



FPS & Composition Guide  
**2012 Regional Governor's Cup**

**All Grade Levels**



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

## **A Word of Thanks**

On January 31 (Middle Grades), February 14 (High School) and March 13 (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 Regional 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 Governor's Cup 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 Regional 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.

John Bennett, Executive Director

Brenda Darnell, Program Director

**Brenda Darnell will be available until 8:30 PM on FPS and Composition days to offer procedural guidance for Governor's Cup events. Email is the best way to contact Brenda. Email her at [bdarnell@kaac.com](mailto:bdarnell@kaac.com).**

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## 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 names of students advancing to your Regional event through the ASAP online link at [kaac.com](http://kaac.com) with your scoring password that will be emailed to you after Districts have been completed. Coaches from each school advancing to the Regional competition will provide you with the names of required 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 the FPS and Composition officials.
- Check FPS and Composition scoresheets for correctable errors.
- Give FPS Report Forms and Composition Reader Report Forms to 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. 31**

**High School: Tuesday, Feb. 14**

**Elementary: Tuesday, Mar. 13**

### **Composition:**

Each District can advance five students in Composition, or more if ties occur. Depending on the make-up of the Region, expect 15-25 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. Each District can advance two (2) FPS teams, or more if ties occur. Depending upon the make-up of the Region you can expect 6-10 teams. Teams 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.

**At Regional Governor's Cup, if the same person is designated to serve as both FPS evaluator and Composition reader, that person is prohibited from scoring both events in the same day.**

### **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 evaluator. At regional competition, the FPS coach can serve as the required evaluator.

### **Officials Needed for Composition:**

- ✦ Composition Proctors: Minimum of two (2).
- ✦ Composition Readers: **One from each of the District Champion's school.**

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 officials should have an accompanying certification number. If either the FPS coach or evaluator's number is not listed in the Regional Confirmation data through ASAP, you may check on-line at kaac.com.

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. Regional Entries from ASAP**

1. Print students that advanced to the Regional event from ASAP

### **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 31 (Middle Grades), February 14 (High School) or March 13 (Elementary), but all participating teams must agree to the times.
2. Review the Regional Confirmation data through ASAP to determine if there are any students that will be competing in both Future Problem Solving and Composition.
3. If your Region 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 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. Composition Reader Report Form
- e. Copies of officials' duties
- f. FPS Future Scene, evaluator notes and response booklets
- g. Composition prompts and writing booklets
- h. Labels for FPS and Composition ID numbers, security labels, Characteristics of the Genre
- i. Pencils for students in FPS, pens for students in Composition

NOTE: Evaluator report forms and FPS booklets for each evaluator will be assigned through ASAP after All FPS evaluator names have been entered through the online scoring program at kaac.com.

**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 f – h 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. In FPS, the students designated by the coaches through the ASAP Regional Confirmation process will be competing. In Composition ONLY those students advancing may compete. District alternates for FPS may be used as participants at the Regional competition.
3. Use the FPS sign-in form (Appendix B) to assign each participating team an ID number from 001-010. 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 401-425. 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 have been confirmed by the coaches through ASAP.

### **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 each Composition Proctor (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 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, 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 scoring begins 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 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 booklets to facilitate the 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, a FPS Scoresheet for each team, the Future Scene, and the FPS Evaluator Report Forms printed from ASAP.
5. Each Composition Reader receives a copy of the prompt, Characteristics of the Genre handout, Guidelines for Composition Readers, and Composition Scoresheets for each participant in the event. Composition readers score **ALL** compositions at the Regional 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 present at the same time, but evaluation **MUST** be completed in one continuous sitting for each evaluator.
  - d. **Booklets must be evaluated on-site** and overseen by the FPS & Composition Coordinator or Contest Manager.
  - e. **Schematics for assigning booklets to evaluators will be provided through ASAP**, and a backup copy will be provided with the competition materials. Each evaluator reads five or fewer booklets during Regional evaluation, based upon the number of teams competing.
  - f. FPS Evaluator Report Forms are printed on site through ASAP. Please refer to the ASAP Guide for instructions.
  - g. 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 printed from ASAP. Booklets cannot receive the same number of points or rank.
  - h. Upon the completion of evaluations you will need to give all competition materials, including Evaluator Report Forms, to the Contest Manager or Head Scorer.
  - i. For Middle Grades and High School divisions, copies of the team booklet and Regional 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. (See Appendix J for FPS State Finals Advancement Form for Middle Grades and High School divisions)
  - j. FPS scoresheets are reviewed for scoring errors. (See Appendix I)

**FPS Evaluation Environment:**

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

## 7. **Composition Evaluation:**

**NOTE: Each reader scores every booklet.**

- a. Two or more readers evaluate writing holistically. 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 (Appendix G), the Composition Reader Report Form (Appendix H) as well as a copy of the Characteristics of the Genre handout from your secured materials.
- 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. **Booklets must be evaluated on-site** and overseen by the FPS & Composition Coordinator or Contest Manager
- 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.

At Regional Governor's Cup, if the same person is designated to serve as both FPS evaluator and Composition reader, that person is prohibited from scoring both events in the same day.

## **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 State Finals at the Middle Grades and High School competitions should be made no later than the first Monday following the original scheduled awards ceremony. For the FPS teams advancing to the State Finals event complete the FPS State Finals Advancement Announcement form (Appendix J) and return copies of the team booklet and scoresheets on Monday. If no delay occurred in your Regional competition, make sure the following materials are returned to the schools following the awards ceremony:
  - ❑ FPS team booklet
  - ❑ Evaluation scoresheets after review for correctness
2. Return the following Composition materials to coaches following the awards ceremony:
  - ❑ Composition booklets
  - ❑ Composition scoresheets after review for correctness

3. Make sure the following materials are given to the Contest Manager or Head Scorer, along with any other competition material:
- ❑ FPS Evaluator Report Forms
  - ❑ Composition writing booklets
  - ❑ Composition Scoresheets after review for correctness
  - ❑ Composition Report Forms
  - ❑ FPS Sign-in Form
  - ❑ Composition Sign-in Form
  - ❑ Officials' Registration Form

Thanks so much for your hard work and dedication to the recognition of student achievement in our state! If you have any questions about FPS or Composition, events please feel free to contact Brenda Darnell at KAAC.



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Quick Recall, Written Assessment



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## **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-2 proctors monitor for 2 hours (MG/HS) and 45 minutes (EL) on Tuesday.

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

**Composition Proctors:** 2 proctors monitor for 90 minutes (MG/HS) and 45 minutes (EL) on Tuesday.

1. \_\_\_\_\_ 2. \_\_\_\_\_

**FPS Evaluators:** 1 evaluator for EACH FPS team. (Coaches may evaluate during Region.)

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 6. \_\_\_\_\_

7. \_\_\_\_\_ 8. \_\_\_\_\_

9. \_\_\_\_\_ 10. \_\_\_\_\_

**Composition:** One evaluator from each District Champion's school scores according to the schedule determined at the Contest Planning Meeting.

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 6. \_\_\_\_\_

## **Appendix B – FPS Sign-in Form**

**Future Problem Solving Sign-In Form**  
**Regional**

**Division: EL/ MG / HS**



**Host School** \_\_\_\_\_ **Region #** \_\_\_\_\_ **Date** \_\_\_\_\_

ID #	School Name	Names of 4 participating students			
001		1		3	
		2		4	
002		1		3	
		2		4	
003		1		3	
		2		4	
004		1		3	
		2		4	
005		1		3	
		2		4	
006		1		3	
		2		4	
007		1		3	
		2		4	
008		1		3	
		2		4	
009		1		3	
		2		4	
010		1		3	
		2		4	

**Send white copy to ASAP scoring team.**  
**Return yellow copy to KAAC.**

## **Appendix C - Composition Sign-in Form**

**Composition Sign-In Form-Regional**  
 Host School \_\_\_\_\_

**Division: EL / MG / HS**  
 Region # \_\_\_\_\_ Date \_\_\_\_\_

ID#	Student Name	School	<b>For ASAP Use</b>
			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"/>
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415			<input type="checkbox"/>
416			<input type="checkbox"/>
417			<input type="checkbox"/>
418			<input type="checkbox"/>
419			<input type="checkbox"/>
420			<input type="checkbox"/>
421			<input type="checkbox"/>
422			<input type="checkbox"/>
423			<input type="checkbox"/>
424			<input type="checkbox"/>
425			<input type="checkbox"/>

**Send white copy to ASAP scoring team.**  
**Return yellow copy to KAAC.**

## **Appendix D – Officials' Sign-in Form**



## **Appendix E – Guidelines for FPS Proctors**

# **GUIDELINES FOR FUTURE PROBLEM SOLVING PROCTORS**

## **120 Minutes for Middle Grades and High School**

### **90 Minutes for Elementary**

**Description:** There are two or more proctors for the FPS competition. **EVALUATORS MAY NOT PROCTOR.** These officials 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 timing device.
2. At the scheduled time of the competition, proctors seat participants. No coaches are permitted in the room(s) during the competition. Coaches may proctor, but they cannot 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 rest room; however, the proctors need to make certain that they do not come in contact with others not involved in the FPS competition.
  - e. Proctors should **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 completing the activity early; all students must remain in the contest room until all teams have completed their booklets.
  - j. At the end of the 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 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 Future Scene 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**

**Description:** There are two or more proctors who 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 Competition pens and a timing device. Students may use a pencil if they so desire.
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 on the next two pages.
  - h. At the end of the designated 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 90 Minutes for 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 45 Minutes for 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 – 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 evaluator 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 a 90-minute 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. **While it is possible for two booklets to receive the same score, it is not possible to award two booklets the same rank.** Break any ties in raw scores holistically by ranking one booklet higher than the other. When you are finished, return 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 H – Composition Reader Report Form**

# Composition Reader Report Form—Region Division: EL/MG / HS

Name \_\_\_\_\_ Region # \_\_\_\_\_

**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.

**No two booklets may receive the same total points or rank!**

Reader—Complete This Section				For ASAP Use Only
Rank 1	Booklet Code: _____		Total Points (0-156)_____	Entered <input type="checkbox"/>
Rank 2	Booklet Code: _____		Total Points (0-156)_____	Entered <input type="checkbox"/>
Rank 3	Booklet Code: _____		Total Points (0-156)_____	Entered <input type="checkbox"/>
Rank 4	Booklet Code: _____		Total Points (0-156)_____	Entered <input type="checkbox"/>
Rank 5	Booklet Code: _____		Total Points (0-156)_____	Entered <input type="checkbox"/>
Rank 6	Booklet Code: _____		Total Points (0-156)_____	Entered <input type="checkbox"/>
Rank 7	Booklet Code: _____		Total Points (0-156)_____	Entered <input type="checkbox"/>
Rank 8	Booklet Code: _____		Total Points (0-156)_____	Entered <input type="checkbox"/>
Rank 9	Booklet Code: _____		Total Points (0-156)_____	Entered <input type="checkbox"/>
Rank10	Booklet Code: _____		Total Points (0-156)_____	Entered <input type="checkbox"/>
Rank 11	Booklet Code: _____		Total Points (0-156)_____	Entered <input type="checkbox"/>
Rank 12	Booklet Code: _____		Total Points (0-156)_____	Entered <input type="checkbox"/>
Rank 13	Booklet Code: _____		Total Points (0-156)_____	Entered <input type="checkbox"/>
Rank 14	Booklet Code: _____		Total Points (0-156)_____	Entered <input type="checkbox"/>
Rank 15	Booklet Code: _____		Total Points (0-156)_____	Entered <input type="checkbox"/>
Rank 16	Booklet Code: _____		Total Points (0-156)_____	Entered <input type="checkbox"/>
Rank 17	Booklet Code: _____		Total Points (0-156)_____	Entered <input type="checkbox"/>
Rank 18	Booklet Code: _____		Total Points (0-156)_____	Entered <input type="checkbox"/>
Rank 19	Booklet Code: _____		Total Points (0-156)_____	Entered <input type="checkbox"/>
Rank 20	Booklet Code: _____		Total Points (0-156)_____	Entered <input type="checkbox"/>
Rank 21	Booklet Code: _____		Total Points (0-156)_____	Entered <input type="checkbox"/>
Rank 22	Booklet Code: _____		Total Points (0-156)_____	Entered <input type="checkbox"/>
Rank 23	Booklet Code: _____		Total Points (0-156)_____	Entered <input type="checkbox"/>
Rank 24	Booklet Code: _____		Total Points (0-156)_____	Entered <input type="checkbox"/>

Readers: The Head Scorer will review your scoresheet to determine that the numerical scores awarded are consistent with the scoring rubric. Return this form and the Composition scoresheets to the Contest Manager upon completion.

Return to KAAC

## **Appendix I – 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 J – FPS State Finals Advancement Announcement**

# **FPS STATE FINALS ADVANCEMENT ANNOUNCEMENT**

## **For Middle Grades and High School Divisions Only**

**This form is completed if there has been a delay of your Middle Grades of High School division Regional's awards ceremony and FPS scoring has been completed. Please complete and send to each school advancing to the Governor's Cup State Finals 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 the Governor's Cup State Finals competition. The order of placement and the awards will be announced at the Regional awards ceremony.

**The top two teams advance to the Governor's Cup State Finals competition. If more than two teams are listed, two or more teams were tied.**

<b>SCHOOL</b>	<b>CODES</b>	

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