

## Kentucky Association for Academic Competition

---

113 Consumer Lane

Frankfort, KY 40601

502.223.0088

Fax: 502.223.0430

[kaac@kaac.com](mailto:kaac@kaac.com)

[bdarnell@kaac.com](mailto:bdarnell@kaac.com)

Hosting resources: <http://kaac.com/hosting>



## **FPS & COMPOSITION GUIDE**

**ALL GRADE LEVELS**

**District Governor's Cup**

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

**The contest manager shall not release sensitive competition materials to be removed from the competition site for FPS and Composition until after the Awards Ceremony. This includes the following items:**

- 1. Future Scenes**
- 2. Composition Prompts**
- 3. FPS Evaluator Notes**
- 4. Scrap paper**

## A Word of Thanks

On January 14 (Middle Grades), January 21 (High School) and February 4 (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 2020 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](mailto:bdarnell@kaac.com).**

This is a state-wide competition and may require a sequester of competition materials due to inclement weather that causes a postponement in an isolated area of the state. Check for a sequester of materials frequently throughout the day by logging out of the ASAP scoring page and logging back into the ASAP link.

## **Contents**

Governor's Cup Scheduling Policy .....	<b>1</b>
Responsibilities of Host Schools for FPS & Composition Events .....	<b>2</b>
Task 1. Devise a Facility Usage Plan .....	<b>3</b>
Task 2. Identify Needed Officials.....	<b>3</b>
Task 3. Receive District Entry Forms .....	<b>4</b>
Task 4. Schedule FPS & Composition Events .....	<b>4</b>
Task 5. Receive Materials .....	<b>5</b>
Task 6. Prepare for and Implement Registration .....	<b>6</b>
Task 7. Registration and Orientation of Officials .....	<b>7</b>
Task 8. Prepare for Evaluation/Scoring.....	<b>7</b>
Task 9. Distribute and Return of Competition Materials .....	<b>9</b>
Appendix A – Worksheet for Officials.....	<b>11</b>
Appendix B – FPS Sign-in Form .....	<b>13</b>
Appendix C - Composition Sign-in Form.....	<b>16</b>
Appendix D – Officials’ Sign-in Form.....	<b>20</b>
Appendix E – Guidelines for FPS Proctors .....	<b>22</b>
FPS Recommended Time Guidelines Middle Grades & High School .....	<b>26</b>
FPS Recommended Time Guidelines Elementary.....	<b>26</b>
Appendix F – Guidelines for Composition Proctors .....	<b>28</b>
Composition Recommended Time Guidelines Middle Grades & High School ..	<b>29</b>
Composition Recommended Time Guidelines Elementary .....	<b>30</b>
Appendix G – FPS Evaluator Report Form.....	<b>31</b>
Appendix H – Guidelines for Composition Readers.....	<b>33</b>
Appendix I – Composition Pre-Scoring & Reader Report Form .....	<b>35</b>
Appendix J –FPS and Composition Reader Report Form .....	<b>39</b>
Appendix K –FPS Regional Advancement Announcement.....	<b>42</b>

# 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. Students competing in both FPS and Composition are the only exceptions to this rule.
- e. If a competition is delayed or postponed, the Severe Weather Plan agreed upon by the coaches attending the Coaches' Planning Meeting is enacted. The decision to delay or postpone Governor's Cup events rests with the Contest Manager.
- 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

- Provide the physical facilities to accommodate the competition.
- Communicate with the participating schools.
- 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.
- Collect all sensitive (competition) materials and hold until released by KAAC.
- Check FPS and Composition scoresheets for correctable errors.
- Give FPS Report Forms and Composition Reader Report Forms to the Head Scorer for entry into scoring database.
- Distribute competition material and results to Contest Manager after scoring has been completed.



### Task 1. Devise a Facility Usage Plan

**Middle Grades: Tuesday, Jan. 14**

**High School: Tuesday, Jan. 21**

**Elementary: Tuesday, Feb. 4**

#### **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. Any official with access to the new ID codes for re-coding of the booklets may NOT proctor or evaluate.

### **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 a certified FPS evaluator. **The FPS coach may not evaluate at district, but may serve as the evaluator for a school from a different district.**

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

- ✦ Composition Proctors: Minimum of two (2). **Proctors may not evaluate.**
- ✦ 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 such as the scoring used in the composition assessment. Nominated officials should review the KAAC Composition scoresheet, rubric and *Composition Guide* before scoring any KAAC Composition event.

FPS and Composition officials are identified on each school's District Entry Form on the Adult Roster page. 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 <http://data.kaac.com/training/certification/search.asp>.

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. Proctors in FPS or Composition may NOT evaluate.

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



### **Task 3. Receive Adult and Student Rosters**

Coaches will NOT send a paper student roster and event assignment sheet to host schools as has been done in the past. Coaches will make those assignments through the scoring system.

#### **THE PROCESS:**

KAAC emails each participating school a link to the District Entry Packet, which includes the components of the District Entry Form:

1. An "Adult Roster", which asks coaches to list the officials their school is providing and their coaches for Quick Recall and FPS
2. Coach Severe Weather Input Form
3. Special Needs Request
4. Instructions for entering students in the online scoring system

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

**The coaches in your District must send items 1-3 to you prior to January 9 for MG and January 16 for HS or January 30 for EL. Coaches must also enter their student roster and event assignments by those dates.**

### **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 14 (Middle Grades), January 21 (High School) or February 4 (Elementary), but all participating teams must agree to the times.
2. Review the District Entry Student Roster 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 (identified with an \*) 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 Pre-Scoring and Reader Report Form
- e. Copies of officials' duties
- f. FPS Future Scene\*, evaluator notes\* and FPS booklets
- g. Composition prompts\*, Notes to Composition Reader, Guidelines for Composition Readers, and writing booklets
- h. Labels for FPS and Composition ID numbers\*, evaluator/reader code letters\*, security labels
- i. Pencils for students in FPS and Composition
- j. FPS Evaluator Report Forms
- k. FPS Tally Form

**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 through h in the list above are shipped sealed, and must be resealed and kept secure after verification. The other items may be kept in a safe place as you begin to organize for the competition and scoring.

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/s sign the form. The form is retained at the host site.

The Composition and FPS Coordinator and other individual/s 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 Form, 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. Copies of all forms can be located in the Appendices.



## **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 Student Roster will be competing in the events identified. However, changes or additions may be made to the District Entry Student Roster before the registration for the event closes and the event begins.
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. Do not pre-assign these numbers in case a team does not participate. This task takes only a few seconds to complete and can be done on the day 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. This card is submitted at the end of the event. Blank ID Cards for Composition are provided in Appendix F. Do not pre-assign these numbers in case a student does not participate. This task takes only a few seconds to complete and can be done on the day of the competition.
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 *District Scoring Guide* for instructions about On-Site Registration. A copy of the On-Site Registration Form is located in Appendix F.**

## **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 materials. **Do not skip this task.** Many teams have been misinformed about the competition because a proctor gave incorrect instructions for the Governor’s Cup event.

## **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. Lay the entire booklet on the copier and **copy ONLY the first page of each booklet with the original number** and keep it for later reference. **DO NOT SEPARATE THE FIRST PAGE OF THE BOOKLET FROM THE OTHER PAGES.** It is your duty to assign the **NEW ID Code Numbers** to the booklets prior to evaluation. The list of both original and new codes as well as printing labels with corresponding codes will be provided in the materials sent to you from KAAC.

If a student gives his or her name or identifies the school of the writer in a composition or FPS booklet, the booklet will be disqualified. Scan the booklets for such an infraction. 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, 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. After copying the first page of the booklet with the original ID number, follow the **master code list** and place **ONLY** the new number over the previously assigned number. Scan the booklet 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 see 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, the Future Scene and Evaluator Report Form. FPS evaluations score all booklets at the District level of competition.

5. Each Composition Reader receives a copy of the prompt, Notes to the Composition Reader, Pre-scoring information with Reader Report Form, and 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, but not on the same day.
- 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. For all divisions, copies of the team booklets and District scoresheets are returned to participating teams no later than Monday following the competition if all booklets have been scored 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:**

- a. Evaluation must be conducted in a room free from noise and conversation.
- b. Questions regarding the evaluation are directed to the FPS & Composition Coordinator or Contest Manager, not to other evaluators.
- c. Evaluators **MUST NOT** discuss the contents of team booklets, either in the evaluation room or among themselves outside of the evaluation room.
- d. Evaluators **WILL NOT** read aloud from a booklet they are evaluating.
- e. 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 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 a copy of the prompt, scoresheets, the Guidelines for Composition Readers (Appendix H), the Pre-Scoring and Composition Reader Report Form (Appendix I) and Notes to the Composition Reader.
- 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 Composition assessment. A review of the KAAC Composition scoresheet (rubric) and *Composition Guide* is required.
- 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). No composition booklets may receive the same total points or rank.
- 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)

NOTE: Please be sure that Composition Readers are aware of the format of the Composition Score Sheet. Remind them that it is front and back with the final tabulation located on the front. Also remind readers that tied scores on booklets must be broken before determining the final rankings. The reader must review the booklets and break any tie/s with points.

## 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 copied and returned** to the schools following the awards ceremony:
  - FPS team booklet
  - Evaluation scoresheets
2. Do NOT return copies of 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](mailto:jbennett@kaac.com)  
Quick Recall, Written Assessment



Brenda Darnell, Program Director  
[bdarnell@kaac.com](mailto: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](mailto: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**  
**Obtain Emails and Cell Numbers**



**Chief Official:**

\_\_\_\_\_

**Head Scorer:**

\_\_\_\_\_

**Scoring Assistant:**

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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

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

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

**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 Scoring Team Use
001		1		ID entered & checked
		2		<input type="checkbox"/>
		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		

**Make a copy and send to the Scoring Team.**

**ID# 001 FPS**

**School:** \_\_\_\_\_

**ID# 003 FPS**

**School:** \_\_\_\_\_

**ID# 002 FPS**

**School:** \_\_\_\_\_

**ID# 004 FPS**

**School:** \_\_\_\_\_

**ID# 005 FPS**

**School:** \_\_\_\_\_

## **Appendix C - Composition Sign-in Form and Blank ID Card**

**COMPOSITION SIGN-IN FORM**Division: **EL / MG / HS**

Host

School \_\_\_\_\_ District # \_\_\_\_\_ Region # \_\_\_\_\_ Date \_\_\_\_\_

**D**

ID#	Student Name	School	For Scoring Team 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"/>

**Make 2 copies. Send one copy to the proctor and one copy to the Scoring Team.**

**ID# \_\_\_\_\_ Composition**

**ID# \_\_\_\_\_ Composition**

**Student Name: \_\_\_\_\_**

**Student Name: \_\_\_\_\_**

**School: \_\_\_\_\_**

**School: \_\_\_\_\_**

**ID# \_\_\_\_\_ Composition**

**ID# \_\_\_\_\_ Composition**

**Student Name: \_\_\_\_\_**

**Student Name: \_\_\_\_\_**

**School: \_\_\_\_\_**

**School: \_\_\_\_\_**

**ID# \_\_\_\_\_ Composition**

**ID# \_\_\_\_\_ Composition**

**Student Name: \_\_\_\_\_**

**Student Name: \_\_\_\_\_**

**School: \_\_\_\_\_**

**School: \_\_\_\_\_**

**ID# \_\_\_\_\_ Composition**

**ID# \_\_\_\_\_ Composition**

**Student Name: \_\_\_\_\_**

**Student Name: \_\_\_\_\_**

**School: \_\_\_\_\_**

**School: \_\_\_\_\_**

**ID# \_\_\_\_\_ Composition**

**ID# \_\_\_\_\_ Composition**

**Student Name: \_\_\_\_\_**

**Student Name: \_\_\_\_\_**

**School: \_\_\_\_\_**

**School: \_\_\_\_\_**

## Onsite Student Entry Form

District # \_\_\_\_\_ Host School \_\_\_\_\_

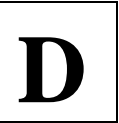
Group students by school. After completing this form, students may register.

Coaches complete these four columns--NOT THE LAST COLUMN				For Scoring Team Use Only
School	Student Name	Grade	Gender M or F	Added to Roster
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
School	Student Name	Grade	Gender M or F	Added to Roster
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
School	Student Name	Grade	Gender M or F	Added to Roster
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
School	Student Name	Grade	Gender M or F	Added to Roster
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

**After registration ends, send this form to the Scoring Team.**

## **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 if located in a large room. You may and should have a proctor for each team if located in individual rooms. Discussion with anyone near the participants must be avoided. **EVALUATORS MAY NOT PROCTOR.** Proctors distribute materials, keep an orderly contest room, and collect all materials. Do NOT prompt the students with any information other than what is given in this guideline. If you do not know the answer to a question, please ask. **NO CELL PHONE, SMART WATCHES or UNAPPROVED ELECTRONIC DEVICES are permitted for use during the entire competition.**

#### **Tasks:**

1. Prior to the scheduled start of the contest, proctors obtain the list of participating teams, competition materials, pencils and a timing device. Tell the students: **"Erasable pens are not permitted. One line of written text may be written per line in the booklet. Additional lines will not be scored. NO CELL PHONES, SMART WATCHES or USE OF ANY UNAPPROVED ELECTRONIC DEVICES are permitted during the competition. Please turn off and put away. The student will be disqualified if non-approved devices are used during the competition."**
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 may not proctor their own team. The coach is an impartial observer when proctoring other teams.
  - a. If teams are placed in separate rooms and only 2 proctors are used, 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.
  - g. Proctors should not permit excessive activity or noise by someone other than the participants during the competition. Cleaning the room, talking on the cell phone, playing video games, etc. can be a distraction to the competitors.
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. Highlighter may be used to mark the Future Scene.
  - 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. **ANNOUNCE: NO CELL PHONES, SMART WATCHES or USE OF ANY UNAPPROVED ELECTRONIC DEVICES are permitted during the competition. Please turn off and put away. Any violation of this rule will result in disqualification.**
  - 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, outside the margins, or on additional pages will **NOT** be evaluated.
  - g. Announce one more time to **not** use any unapproved electronic devices (cell phone, smart watch, or any device that can be connected to the Internet) or your team will be disqualified.
  - h. Do **NOT** read the Future Scene aloud.
  - i. 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 appropriate FPS Recommended Time Guidelines that follows.
  - j. Do not dismiss teams that finish early; all students must remain in the contest room until all teams have completed their booklets.
  - k. At the end of the designated time interval, announce it is time to stop. Instruct students to put their pencils down.
  - l. Students keep the Governor's Cup pencil. Collect the team Future Scenes, 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 all collected items, including the Future Scenes, 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.

**ANNOUNCE: NO CELL PHONES, SMART WATCHES or USE OF ANY UNAPPROVED ELECTRONIC DEVICES ARE PERMITTED DURING THE COMPETITION. PLEASE TURN OFF AND PUT AWAY. YOUR TEAM WILL BE DISQUALIFIED IF USED DURING THE COMPETITION.**

BEGIN – You have 120 minutes to complete your booklet.

60 minutes have elapsed, 60 minutes remain.

110 minutes have elapsed, 10 minutes remain – All Steps should be complete. 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.**

**With 30 seconds left in the competition, announce: THIS IS YOUR 30 SECOND WARNING.**

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. **Students may take all the items they brought into the room with them, but all competition materials and scrap paper must be collected and returned to the Contest Manager or Head Scorer. COLLECT THE FUTURE SCENES WITH THE BOOKLETS.**

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.

**ANNOUNCE: NO CELL PHONES, SMART WATCHES or USE OF ANY UNAPPROVED ELECTRONIC DEVICES ARE PERMITTED DURING THE COMPETITION. PLEASE TURN OFF AND PUT AWAY. ANY VIOLATION OF THIS RULE WILL RESULT IN DISQUALIFICATION.**

BEGIN – You have 90 minutes to complete your booklet.

45 minutes have elapsed, 45 minutes remain.

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.**

**With 30 seconds remaining in the competition, announce: THIS IS YOUR 30 SECOND WARNING.**

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. **Students may take all the items they brought into the room with them, but all competition materials and scrap paper must be collected and returned to the Contest Manager or Head Scorer. COLLECT THE FUTURE SCENES WITH THE BOOKLETS.**

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. Discussion with anyone near the participants must be avoided. **READERS MAY NOT PROCTOR.** Do NOT prompt the students with any information other than what is given in this guideline. If you do not know the answer to a question, please ask. Tell the students: **"Erasable pens are not permitted. One line of written text may be written per line in the booklet. Additional lines will not be scored. NO CELL PHONES, SMART WATCHES or USE OF ANY UNAPPROVED ELECTRONIC DEVICES are permitted during the competition. Please turn off and put away. The student will be disqualified if non-approved devices are used during the competition."**

**Tasks:**

2. Prior to the scheduled start of the contest, obtain the list of student participants, scrap paper, writing prompt, writing paper, Governor's Cup Competition pencils and a timing device. Students may use a blue or black pen if they so desire.
3. 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.
4. At the scheduled time of the competition, seat the participants. No student is admitted late to Composition, nor is a student dismissed early.
5. 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 (face-down). 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 pencils down and turn their writing materials face down.
  - i. Collect all competition materials, including the Composition Prompts, and 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**

**ANNOUNCE: NO CELL PHONE OR SMART WATCHES ARE PERMITTED DURING THE COMPETITION. PLEASE TURN OFF AND PUT AWAY. ANY VIOLATION OF THIS RULE WILL RESULT IN DISQUALIFICATION.**

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

60 minutes have elapsed, 30 minutes remain.

85 minutes have elapsed, 5 minutes remain. **Please remember, if you submit a booklet with any information that identifies yourself or your school, you will be disqualified.**

**With 30 seconds remaining in the competition, announce: THIS IS YOUR 30 SECOND WARNING.**

STOP – 90 minutes have elapsed. Stop writing. Put down your pencils and turn your booklets face down and sit quietly until you are dismissed. **COLLECT THE COMPOSITION PROMPTS WITH THE BOOKLETS.**

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

**ANNOUNCE: NO CELL PHONE OR SMART WATCHES ARE PERMITTED DURING THE COMPETITION. PLEASE TURN OFF AND PUT AWAY. ANY VIOLATION OF THIS RULE WILL RESULT IN DISQUALIFICATION.**

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

30 minutes have elapsed, 15 minutes remain.

5 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.**

**With 30 seconds remaining in the competition, announce: THIS IS YOUR 30 SECOND WARNING.**

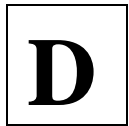
STOP – 45 minutes have elapsed. Stop writing. Put down your pencils and turn your booklets face down and sit quietly until you are dismissed. **COLLECT THE COMPOSITION PROMPTS WITH THE BOOKLETS.**

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**



**Return all sensitive scoring materials to the Contest Manager with your final ranks and scoresheets.**

**NAME** \_\_\_\_\_ **FPS CERTIFICATION** \_\_\_\_\_

**DISTRICT** \_\_\_\_\_ **REGION** \_\_\_\_\_

**INSTRUCTIONS:**

1. Keep the completed scoresheet for all of the assigned booklets in your sample until all of the booklets are scored.
2. Return each booklet once it is scored so that other evaluators can score the booklet.
3. Organize your booklets by total points descending.
4. Record the Team Code and Total Points for each booklet scored in your sample.

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

Evaluator—Complete This Section			For Official Use	
Rank	Code Number (2-digit)	Total Points (0-125)	Points verified by Scoring Team	Ranks verified
<b>Rank 1</b>	<b>Booklet Code:</b>	<b>Total Points:</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Rank 2</b>	<b>Booklet Code:</b>	<b>Total Points:</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Rank 3</b>	<b>Booklet Code:</b>	<b>Total Points:</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Rank 4</b>	<b>Booklet Code:</b>	<b>Total Points:</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Rank 5</b>	<b>Booklet Code:</b>	<b>Total Points:</b>	<input type="checkbox"/>	<input type="checkbox"/>

New ID code, not sign-in

Must be descending order

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.

## **Appendix H – Guidelines for Composition Readers**

## Guidelines for Composition Readers

**Please return all sensitive scoring materials to the Contest Manager with your final ranks and scoresheets.**

**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, scoresheets and Composition Reader Pre-scoring Form and Composition Notes to the Reader 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 "Notes to the Composition Reader" handout before you begin the scoring process. You must read every composition in your district.**

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 are areas on the scoresheet for feedback, remarks and suggestions.
  - c. Avoid judging by preconceived standards (See "Notes to the Composition Reader" handout), 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 score sheet.)
  - 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 number of points or rank.** Any booklets with the same number of total points must be broken with points before you can determine the final ranks.
5. After each booklet has been read, scored, and ranked by each reader, the ranks of all readers are reviewed and tallied by the Head Scorer. Order of finish is determined by the lowest composite rank.

## **Appendix I – Composition Reader Report Form**



# Composition Reader Pre-scoring Form

**Reader Name:** \_\_\_\_\_

I understand that students participating in KAAC competitions prepare diligently. As a scorer, I must approach the process of evaluating their work seriously. I will read all KAAC guidelines and do my best to avoid personal biases, such as handwriting issues, my personal beliefs on a topic, personal reactions to the voice of the student and preconceived notions about what a particular form or genre should include. If I believe I can identify the student, I will score his/her writing objectively to give all competitors my professional judgment based on the KAAC guidelines for this competition.

	Yes	No
I have reviewed <i>Notes to the Reader</i>	<input type="checkbox"/>	<input type="checkbox"/>
I have reviewed <i>Composition Reader Scoring Notes</i>	<input type="checkbox"/>	<input type="checkbox"/>
I understand I am scoring these booklets to determine award-winning writing	<input type="checkbox"/>	<input type="checkbox"/>
I understand a student must complete the Composition DESIGNATED in the prompt	<input type="checkbox"/>	<input type="checkbox"/>
I understand FEEDBACK is a requirement	<input type="checkbox"/>	<input type="checkbox"/>
I am NOT, nor do I assist, the Composition Coach at my school	<input type="checkbox"/>	<input type="checkbox"/>
I am NOT an immediate relative (mother, father, sibling, grandparent) of any participant	<input type="checkbox"/>	<input type="checkbox"/>

\_\_\_\_\_  
**Signature of Reader** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Email Address** \_\_\_\_\_  
**Phone**

***After scoring has been completed with final ranks determined, you will be notified if your ranks are inconsistent with other readers.***

# Composition Reader Report Form

Reader Name \_\_\_\_\_ EL MG HS D R # \_\_\_\_\_

## INSTRUCTIONS:

1. Students are permitted to write **ONLY** one line of text per line in the Composition booklet. Editing inserts by the student (words, phrases, or an occasional sentence are permitted).
2. Collate your scoresheets by total points in descending order (highest total points on top).
3. Recalculate the total points on each scoresheet.
4. Flip through the booklets to see if you have any have the same number of total points. If not, proceed to #3 below. If you have ties in total points:
  - a. Compare each tied booklet and break any tie/s with the number of points assigned.
  - b. No booklets may receive the same number of points or ranks.
5. Fill in the final rank at the bottom of each scoresheet.
6. In the table below, record the Total Points and Booklet Code
7. Feedback must be provided before submitting your scoresheets for review by the Head Scorer.
8. The Head Scorer will review your scoresheet to determine that the numerical scores awarded are consistent with the scoring rubric.

***You must score every booklet, and no two booklets may receive the same rank!***

The Composition Coordinator must verify total points for the Raw Score and ranks for all booklets. As the Composition Reader, if you have a math error that causes booklets to be tied for the Raw Score and this is discovered after you have submitted scores, you will be notified so that you can break the tie/s. Scores cannot be entered if any Raw Scores or the Ranks are the same. Please check for transposed numbers and addition errors before you submit your scores.

**Return the Reader Report Form printed from ASAP, the online scoring program, and the Composition scoresheets to the Contest Manager upon completion.**

# Composition Reader Report Form

Reader—Complete This Section			For Official Use	
Rank	800-level Code	Total Points (0-125)	Points and rank verified	Entered by Scoring Team
Rank 1			<input type="checkbox"/>	<input type="checkbox"/>
Rank 2			<input type="checkbox"/>	<input type="checkbox"/>
Rank 3			<input type="checkbox"/>	<input type="checkbox"/>
Rank 4			<input type="checkbox"/>	<input type="checkbox"/>
Rank 5			<input type="checkbox"/>	<input type="checkbox"/>
Rank 6			<input type="checkbox"/>	<input type="checkbox"/>
Rank 7			<input type="checkbox"/>	<input type="checkbox"/>
Rank 8			<input type="checkbox"/>	<input type="checkbox"/>
Rank 9			<input type="checkbox"/>	<input type="checkbox"/>
Rank 10			<input type="checkbox"/>	<input type="checkbox"/>
Rank 11			<input type="checkbox"/>	<input type="checkbox"/>
Rank 12			<input type="checkbox"/>	<input type="checkbox"/>
Rank 13			<input type="checkbox"/>	<input type="checkbox"/>
Rank 14			<input type="checkbox"/>	<input type="checkbox"/>
Rank 15			<input type="checkbox"/>	<input type="checkbox"/>

Enter 800-level codes

Total points must be in descending order

**The Composition Coordinator must verify total points and ranks for all booklets.  
Return this form and the Composition scoresheets to the  
Contest Manager upon completion.**

## **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. At least one person must be certified in FPS.

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 form or 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. In FPS and Composition, a review of any tied raw scores must be completed to break any ties. 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	
	Old	New

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





# Calendar and Deadlines

*Failing to meet these deadlines could result in disqualification.*

## Elementary Governor's Cup

Online Student Entry Period – Dec. 12 to Jan. 27

**Deadline for Sending FPS Booklets to KAAC to Request Official or Coach Certification Numbers – Dec. 12**

Deadline for Entering Student Names Online –Monday, January 27

Deadline for District Host to receive District Entry Form – January 30

District--Coaches' Planning Meeting - Thursday, January 30

**District--Future Problem Solving and Composition - Tuesday, February 4**

**District--Assessment, Quick Recall, Awards - Saturday, February 8**

Deadline for Confirming Students for Regional Online - Midnight Wed., February 12

Regional--Coaches' Planning Meeting - Thursday, February 20

**Regional--Future Problem Solving and Composition - Monday, February 24**

**Regional-- Assessment, Quick Recall, Awards - Saturday, February 29**

## Middle Grades Governor's Cup

Online Student Entry Period – Dec. 12 to Jan. 8

**Deadline for Sending FPS Booklets to KAAC to Request Official or Coach Certification Numbers – Dec. 12**

Deadline for Entering Student Names Online - Wednesday, January 8

Deadline for District Host to receive District Entry Form –January 8

District--Coaches' Planning Meeting - Thursday, January 9

**District--Future Problem Solving and Composition - Tuesday, January 14**

**District--Assessment, Quick Recall, Awards - Saturday, January 18**

Deadline for Confirming Students for Regional Online - Midnight Wednesday, January 22

Regional--Coaches' Planning Meeting - Thursday, January 23

**Regional--Future Problem Solving & Composition - Monday, January 27**

**Regional--Assessment, Quick Recall, Awards - Saturday, February 1**

Deadline for Confirming Students for State Online - Midnight Wed., Feb. 12

**Governor's Cup State Finals- March 14-16, Galt House, Louisville**

## High School Governor's Cup

Online Student Entry Period – Dec. 12 to Jan. 15

**Deadline for Sending FPS Booklets to KAAC to Request Official or Coach Certification Numbers – Dec. 12**

Deadline for Entering Student Names Online – Wednesday, January 15

Deadline for District Host to receive District Entry Form –January 15

District--Coaches' Planning Meeting - Thursday, January 16

**District--Future Problem Solving and Composition - Tuesday, January 21**

**District--Assessment, Quick Recall, Awards - Saturday, January 25**

Deadline for Confirming Students for Regional Online - Midnight Wednesday, January 29

Regional--Coaches' Planning Meeting - Thursday, February 6

**Regional--Future Problem Solving & Composition - Monday, February 10**

**Regional--Assessment, Quick Recall, Awards - Saturday, February 15**

Deadline for Confirming Students for State Online - Midnight Wed., Feb. 19

**Governor's Cup State Finals - March 14-16, Galt House, Louisville**

## KAAC FPS Component Events

Deadline to Register for FPS Junior Division – Monday, November 5, 2019

**FPS Junior Division Qualifying Competition- Thursday, December 12, 2019**

Deadline for Intent to Submit and to Register CmPS Team and Individual - Saturday, December 15, 2019

Deadline to Register for Scenario Writing with Submissions– Friday, January 10, 2020

Deadline to Register for Scenario Performance – Friday, January 10, 2020

Deadline for Progress Report CmPS Team and Individual- Friday, January 17, 2020

Deadline for Scenario Performance to be received by KAAC - Friday, January 31, 2020

Deadline for Final CmPS Project to be received by KAAC - Friday, February 21, 2020

**Deadline to Register for Individual FPS Competition—March 6, 2020**

State Participants in Junior FPS- Saturday, March 14, 2020, Galt House, Louisville

CmPS Presented at State- Requires confirmation of date and time by KAAC Program Director, Galt House, Louisville

Junior Division FPS Awards, Scenario Writing Awards, Scenario Performance Awards, CmPS Awards Presented at State –

Monday, March 16, Galt House, Louisville

Individual FPS results will be announced in April 2020

