) to each judge's scorecard, writing it in the upper right-hand corner with a circle around it. **NOTE: Chair 1 and Chair 2 will be provided the names of the "alternate" judges. Write the letter "A" in the upper right-hand corner with a circle around it and lay the scorecard aside.**
- Chair 1 will proceed to **clearly and slowly** read to Chair 2 the raw score data from the judge's scorecard for each contestant.
- Chair 2 is responsible for the data entry of each judge's scorecard into the Excel contest scoring spreadsheet. Upon completion of entering each contestant's scores, Chair 2 will **clearly and slowly** read back to Chair 1 the data to verify correct data entry into the Excel contest scoring spreadsheet. If Chair 1 or Chair 2 has any questions about the scoring, to include errors in addition, legibility or if a tie situation exists, the scorecard will be returned

to the judge for his or her clarification/correction.

- This process will continue until all contestants' raw score data from the judge's scorecard has been entered into the Excel contest scoring spreadsheet.
- Chair 1 and Chair 2 will verify from the Excel contest scoring spreadsheet scores that the judge's tally is the same as the figure they arrive at. Once again, if there is a discrepancy, to include errors in addition, legibility or a tie situation exists, the scorecard will be returned to the judge for his or her clarification/correction.
- The Excel contest scoring spreadsheet will **automatically assign** the ranking (placement) of each contestant for each particular primary judge and will **automatically transfer** the ranking (placement) and final total points of each contestant to the contest tabulation sheet (**SUMMARY TAB in the Excel contest scoring spreadsheet**). The ranking (placement) from the judge's scorecard should be the same as that of the Excel contest scoring spreadsheet.
- Upon completion of entering the raw score data from the five primary judge's scorecards, print the contest tabulation sheet (**SUMMARY TAB in the Excel contest scoring spreadsheet**).
- Submit the judge's scorecards (five primary and any alternates) and the printed contest tabulation sheet to Chair 3.
- Gather the scratch tally sheets from the judge (if used) and submit to Chief Tabulator.

**(At this point the respective judge can be excused if so needed.)**

Chair 3's responsibilities will include verification of the transfer of the ranking (placement) and final total points of each contestant from the judge's scorecard to the printed contest tabulation sheet. The method of operation should follow this chronology:

- Upon receipt of the judge's scorecards and the printed contest tabulation sheet, Chair 3 will review to determine if all appears to be correct.
- Chair 3 will determine a winner by the approved method. Should a tie exist, Chair 3 will immediately draw it to the attention of the Chief Tabulator and together, they shall break the tie by the approved method to determine the winner.
- Following tabulation of the respective contests, Chair 3 will present the judges scorecards, Timekeepers Record Card, and the printed contest tabulation sheet to the Chief Tabulator who will deliver them to the Contest Coordinator for posting.