

# Duties of Chief Official and (optional) Inquiry Panel

The Chief Official and (optional) Inquiry Panel members act only to decide matters the other competition officials cannot resolve. While it is not recommended that parents/guardians of student participants serve as Chief Official, they may do so if unanimous coach consent is secured prior to competition day.

The Chief Official:

- ✓ Makes a final ruling on inquiries the other officials cannot resolve
- ✓ Should be the most knowledgeable official in attendance
- ✓ Should be of highest personal character
- ✓ May not be a coach of the participating schools
- ✓ Should not be an employee of any school involved in the competition
- ✓ Must be certified in Quick Recall
- ✓ Does not evaluate or officiate any event, including Quick Recall matches

The Inquiry Panel:

- ✓ Is nominated by the participating schools to serve as a judging panel (enough people to "cover" the content areas of Mathematics, Social Studies, Science, Language Arts, and Humanities).
- ✓ Advises the Chief Official on matters related to content
- ✓ Evaluates Written Assessment tie-breaker responses in cases of ties among the top five finishers.

The advice of the panel is offered to the Chief Official for consideration; the final decision, however, rests with the Chief Official and may not be appealed.

Although it is not preferred, a coach may be elected to the Inquiry Panel.

## Written Assessment Inquiry Procedure

A coach may file an inquiry in only two areas: procedure and answer. Inquiries are emailed to the Chief Official before the published deadline.

PROCEDURE: Application of rules in administering the examinations

ANSWERS: Either an answer appearing on the key is incorrect or a correct answer is not noted on the key

Under these circumstances a coach, upon conferring with his or her team, may file a written inquiry.

1. Five minutes after Time Frame 1 begins, the Chief Official or designee makes each Written Assessment examination and answer key available to the participating coaches.
2. Coaches must submit inquiries via email by the published deadline to the Chief Official, who forwards them to all coaches.
3. Rebuttals are due at the published deadline.
4. The Chief Official, in consultation with the members of the Inquiry Panel, rules on all content matters.
5. All decisions made by the Chief Official are final.
6. If a question is judged to have no correct answer, all students shall receive a point for that question whether they gave an answer or not.

## Quick Recall Inquiry Procedure

A blank Inquiry Form in Word will be available to coaches. SHOWCASE coaches may choose at the planning meeting to employ any of the four options below:

1. Coaches email inquiries to the judge and opposing coach or sharing their screen
2. Coaches email inquiries and rebuttals directly to the Chief Official (anonymity will be lost)
3. Coaches submit inquiries and rebuttals verbally, forgoing the option to involve the Chief Official
4. In another manner agreed upon by participating coaches.