



FPS & Composition Guide
2012 District Governor's Cup

All Grade Levels



Kentucky Association for Academic Competition
113 Consumer Lane
Frankfort, KY 40601
502.223.0088 Fax: 502.223.0430
email: bdarnell@kaac.com

**All FPS and Composition
booklets MUST be scored
at the designated host
site approved by KAAC.**

A Word of Thanks

On January 17 (Middle Grades), January 24 (High School) and February 21 (Elementary) academic teams across the state will have the opportunity to participate in Composition and Future Problem Solving (FPS) competitions, two of the eight events within Governor's Cup Competition. Composition and FPS events are held prior to the other District Governor's Cup events in order to better facilitate a more efficient academic competition.

The Kentucky Association for Academic Competition (KAAC) appreciates your willingness to coordinate the 2012 Governor's Cup Competition.

This planning guide, like the Contest Manager's *Hosting Guide*, is designed to assist you by identifying the necessary tasks for coordinating a successful Composition and FPS competition. This guide identifies assignments specific to Composition and FPS, and suggests the best manner in which these assignments are administered. Of course personal touches from the host school, such as hospitality items for evaluators, are encouraged, but are completely optional.

As a reference, the rules for Composition and FPS can be found in the KAAC *Governor's Cup Coaches Manual* .

KAAC gratefully acknowledges your part in this organizational effort. The staff of KAAC is ready to assist you in preparation of the District competition. Please feel free to contact us at (502) 223-0088. Our hours are 8:00 a.m. to 4:30 p.m. EST Monday through Friday.

Thank you again for your attention to these important details; your contribution to a rewarding student experience is greatly appreciated.

Brenda Darnell will be available until 8:30 PM on FPS & Composition days to offer procedural guidance. Email is the best way to contact Brenda. Email her at bdarnell@kaac.com .

Contents

Governor's Cup Scheduling Policy.....	1
Responsibilities of Host Schools for FPS & Composition Events.....	2
Task 1. Devise a Facility Usage Plan	3
Task 2. Identify Needed Officials.....	3
Task 3. Receive District Entry Forms	4
Task 4. Schedule FPS & Composition Events	4
Task 5. Receive Materials.....	5
Task 6. Prepare for and Implement Registration	6
Task 7. Registration and Orientation of Officials.....	7
Task 8. Prepare for Evaluation/Scoring.....	7
Task 9. Distribute and Return of Competition Materials.....	9
Appendix A – Worksheet for Officials.....	11
Appendix B – FPS Sign-in Form	13
Appendix C - Composition Sign-in Form.....	15
Appendix D – Officials’ Sign-in Form.....	17
Appendix E – Guidelines for FPS Proctors	19
FPS Recommended Time Guidelines Middle Grades & High School	22
FPS Recommended Time Guidelines Elementary	22
Appendix F – Guidelines for Composition Proctors	24
Composition Recommended Time Guidelines Middle Grades & High School	25
Composition Recommended Time Guidelines Elementary	25
Appendix G – FPS Evaluator Report Form.....	28
Appendix H – Guidelines for Composition Readers.....	30
Appendix I – Composition Reader Report Form	32
Appendix J –FPS and Composition Reader Report Form	32
Appendix K –FPS Regional Advancement Announcement.....	32

Governor's Cup Scheduling Policy

Governor's Cup Competition is a voluntary activity. In designing the competition and its rules, consideration has been given to a wide spectrum of interests. Realizing that students are engaged in a variety of school and extracurricular activities, the Kentucky Association for Academic Competition publishes competition dates months in advance, and makes a determined effort to avoid conflicts with other statewide events and activities.



When a school chooses to participate in the Governor's Cup Competition, all adult and student participants agree and accept the rules governing the competition, including:

- a. If a Governor's Cup District or Regional event has participation from schools from both the Eastern and Central Time Zone, the event shall be conducted on Central time.
- b. Students must participate in the District and Region to which they are assigned, and all competition events must be held at the KAAC-designated place and time. A Contest Manager may not adjust the competition schedule to meet the scheduling desires of a particular student, group of students, coach or school. Because Governor's Cup is a multi-tiered event, and the same questions are used across the state, this policy protects the integrity of the competition.
- c. No changes to the official published schedule or competition dates may be made to avoid conflicts with other events or activities, nor is it appropriate for the host school or a participating coach to request a change in the published schedule.
- d. With the exception of severe weather, natural disaster, or reasons involving public health or safety, all events must be held at the prescribed date and time, and all students in each respective event must compete at the same time. An Elementary, Middle Grades or High School student in both FPS and Composition is the only exception.
- e. If a competition is delayed or postponed, the Severe Weather Plan agreed upon by the coaches attending the Coaches' Planning Meeting is enacted.
- f. Regardless of whether the original schedule or Severe Weather Plan is in effect, all students in each respective event must compete at the same time. Failure to comply with this policy shall result in disqualification.
- g. Administrators from schools that are closed for flu or other public health reasons may insist that a Governor's Cup event be postponed. If that school, however, does not cancel all activities, including athletic events, the administrator's request will not be honored.
- h. Schools that disregard this policy jeopardize their membership in the Kentucky Association for Academic Competition.
 - i. Coaches who knowingly alter the established competition dates or schedule (with the exception of the Severe Weather Plan) for any Governor's Cup event(s) disqualify their school and forfeit their school's continued participation for those altered event(s) for that competition year.
 - ii. Should a second infraction occur within the same competition year or the following two years, the offending school(s) and/or student(s) forfeit all

participation rights, in all events, for the remainder of that competition year and the year following that in which the infraction occurred.

Responsibilities of Host Schools for FPS & Composition Events

- Provide the physical facilities to accommodate the competition.
- Communicate with the participating schools.
- Receive the Entry Forms from the Contest Manager. On the Entry Form coaches list the students on their team and the events in which they'll compete, the officials available for competition and their preferred duty, and other information needed by the Contest Manager.
- Prepare registration materials for FPS and Composition.
- Coordinate the identification of officials.
- Contact and confirm the participation of officials.
- Receive the competition materials.
- Protect the security of the competition materials.
- Conduct registration for FPS and Composition.
- Conduct the orientation meetings with FPS and Composition officials.
- Check FPS and Composition scoresheets for correctable errors.
- Give FPS Report Forms and Composition Reader Report Forms to the Head Scorer for entry into ASAP.
- Distribute competition material and results to Contest Manager after scoring has been completed.



Task 1. Devise a Facility Usage Plan

Middle Grades: Tuesday, Jan. 17

High School: Tuesday, Jan. 24

Elementary: Tuesday, Feb. 21

Composition:

Each school may enter up to three students in Composition. Depending on the make-up of your District, expect 9-15 students registered for the Composition event. A large classroom with desks or tables is appropriate for this event. Students should be able to be comfortably spaced out in the room. The room should be one that is away from any distractions such as hallway traffic. Composition is a 90-minute event in the middle grades and high school divisions and a 45-minute event in the elementary division.

Future Problem Solving:

FPS is a team event. Four students from each participating school are allowed two (2) hours to complete a written booklet in the middle grades and high school divisions and 90 minutes in the elementary division. A table and four chairs or four desks that can be grouped together are needed for each team. KAAC recommends, but does not require, that all teams be placed in one large area, such as a library or cafeteria. Since team members will be talking, teams should be spaced as far apart as possible.

Additional Space Required:

The following are required spaces; one room may serve more than one purpose.

- ❑ Registration area with table
- ❑ Secure Contest Management room to store materials
- ❑ Area for officials' meeting
- ❑ Scoring room(s) for evaluating FPS and Composition
- ❑ Commons area for coaches, parents, and students to wait

Task 2. Identify Needed Officials

Even though KAAC requires officials from each participating school, you will probably want to have a couple of extra individuals on hand to prevent any disruptions in the competition.

Officials Needed for FPS:

- ✦ FPS Proctors: Minimum of two (2). **Proctors may not evaluate.** If more than one room is used for the FPS event, more proctors may be needed.
- ✦ FPS Evaluators: 1 certified evaluator is **required** from each participating school. A team will be disqualified from the FPS competition if they do not have a certified coach and certified evaluator. **The FPS coach may not evaluate at district.**

Officials Needed for Composition:

- ✦ Composition Proctors: Minimum of two (2).

- ✦ Composition Readers: A reader is required from each school that participates in Composition.

No specific training is required, but Composition readers should have experience scoring student writing, Guidelines for Composition Readers and the Characteristics of the Genre handout.

FPS and Composition officials are identified on each school's District Entry Form. FPS officials should also have an accompanying certification number. If either the FPS coach or evaluator's number is not listed on the District Entry Form, you may check on-line at www.kaac.com/training/index.html .

During the Coaches' Planning Meeting, FPS and Composition proctors should be decided upon by all schools participating. Composition readers should also be identified at this time.

Please see Appendix A for the FPS & Composition worksheet for identifying officials.

Task 3. Receive District Entry Forms

THE PROCESS:

KAAC emails each participating school a District Entry Packet, which includes:

1. Part 1 of the District Entry Form, which asks coaches to list the officials their school is providing and coaches for Quick Recall and FPS
2. ASAP instructions for entering and printing Part 2 of the District Entry Form after entering the names of their students online during the Student Entry Period December 12 – January 11 (Middle Grades and High School) and December 12 – February 9 (Elementary)

Each coach sends one copy of Part 1 and Part 2 of the District Entry Form to the District Contest Manager.

As FPS & Composition Coordinator, you will need to obtain copies of the entry forms from your Contest Manager.

The Middle Grades and High School District Entry Forms are due January 11 and the Elementary District Entry Forms are due February 9.

Task 4. Schedule FPS & Composition Events

1. At the Coaches' Planning Meeting the coaches and Contest Manager must decide upon the official event times for FPS and Composition. The events can be scheduled at any time on January 17 (Middle Grades), January 24 (High School) or February 21 (Elementary), but all participating teams must agree to the times.
2. Review the District Entry Forms to determine if there are any students that will be competing in both Future Problem Solving and Composition.

3. If your District has students who are competing in both FPS and Composition, then the Contest Manager and coaches present must decide if the competitions will be held at separate times or if they will be held concurrently. The following procedure should be followed to schedule the events for “double duty” students.
 - i. At the Coaches’ Planning Meeting, coaches and the Contest Manager may set a “special” Composition time for those double duty students.
 - ii. That special time may be either before or after Future Problem Solving.
 - iii. Regardless of when the special time for Composition is scheduled, no more than 15 minutes may be scheduled in between events. During this time, “double duty” students must be sequestered from other students.
 - iv. For integrity reasons, only those “double duty” students are allowed to participate in Composition during the special time frame.

Task 5. Receive Materials

The following unsecured materials as well as the secured competition materials are sent to the Contest Manager prior to the competition:

- a. Registration forms, ID number/name cards
- b. FPS scoresheets
- c. Composition scoresheets
- d. FPS Evaluator Report Forms
- e. FPS Tally Form
- f. Composition Reader Report Form
- g. Copies of officials' duties
- h. FPS Future Scene, evaluator notes and response booklets
- i. Composition prompts and writing booklets
- j. Labels for FPS and Composition ID numbers, evaluator/reader code letters, security labels, Characteristics of the Genre
- k. Pencils for students in FPS, pens for students in Composition

THE BOX OF MATERIALS MUST REMAIN SECURE, AND MUST BE OPENED IN THE PRESENCE OF ANOTHER COACH OR OFFICIAL FROM A SCHOOL OTHER THAN THE HOST SCHOOL. Items h through j in the list above are shipped sealed, and must be resealed and kept secure after verification.

1. **Inspecting and counting material in the presence of an individual from another school or District avoids even the appearance of impropriety.** Included with the packing list is a form verifying that the material was counted, inspected, and sealed according to instructions. Both the Composition and FPS Coordinator and the other individual sign the form. The form is retained at the host site.

The Composition and FPS Coordinator and other individual verify the contents of the box according to the packing list, count all material and note the exact number of Composition prompts, Characteristics of the Genre, and writing booklets, as well as FPS future scenes, team booklets, and evaluation notes. Once these materials are verified, the evaluation notes, Composition prompts and writing booklets, and FPS future scene

and booklets are returned to their respective envelopes, moistened and sealed with the security label provided by KAAC. Competition material remains secure, and the integrity of the material is protected.

2. **Should you discover any shortage of material:**
 - a. Notify KAAC and additional materials will be sent; or
 - b. If only one or two pages of a document are missing, and there is a complete document, you can make the necessary copies. Copies of secured (future scenes, notes, etc.) materials must be made in the presence of the other official from a school other than your own and then placed in the envelope and secured.
 - c. Report forms and official instructions may be duplicated as needed; they are not sealed with security labels.

OTHER MATERIALS

You will need to locate the following additional materials, if the Contest Manager has not done so for you:

- ✓ Scratch paper
- ✓ Pens and/or pencils for the participants and officials
- ✓ Tape, magic markers, and paper for signs

Task 6. Prepare for and Implement Registration

1. Locate the pre-numbered ID cards provided to you by KAAC.
2. You may assume that the students listed on the District Entry Form will be competing in the events identified. However, changes or additions may be made to the District Entry Form before the events begin.
3. Use the FPS sign-in form (Appendix B) to assign each participating team an ID number from 001-005. At registration, give one participant from each FPS team the ID card bearing the team ID number. Instruct the participant to write his/her school name and the participant's names on the back of the card. This card is submitted with the team's booklet at the completion of the competition.
4. Use the Composition Sign-In form (Appendix C) to assign each participant a Composition ID number from 401-415. At registration, give each participant a card bearing his/her ID number. On the opposite side instruct the student to write his/her name and school. This card is submitted at the end of the event.
5. It is your responsibility to verify that the students competing for each school are listed on the District Entry Form.

If there are students competing in FPS and Composition who were not registered by the coach during the online entry period, please refer to the *ASAP Scoring Guide* for instructions about On-Site Registration.

Task 7. Registration and Orientation of Officials

REGISTRATION

Use the FPS and Composition Officials' Sign-In Form (Appendix D) to register all officials. FPS evaluators must include their FPS certification number in the appropriate column.

ORIENTATION

Provide FPS Proctors (Appendix E) and Composition Proctors (Appendix F) a copy of their duties. Discuss the procedure for distributing and collecting competition material.

Task 8. Prepare for Evaluation/Scoring

1. Before either FPS or Composition booklets are given to evaluators/readers to be scored, they must be **coded with new numbers**. This ensures that teams and students remain unknown during the scoring process. **Copy the first page of each booklet with the original number and keep it for later reference.** It is your duty to assign the **second set of code numbers** to the booklets prior to evaluation. The list of both original and new codes will be provided in the materials sent to you from KAAC.

If students identify themselves or their schools in their composition or their FPS booklet, their booklet will be disqualified. Contest Managers or their designees must obtain KAAC approval before such a disqualification is made. If students or teams submit Composition or FPS booklets with text that clearly identifies the identity of that student, team or school, the Composition & FPS Coordinator shall be prohibited from blackening out that text. Before Composition and FPS booklets are distributed for scoring with ASAP, please call the KAAC to receive an official ruling.

2. How to assign the new codes:
 - a. Arrange the Composition booklets in numerical order according to the numbers assigned at registration. Following the master code list, place the new number over the previously assigned number. Scan the booklet to check to see if the original number is recorded in any other areas. If so, use a black marker to obscure any of those areas. An ID number is used for the purpose of anonymity and does not specifically identify a student, team or school.
 - b. Repeat the procedure above for FPS. Arrange the FPS team booklets in numerical order according to the numbers assigned at registration. Before copying the booklets or providing them to evaluators, place the label with the new code number over the previously assigned number. Scan the team booklets to look if the original number is recorded anywhere else. If so, use a marker to obscure any of those areas. An ID number is used for the purpose of anonymity and does not specifically identify a student, team or school.
 - c. The Contest Manager, FPS & Composition Coordinator, and Head Scorer should be the only persons with access to the master code list.

3. You may duplicate the FPS and Composition booklets to facilitate evaluation.
However, no booklet(s) may be removed from the evaluation site.
Remember, copy booklets AFTER the new code numbers have been applied.
4. Each FPS Evaluator receives a copy of the FPS Evaluation Notes, an FPS Scoresheet for each team, and the Future Scene. FPS evaluations score all booklets at the district level of competition.
5. Each Composition Reader receives a copy of the prompt, Characteristics of the Genre handout, and Composition Scoresheets for each participant in the event.
Composition readers score **ALL** compositions at the District level of competition.
6. **FPS Evaluation:**
 - a. The number of evaluators must equal the number of teams participating.
 - b. All evaluations must be completed by noon Saturday after the completion of the event.
 - c. Not all evaluators need to be present at the same time, but evaluation **MUST** be completed in one continuous sitting for each evaluator.
 - d. Booklets must be evaluated on-site or a site determined and overseen by the FPS Coordinator. **Evaluators may not take booklets to their respective homes.**
 - e. If an evaluator serves for two different Districts, that evaluator could read two sets of booklets in a combined District competition.
 - f. Each step of the FPS process is evaluated and receives a numerical score. Each evaluator then ranks their respective sample of booklets based on numerical scores reported on the FPS Evaluator Report Form(Appendix G). Booklets cannot receive the same number of points or rank.
 - g. Upon the completion of evaluations you will need to give all competition materials, including Evaluator Report Forms, to the Contest Manager or Head Scorer.
 - h. Copies of the team booklet district scoresheets are returned to participating teams no later than Monday following the competition even if the competition and award ceremony have been delayed due to weather.
 - i. All evaluators read **ALL** booklets at the district level.
 - j. FPS scoresheets are reviewed for scoring errors. (See Appendix J)

FPS Evaluation Environment:

- ✓ Evaluation must be conducted in a room free from noise and conversation.
- ✓ Questions regarding the evaluation are directed to the FPS & Composition Coordinator or Contest Manager, not to other evaluators.
- ✓ Evaluators **MUST NOT** discuss the contents of team booklets, either in the evaluation room or among themselves outside of the evaluation room.
- ✓ Evaluators **WILL NOT** read aloud from a booklet they are evaluating.
- ✓ Evaluators **WILL NOT** discuss the identity of a particular booklet.

7. **Composition Evaluation:**

- a. A reader for each participating school evaluates writing. **Each reader scores every booklet.** Readers are encouraged to meet and discuss the writing prompt; however, each person scores independently. Each Composition Reader should be provided with the Guidelines for Composition Readers and the Characteristics of the Genre handout (Appendix H).
- b. All scoring must be completed by noon Saturday after the completion of the event.
- c. Readers should be experienced with scoring student writing such as the scoring used in the Kentucky Department of Education Standards.
- d. Not all readers need to be present at the same time; however, each reader must conduct their scoring in one sitting.
- e. The reader assigns a numerical score on the scoresheet. When all entries have been scored, the reader then ranks the student writing based on the numerical scores recorded on the Composition Report Form (Appendix I).
- f. Return all scoring materials, including Composition Report Forms, to the Contest Manager or Head Scorer.
- g. Composition scoresheets are reviewed for scoring errors. (See Appendix J)

Task 9. Distribute and Return Competition Materials

1. If FPS scoring has been completed and severe weather has caused a delay resulting in the postponement of Saturday's awards ceremony, notification to FPS teams advancing to the Regional competition should be made no later than the first Monday following the original scheduled awards ceremony. For the FPS teams advancing to the Regional event complete the FPS Regional Advancement Announcement form (Appendix K) and return copies of the team booklet and scoresheets on Monday. If no delay occurred in your District competition, make sure the following materials are returned to the schools following the awards ceremony:
 - FPS team booklet
 - Evaluation scoresheets
2. Do NOT return scored Composition materials to participants until after the awards ceremony.
3. Make sure the following materials are returned to the Contest Manager or Head Scorer, along with any other competition material:
 - FPS Evaluator Report Forms
 - Composition writing booklets
 - Composition Scoresheets
 - Composition Reader Report Forms
 - FPS Sign-in Form
 - Composition Sign-in Form
 - Officials' Registration Form

THANK YOU!

A final word of advice:

Just as the moderator and judge must maintain decorum in a Quick Recall match without abusing their positions of authority, so must the FPS and Composition Coordinator authoritatively administer Governor's Cup.

Take the advice of experienced coaches when it seems sound. Be firm but fair; make it clear that all coaches and schools will be expected to do their part to help as well.

Please contact us at KAAC if you have any problems to which you can't find answers. We're here as a resource to you.



John Bennett, Executive Director
jbennett@kaac.com
Quick Recall, Written Assessment



Brenda Darnell, Program Director
bdarnell@kaac.com
FPS, Composition, Hosting

The Kentucky Association for Academic Competition
113 Consumer Lane
Frankfort, KY 40601
502-223.0088 (phone)
502-223.0430 (fax)
E-mail: kaac@kaac.com

Office hours: Monday through Friday, 8:00 A.M. to 4:30 P.M. EST

Appendix A – Worksheet for Officials

FPS AND COMPOSITION WORKSHEET FOR OFFICIALS



Chief Official:

Head Scorer:

Scoring Assistant:

(1) Composition and FPS Coordinator if FPS Certified _____ (2) if Coordinator not certified, assisted by FPS certified person from another school

FPS Proctors: Minimum of 2 proctors monitor for 2 hours on Tuesday.

1. _____

2. _____

3. _____

4. _____

Composition Proctors: 2 proctors monitor for 90 minutes on Tuesday.

1. _____

2. _____

FPS Evaluators: 1 evaluator for EACH FPS team. (Coaches may NOT evaluate in their own district)

1. _____

2. _____

3. _____

4. _____

5. _____

Composition: One evaluator from each school entering students in Composition according to the schedule determined at the Coaches Planning Meeting.

1. _____

2. _____

3. _____

4. _____

5. _____

Appendix B – FPS Sign-in Form

FUTURE PROBLEM SOLVING SIGN-IN FORM

Division: EL / MG / HS



Host

School _____ District # _____ Region # _____ Date _____

ID #	School	Student	Student Initials	For ASAP Use
001		1		ID entered & checked <input type="checkbox"/>
		2		
		3		
		4		
002		1		<input type="checkbox"/>
		2		
		3		
		4		
003		1		<input type="checkbox"/>
		2		
		3		
		4		
004		1		<input type="checkbox"/>
		2		
		3		
		4		
005		1		<input type="checkbox"/>
		2		
		3		
		4		

Send the white copy to the ASAP Scoring Team, then to the Regional host. Return the yellow copy to KAAC.

Appendix C - Composition Sign-in Form

COMPOSITION SIGN-IN FORMDivision: **EL / MG / HS**

Host _____

School _____ District # _____ Region # _____ Date _____

ID#	Student Name	School	For ASAP Use
			ID entered & checked
401			<input type="checkbox"/>
402			<input type="checkbox"/>
403			<input type="checkbox"/>
404			<input type="checkbox"/>
405			<input type="checkbox"/>
406			<input type="checkbox"/>
407			<input type="checkbox"/>
408			<input type="checkbox"/>
409			<input type="checkbox"/>
410			<input type="checkbox"/>
411			<input type="checkbox"/>
412			<input type="checkbox"/>
413			<input type="checkbox"/>
414			<input type="checkbox"/>
415			<input type="checkbox"/>

Send the white copy to the ASAP Scoring Team, then to the Regional host. Return the yellow copy to KAAC.

Appendix D – Officials' Sign-in Form



FPS and COMPOSITION OFFICIALS' SIGN-IN FORM

Name	Comp	FPS	FPS Cert #	School

Appendix E – Guidelines for FPS Proctors

GUIDELINES FOR FUTURE PROBLEM SOLVING PROCTORS

120 Minutes for Middle Grades and High School

90 Minutes for Elementary

There are two or more proctors for the FPS competition. **EVALUATORS MAY NOT PROCTOR.** Proctors distribute materials, keep an orderly contest room, and collect all materials.

Tasks:

1. Prior to the scheduled start of the contest, proctors obtain the list of participating teams, competition materials, pencils and a timing device.
2. At the scheduled time of the competition, proctors seat participants. **No student is admitted late to FPS, nor is a student or team dismissed early.** Coaches may proctor, but they may not proctor their own team. The coach is an impartial observer when proctoring other teams.
 - a. If teams are placed in separate rooms, proctors should share in the responsibility of checking on each team; it is not necessary to remain with the teams.
 - b. If the teams are all in the same room, the proctors remain with the teams.
 - c. No student is admitted late to FPS, nor is a student or team dismissed early.
 - d. Participants are allowed to use the restroom; however, the proctors need to make certain that they do not come in contact with others not involved in the FPS competition.
 - e. Proctors must NOT talk to each other while monitoring. Conversation between proctors can distract the students.
 - f. Proctors should **NEVER** engage team members in conversation during the competition.
3. Contest administration:
 - a. Students are allowed to use a dictionary/thesaurus, in either book or electronic form, and a calculator. Any non-programmable calculator may be used; however, teams cannot share the calculator with other teams. The host school is not required to provide any of these items.
 - b. Teams must write in pencil in the booklets provided. Colored pencils or pens are not allowed.
 - c. Teams may use an unopened package of post-it type notes instead of scrap paper.
 - d. **The FPS category list, notes or other items are NOT permitted.** Proctors should examine the dictionary and thesaurus to ensure that no notes are written inside.
 - e. Distribute materials to students. Distribute scratch paper and pencils. Each team receives 4 copies of the future scene and one team booklet.
 - f. Instruct one student on each team to write their team ID number in the allotted space **ONLY** on the first page of the booklet. Instruct the students to write only on the front of the page. Information on the back page or on additional pages will **NOT** be evaluated.
 - g. Do **NOT** read the future scene aloud.
 - h. Announce that students are to begin. Start the 120-minute time interval (Middle Grades

- and High School) or the 90-minute time interval (Elementary). See next two pages
- i. Do not dismiss teams that finish early; all students must remain in the contest room until all teams have completed their booklets.
 - j. At the end of the designated time interval, announce it is time to stop. Instruct students to put their pencils down.
 - k. Students keep the Future Scene and the Governor's Cup pencil. Collect the team booklets, scratch paper, and any other materials, including the ID number for each team.
4. During the contest, officials keep order in the contest room(s). While team members may talk, discourage excessive noise.
 - 5. Return the collected items to the scoring room, where the Composition and FPS Coordinator affixes new codes on the team booklets.**

FPS Recommended Time Guidelines 120 Minutes for Middle Grades and High School

Proctors announce the following time frames at the major intervals to help the students pace themselves. These time frames serve as guidelines; the teams are free to work at their own pace.

BEGIN – You have 120 minutes to complete your booklet.

30 minutes have elapsed, 90 minutes remain - Step 1 should be complete.

50 minutes have elapsed, 70 minutes remain - Step 2 should be complete.

70 minutes have elapsed, 50 minutes remain - Step 3 should be complete.

90 minutes have elapsed, 30 minutes remain - Steps 4 & 5 should be complete.

110 minutes have elapsed, 10 minutes remain - You should be finishing your booklet. **Please remember, if you submit a booklet with any information that identifies yourself, your team or your school, your team will be disqualified.**

STOP - 120 minutes have elapsed. Stop writing. Please put your pencils down and turn your booklets face down on the desk (table) and sit quietly while we take up your materials until you are dismissed.

Note: If you are running FPS and Composition competition concurrently, remind students that they are not to discuss the writing prompt with anyone.

FPS Recommended Time Guidelines 90 Minutes for Elementary

Proctors announce the following time frames at the major intervals to help the students pace themselves. These time frames serve as guidelines; the teams are free to work at their own pace.

BEGIN – You have 90 minutes to complete your booklet.

20 minutes have elapsed, 70 minutes remain - Step 1 should be complete.

35 minutes have elapsed, 55 minutes remain - Step 2 should be complete.

55 minutes have elapsed, 35 minutes remain - Step 3 should be complete.

70 minutes have elapsed, 20 minutes remain - Steps 4 & 5 should be complete.

80 minutes have elapsed, 10 minutes remain - You should be finishing your booklet. **Please remember, if you submit a booklet with any information that identifies yourself, your team or your school, your team will be disqualified.**

STOP - 90 minutes have elapsed. Stop writing. Please put your pencils down and turn your books face down on the desk (table) and sit quietly while we take up your materials until you are dismissed.

Note: If you are running FPS and Composition competition concurrently, remind students that they are not to discuss the writing prompt with anyone.

Appendix F – Guidelines for Composition Proctors

Guidelines for Composition Proctors
90 Minutes for Middle Grades and High School
45 Minutes for Elementary

There are two or more proctors for the competition. Proctors distribute materials, keep an orderly contest room, collect materials and present the booklets to the Composition and FPS Coordinator for the assignment of new codes.

Tasks:

1. Prior to the scheduled start of the contest, obtain the list of student participants, scrap paper, writing prompt, writing paper, Governor's Cup pens and a timing device.
2. Count the above items and desks to confirm adequate numbers. Keep the writing prompt in the secure envelope until it is time to pass out the competition materials.
3. At the scheduled time of the competition, seat the participants. No student is admitted late to Composition, nor is a student dismissed early.
4. Competition administration:
 - a. Students are allowed to use a dictionary and/or thesaurus, in book or electronic form, in all divisions of Composition. A dictionary and/or thesaurus may not be shared among students. The host school is not required to provide any of these items. Student notes, style guides and other items are **NOT** permitted.
 - b. Distribute scratch paper and writing booklet, and then hand out the prompt. Students must be quiet from this point on.
 - c. Instruct students to write their ID number in the allotted space(s) on the first page **ONLY**.
 - d. **Read aloud any instructions** included with the prompt while students read the instructions silently. **Do not read the writing prompt aloud.**
 - e. Announce that students are to begin. Start the designated time interval.
 - f. **DO NOT INTERACT WITH THE STUDENTS UNLESS YOU ARE ASKED A QUESTION.**
 - g. Announce the time intervals as designated. (See next two pages)
 - h. At the end of the time interval announce that it is time to stop. Instruct students to put their pens down and turn their writing materials face down.
 - i. Collect all other materials, including the ID number for each student. Keep ID numbers separate from the writing booklets.
 - j. During the 90-minute interval (Middle Grade and High School) or 45-minute interval (Elementary), officials keep order in the contest room. Students who finish early **MUST** remain in the contest room until the close of this competition.
5. Return all collected items to the scoring room, where the Composition and FPS Coordinator affixes the new code numbers.

Composition Recommended Time Guidelines Middle Grades and High School

BEGIN – You have 90 minutes to complete this writing task.

45 minutes have elapsed, 45 minutes remain.

75 minutes have elapsed, 15 minutes remain. **Please remember, if you submit a booklet with any information that identifies yourself or your school, you will be disqualified.**

STOP – 90 minutes have elapsed. Stop writing. Put down your pencils and turn your booklets face down and set quietly until you are dismissed.

Note: If you are running FPS and Composition competition concurrently, remind students that they are not to discuss the writing prompt with anyone.

Composition Recommended Time Guidelines Elementary

BEGIN – You have 45 minutes to complete this writing task.

25 minutes have elapsed, 20 minutes remain.

35 minutes have elapsed, 10 minutes remain. **Please remember, if you submit a booklet with any information that identifies yourself, your team or your school, your team will be disqualified.**

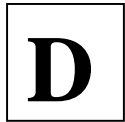
STOP – 45 minutes have elapsed. Stop writing. Put down your pencils and turn your booklets face down and set quietly until you are dismissed.

Note: If you are running FPS and Composition competition concurrently, remind students that they are not to discuss the writing prompt with anyone.

Appendix G – FPS Evaluator Report Form

**FPS EVALUATOR REPORT FORM
DISTRICT**

Division: EL / MG / HS



NAME _____ **FPS CERTIFICATION** _____

DISTRICT _____ **REGION** _____

INSTRUCTIONS:

1. Record the Team Code and Total Points for each booklet scored in your sample.
2. Keep the completed scoresheet for all of the assigned booklets in your sample until all of the booklets are scored.
3. Return each booklet once it is scored so that other evaluators can score the booklet.
4. When you have scored all of the assigned booklets, then determine the RANK for each booklet scored on this form.

Remember, no two booklets may receive the same number of points or rank.

TEAM CODE	TOTAL POINTS	RANK	For ASAP Use
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>

Evaluators: The FPS Coordinator and Head Scorer will review your scoresheet to ensure that the numerical scores awarded are consistent with the scoring rubric.

If a score awarded is not consistent with the evaluation directions, the FPS Coordinator and Head Scorer circle the incorrect score, write the correct score and initial it. For example, in the middle grades/high school division, 13 solution ideas were marked relevant and only 6 points were awarded; the correct number of points awarded should have been 8.

Return this form and the FPS scoresheets to the Composition and FPS Coordinator upon completion of your sample.

Return to KAAC

Appendix H – Guidelines for Composition Readers

Guidelines for Composition Readers

Description: A reader from each school is required. These officials independently read and score the writing and report the results on the Composition Scoresheets.

Tasks:

1. Obtain the prompt, writing booklets and scoresheets from the official scoring room.
2. **Each reader independently reads and scores each piece of writing** based upon the scoring guide.

Scoring is to be completed independently; you cannot collaborate with other readers to determine the placement of a booklet. Review the "Characteristics of the Genre" form before you begin the scoring process.

3. When using the Scoring Criteria for determining winners in Composition, consider the following guidelines representing strengths and weaknesses of factors entering into the judgment of a written Composition. In order to recognize varied achievement, remember the following:
 - a. Take into account that the on-demand writing is written within the given time period.
 - b. Read all booklets supportively in order to reward writers for what they have accomplished. There is a box for feedback, remarks and suggestions.
 - c. Avoid judging by preconceived standards, i.e., that all compositions follow a specific format--five paragraphs, three paragraphs, etc.; or that one type of error is automatically disqualifying. (Note: mechanics is worth the fewest points on the scoresheet.)
 - d. When selecting the best overall sample of writing, keep in mind that you are part of a team of judges.
4. After scoring each booklet, you should rank your sample of booklets; the booklet with the highest numerical score receives a rank of 1, the next best booklet a 2, etc. **Two booklets cannot receive the same score, nor is it possible to award two booklets the same rank.** Break any ties in raw scores by reviewing the booklets head-to head until one booklet scores higher than the other. When you are finished, return your scoresheets to the Composition and FPS Coordinator.
5. After each booklet has been read, scored, and ranked by each reader, the ranks of all readers are tallied by the Head Scorer. Order of finish is determined by the lowest composite rank.

Appendix I – Composition Reader Report Form

Composition Reader Report Form--District Division: EL / MG / HS

Please review the "Characteristics of the Genre" form before you begin the scoring process.

Reader Name _____ District # _____

INSTRUCTIONS:

1. Collate your scoresheets by total points in descending order (highest total points on top).
2. Flip through them and see if you have total points the same for any booklets. If so, review the booklets, break the tie, and rank one booklet higher than the other(s) until any ties are broken.
3. Fill in the rank at the bottom of each scoresheet.
4. In the table below, record the Total Points and Booklet Code for each booklet you scored.
5. The Head Scorer will review your scoresheet to determine that the numerical scores awarded are consistent with the scoring rubric.

Score every booklet, and no two booklets may receive the same total points or rank!

Reader—Complete This Section			For ASAP Use
Rank 1	Total Points (0-156) _____	Booklet Code: _____	Entered <input type="checkbox"/>
Rank 2	Total Points (0-156) _____	Booklet Code: _____	Entered <input type="checkbox"/>
Rank 3	Total Points (0-156) _____	Booklet Code: _____	Entered <input type="checkbox"/>
Rank 4	Total Points (0-156) _____	Booklet Code: _____	Entered <input type="checkbox"/>
Rank 5	Total Points (0-156) _____	Booklet Code: _____	Entered <input type="checkbox"/>
Rank 6	Total Points (0-156) _____	Booklet Code: _____	Entered <input type="checkbox"/>
Rank 7	Total Points (0-156) _____	Booklet Code: _____	Entered <input type="checkbox"/>
Rank 8	Total Points (0-156) _____	Booklet Code: _____	Entered <input type="checkbox"/>
Rank 9	Total Points (0-156) _____	Booklet Code: _____	Entered <input type="checkbox"/>
Rank 10	Total Points (0-156) _____	Booklet Code: _____	Entered <input type="checkbox"/>
Rank 11	Total Points (0-156) _____	Booklet Code: _____	Entered <input type="checkbox"/>
Rank 12	Total Points (0-156) _____	Booklet Code: _____	Entered <input type="checkbox"/>
Rank 13	Total Points (0-156) _____	Booklet Code: _____	Entered <input type="checkbox"/>
Rank 14	Total Points (0-156) _____	Booklet Code: _____	Entered <input type="checkbox"/>
Rank 15	Total Points (0-156) _____	Booklet Code: _____	Entered <input type="checkbox"/>

These total points should be in descending order.

Return to KAAC

Appendix J – FPS and Composition Scoresheet Review

FPS AND Composition Scoresheet Review

KAAC requires that the FPS and Composition Coordinator and Head Scorer, or other individual designated at the Coaches Planning Meeting, examine FPS scoresheets to verify team codes, points awarded, and ranking.

The examination of a scoresheet cannot challenge the score awarded unless it is in direct violation of the scoring rubric.

1. The FPS and Composition Coordinator and Head Scorer have four (4) distinct tasks:
 - a. Determining that each booklet contains the correct code.
 - b. Verifying that the FPS scoresheet corresponds to the team booklet by reviewing the Underlying Problem in the team booklet with the Underlying Problem as it is written on each scoresheet.
 - c. Reviewing the computation of scores on the FPS scoresheet for each step and for each section of the Composition scoresheet, verifying that the numerical score is consistent with the scoring rubric.
 - d. Checking to ensure that the score for each is correctly totaled, and that the total for each step or section is correctly added for the "Total Points Earned."
2. The FPS and Composition Coordinator or Contest Manager will copy the first page of each booklet prior to applying the new code numbers.
 - a. These pages are kept secure by the FPS and Composition Coordinator or Contest Manager.
 - b. After all evaluation is completed, the FPS and Composition Coordinator and Head Scorer compare the new coded booklet and the first page of the original code with the KAAC code sheet to make certain the codes are correct.
 - c. Any mistake in coding will be obvious based on a comparison of the first page.
3. The FPS and Composition Coordinator and Head Scorer examine the scoresheet to determine that the numerical scores awarded are consistent with the scoring rubric.
 - a. If a score awarded is not consistent with the evaluation directions, the FPS and Composition Coordinator and Head Scorer circle the incorrect score, write the correct score and initial it. (e.g. In the elementary division, 8 solution ideas were marked relevant and only 3 points were awarded; the correct number of points awarded should have been 8).
 - b. Only those scores awarded that are in conflict with the scoring rubric may be changed. The evaluator's determination of challenges, solutions, or any other subjective scoring cannot be altered in FPS. Composition scores awarded for genre, structure, etc. cannot be altered.
4. The FPS and Composition Coordinator and Head Scorer examine the scoresheet to verify that the numerical scores awarded in each step equal the points in "Total Points Earned" on the scoresheet. The FPS and Composition Coordinator and Head Scorer

then review the Evaluator/Reader Report Form to insure that the team ranks correspond with the total points awarded.

5. There is no provision to challenge how a criterion was scored. Based on the rules in the Governor's Cup Coaches Manual, should a coach feel that an evaluator/reader shows significant errors in evaluation, the coach may request that the booklet and evaluation scoresheet be examined by KAAC. Should KAAC agree, the evaluator **MUST** undergo remediation before FPS certification may be renewed. A similar process will be used for Composition review.
6. Once scoresheets leave the contest site, no inquiry can be honored based on an error on the scoresheet.
7. Errors by the Head Scorer or FPS and Composition Coordinator on the report forms or tally forms retained by KAAC may be reconciled after the fact.

Appendix K – FPS Regional Advancement Announcement

FPS REGIONAL ADVANCEMENT ANNOUNCEMENT

This form is completed if there has been a delay of your District’s awards ceremony and FPS scoring has been completed. Please complete and send to each school advancing to the Regional competition by the first Monday following the originally scheduled awards ceremony.

**This form is to be sent to each school advancing to Regional with:
Team FPS booklet
Team scoresheets**

The following teams, listed alphabetically, advance to Regional competition. The order of placement and the awards will be announced at the District awards ceremony.

The top two teams advance to the Regional competition. If more than two teams are listed, two or more teams were tied.

SCHOOL	CODES	

If the awards ceremony is postponed, include a copy of this form when returning FPS booklets and scoresheets to all schools participating in FPS.