

Kentucky Association for Academic Competition

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District Hosting Guide

A Word of Thanks

On behalf of the Kentucky Association for Academic Competition, thank you for your willingness to serve the students of your area as a Governor's Cup Competition host. Since those students are the beneficiaries of your efforts, the time you spend is most worthwhile.

This guide identifies the tasks necessary for holding a successful competition; you may choose to add special "flourishes" of your own. For example, you may wish to sell snacks or lunch to raise money for your program, enlist art classes to make signs and posters, and work closely with local media to bring positive recognition to your school.

One of your first duties as Contest Manager is to appoint a coordinator to organize Future Problem Solving (FPS) and Composition. If you choose, you may perform these duties yourself. Guidelines for FPS and Composition are found in the *FPS and Composition Coordinator's Guide*.

On behalf of the 20,000 students and 1200 member schools across the Commonwealth who take part in Governor's Cup each year, THANK YOU!

The Kentucky Association for Academic Competition

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E-mail: kaac@kaac.com

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



The KAAC staff will be available until 5:30 P.M. EST on competition days to offer procedural guidance only; all inquiries or disputes are to be decided at the competition site.

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.

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Governor's Cup Calendars

Elementary

Elementary District

Thursday, January 30

Coaches' Planning Meeting - time decided by Contest Manager in consultation with coaches

Tuesday, February 4

Time decided by coaches at Planning Meeting Future Problem Solving (90 minutes) & Composition (45 minutes) - Must be held after school unless ALL teams agree to come earlier--see page 8

Saturday, February 8

8:00 a.m. - 8:45 a.m.	Registration-- coaches may make no changes after 8:45 a.m.
8:30 a.m. - 10:50 a.m.	Quick Recall Question Preview--Judges and Moderators
9:10 a.m. - 9:45 a.m.	Written Assessment Testing Time Frame 1
9:15 a.m.	All exams released to coaches
9:55 a.m. - 10:30 a.m.	Written Assessment Testing Time Frame 2
10:40 a.m.	Written Assessment Inquiries Due
10:40 a.m. - 11:15 a.m.	Written Assessment Testing Time Frame 3 (If required)
10:55 a.m.	Written Assessment Rebuttals Due
11:00 a.m.	Quick Recall begins – a lunch break is optional first Awards Ceremony following last Quick Recall match

Elementary Regional

Thursday, February 20

Coaches' Planning Meeting - specific time decided by Contest Manager in consultation with coaches

Monday, February 24

Time decided by coaches at Coaches' Planning Meeting Future Problem Solving (90 minutes) & Composition (45 minutes) - Must be held after school unless ALL teams agree to come earlier--see page 8

Saturday, February 29

7:30 a.m. - 8:45 a.m.	Registration-- coaches may make no changes after 8:45 a.m.
8:30 a.m. - 10:50 a.m.	Quick Recall Question Preview--Judges and Moderators
9:10 a.m. - 9:45 a.m.	Written Assessment Testing Time Frame 1
9:15 a.m.	All exams released to coaches
9:55 a.m. - 10:30 a.m.	Written Assessment Testing Time Frame 2
10:40 a.m.	Written Assessment Inquiries Due
10:40 a.m. - 11:15 a.m.	Written Assessment Testing Time Frame 3 (If required)
10:55 a.m.	Written Assessment Rebuttals Due
11:00 a.m.	Quick Recall begins – a lunch break is optional Awards Ceremony following last Quick Recall match

Middle Grades

Middle Grades District

Thursday, January 9

Coaches' Planning Meeting - specific time decided by Contest Manager in consultation with coaches

Tuesday, January 14

Time decided by coaches at Planning Meeting

FPS (two hours) & Composition (90 minutes)- Must be held after school unless ALL teams agree to come earlier--see page 8

Saturday, January 18

7:45 a.m. - 8:15 a.m.

Registration-- coaches may make no changes after 8:15 a.m.

8:00 a.m. - 10:30 a.m.

Quick Recall Question Preview - Judges/Moderators

8:30 - 9:20 a.m.

Written Assessment Testing Time Frame 1

8:35 a.m.

Exams released to coaches

9:30 a.m. - 10:20 a.m.

Written Assessment Testing Time Frame 2

10:30 a.m. - 11:20 a.m.

Written Assessment Testing Time Frame 3 (If required)

10:45 a.m.

Quick Recall begins – a lunch break is optional

11:45 a.m.

Written Assessment inquiries due

12:00 noon

Written Assessment rebuttals due

Awards Ceremony following last Quick Recall match

Middle Grades Regional

Thursday, January 23

Coaches' Planning Meeting - specific time decided by Contest Manager in consultation with coaches

Monday, January 27

Time decided by coaches at Planning Meeting

Future Problem Solving (two hours) & Composition (90 minutes)- Must be held after school unless ALL teams agree to come earlier--refer to page 8 for more information

Saturday, February 1

7:45 a.m. - 8:15 a.m.

Registration-- coaches may make no changes after 8:15 a.m.

8:00 a.m. - 10:30 a.m.

Quick Recall Question Preview - Judges/Moderators

8:30 - 9:20 a.m.

Written Assessment Testing Time Frame 1

8:35 a.m.

Exams released to coaches

9:30 - 10:20 a.m.

Written Assessment Testing Time Frame 2

10:30 - 11:20 a.m.

Written Assessment Testing Time Frame 3 (If required)

10:45 a.m.

Quick Recall begins – a lunch break is optional

11:45 a.m.

Written Assessment inquiries due

12:00 noon

Written Assessment rebuttals due

Awards Ceremony following last Quick Recall match

State Finals

March 14-16

Galt House, Louisville

March 14: Future Problem Solving - 2:00 PM to 4:00 PM; Composition - 2:30 PM to 4:00 PM; Composition for FPS participants - 4:30 PM to 6:00 PM

March 15: Quick Recall begins at 10:00 AM; Written Assessment begins at 5:30 PM

March 16: Quick Recall and Awards

High School

High School District

Thursday, January 16

Coaches' Planning Meeting - specific time decided by Contest Manager in consultation with coaches

Tuesday, January 21

Time decided by coaches at Coaches' Planning Meeting

FPS (two hours) & Composition (90 minutes)- Must be held after school unless ALL teams agree to come earlier--refer to page 8

Saturday, January 25

7:45 a.m. - 8:15 a.m.
8:00 a.m. - 10:30 a.m.
8:20 - 9:20 a.m.

Registration-- coaches may make no changes after 8:15 a.m.
Quick Recall Question Preview - Judges/Moderators
**Mathematics Assessment (60 minutes) to be tested in a separate room from other Written Assessment students
Written Assessment Testing Time Frame 1
8:35 a.m. Exams released to coaches
9:30 - 10:20 a.m. Written Assessment Testing Time Frame 2
10:30 - 11:20 a.m. Written Assessment Testing Time Frame 3 (If required)
10:45 a.m. Quick Recall begins – a lunch break is optional
11:45 a.m. Written Assessment inquiries due
12:00 noon Written Assessment rebuttals due
Awards Ceremony following last Quick Recall match

High School Regional

Thursday, February 6

Coaches' Planning Meeting - specific time decided by Contest Manager in consultation with coaches

Monday, February 10

Time decided by coaches at Coaches' Planning Meeting

Future Problem Solving (two hours) & Composition (90 minutes)- Must be held after school unless ALL teams agree to come earlier--refer to page 8

Saturday, February 15

7:45 a.m. - 8:15 a.m.
8:00 a.m. - 10:30 a.m.
8:20 - 9:20 a.m.

Registration-- coaches may make no changes after 8:15 a.m.
Quick Recall Question Preview - Judges/Moderators
**Mathematics Assessment (60 minutes) to be tested in a separate room from other Written Assessment students
Written Assessment Testing Time Frame 1
8:35 a.m. Exams released to coaches
9:30 - 10:20 a.m. Written Assessment Testing Time Frame 2
10:30 - 11:20 a.m. Written Assessment Testing Time Frame 3 (If required)
10:45 a.m. Quick Recall begins – a lunch break is optional
11:45 a.m. Written Assessment inquiries due
12:00 noon Written Assessment rebuttals due
Awards Ceremony following last Quick Recall match

State Finals

March 14-16

Galt House, Louisville

March 14: Future Problem Solving - 2:00 PM to 4:00 PM; Composition - 2:30 PM to 4:00 PM; Composition for FPS participants - 4:30 PM to 6:00 PM

March 15: Quick Recall begins at 10:00 AM; Written Assessment begins at 5:30 PM

March 16: Quick Recall and Awards

Online Scoring Questions and Answers

How does it work?

Coaches enter the names of all the students on their academic team during the Student Entry Period. The host school then uses that information as a basis to begin online scoring.

Why online scoring?

- Reduces human error
Many of the scoring errors that occur are the result of either miscalculation or accidental transposition of scores. Neither is possible with automated scoring.
- Improves communication between Contest Managers and coaches
- Eliminates duplication of effort
- Reduces workload on host schools
The need to complete paperwork is (almost) eliminated.
- Creates permanent, searchable results archive
Possibly the best feature of scoring program! All results will be available on the Internet for viewing.

I'm not a "computer person"; what if I don't feel qualified to do this?

If you need to, you can recruit someone we're calling your "Technology Guru." This person will help you create a backup Internet connection plan and work with you on any technical issues. If you want, you can also have your Technology Guru actually enter the data. Technology Coordinators would be great candidates for this position.

What if my school's Internet server goes down?

As a backup, all you need is a laptop or stand-alone desktop computer, an Internet account and a phone line. You don't have to connect through your district server.

What if I make a mistake entering scoring data?

You can't enter anything that can't be fixed.

Online Student Entry Periods:

- **Middle Grades & High School: Dec. 12—Jan. 8 (MG) & Jan. 15 (HS)**
- **Elementary: Dec. 12—January 27**

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 implementation to delay or postpone Governor's Cup events rests with the Contest Manager and is approved by KAAC.
- 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.

Severe Weather



Safety is the foremost concern when decisions are made. **The safety of the students is our primary concern; it is better to be overly cautious than to jeopardize their safety.** Delay or postponement decisions also need to safeguard the integrity of the Governor's Cup wherever we can. The same questions and exams are used at all sites, regardless of the date of the competition.

Your Responsibilities

1. Establish three Severe Weather Plans

You must give all participating schools input on the alternate date and schedule. All coaches will be provided a preliminary form to complete before the Coaches' Planning Meeting. At the Coaches' Planning Meeting, work with your coaches to develop three Severe Weather plans:

- a. **Plan A** is to operate on a delayed basis, if severe weather exists but the roads will clear up later in the day. **Don't set an actual start time**; leave that to your judgment on competition morning. Consider the travel time required by the participating schools and plan your decisions accordingly. *See Severe Weather Planning Form.*
- b. **Plan B** is to postpone competition to another day or days. If weather forces you to enact Plan B, keep in mind that you have to complete your events before the Friday following the scheduled competition date, unless the severe weather persists. *See Severe Weather Planning Form.*
- c. **Plan C** is to hold part of the competition on Saturday with a delay until as late as 6 pm and the remainder of the competition during the following week as approved by the coaches. Keep in mind that you have to complete your events before the Friday following the scheduled competition date, unless the severe weather persists. *See Severe Weather Planning Form.*

2. Communicate the plans to all coaches

- a. If there are coaches who do not attend the Coaches' Planning Meeting, inform them of the plans agreed upon by the coaches.
- b. Provide a home or cellular telephone number for direct contact by coaches.

3. Enact the plan if severe weather strikes

- a. Depending on the severity of the weather, enact either Plan A, Plan B or Plan C. Wait as long as possible before making your decision to postpone; remember, weather forecasting is an inexact science. If the road conditions permit it, always choose a delay over a postponement.
- b. Contact the participating coaches, local and regional radio and television stations to announce the delay or postponement. Often during severe weather, Internet and email communication is not available due to the lack of electricity. Remind coaches to also contact you by home phone and/or cell phone about delays or postponements for any modified schedule/s.

What You Can't Do...

1. You can't let one group of students compete in an event at one time and another group compete in that same event a different time.
2. You can't enact a plan other than the one agreed upon by the coaches at the planning meeting.
3. You can't delay or postpone events to avoid a conflict with another extracurricular event. The only reason you can delay or postpone is if bad weather exists.

If you postpone or reschedule for any other reason than severe weather, you will cause all participating teams and students to be disqualified. Please don't jeopardize their participation by failing to follow this policy.

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 the online scoring program.
- Distribute competition material and results to Contest Manager after scoring has been completed.



Task 1. Devise a Facility Usage Plan

Completed

FPS and Composition

Refer to the *FPS and Composition Coordinator's Guide*.

Written Assessment

You will group students taking Written Assessment exams by the number of exams they are taking, which can be one, two or three. You will need three testing areas. A "testing area" may be one classroom, two classrooms, or one section of a cafeteria or auditorium. Estimate the number of students that will be coming from each school. The average school enters between 8 and 12 students in Written Assessment.

Based on rooms you have available, choose whether you want to do the Written Assessment testing in a large multi-purpose room (cafeteria, auditorium, etc.) or in separate classrooms. Remember that students must be placed as far apart as possible for testing. If you end up having more "Two Exam" students than you can comfortably place in one classroom, it's okay to use multiple rooms. Remember, though, that more rooms equal more proctors. Students from the same school taking the same exams should be separated.



Determine how you will score Written Assessment exams: Hand-score or Electronic Scoring with an electronic scoring device such as a Scantron machine. If you hand-score your district, you will must request copies of the Written Assessment Answer Sheets.

Students must be placed as far apart as possible for testing. Seat students so that students from the same school are separated and those taking the same test are also separated. The exception: High School Mathematics. All High School Mathematic students are seated in the same room. If you end up having more "Two Exam" students than you can comfortably place in one classroom, it's okay to use multiple rooms. Remember, though, that more rooms equal more proctors.

Quick Recall

In Quick Recall, three teams require 1 room for competition; four or five teams require 2 rooms.

Spectators may observe Quick Recall matches; rooms for these matches should be as large as possible. The gym, library, cafeteria, or music rooms are four ideal locations; however, classrooms are perfectly acceptable if that is all that is available. See Appendix C for the Quick Recall setup.

Awards Ceremony (after the last Quick Recall match):

The awards ceremony should be held in the largest room available. The gym, cafeteria, auditorium or library are all ideal locations.

Other necessary space includes the following (in some cases, rooms may serve more than one of these functions):

- Registration area with tables
- A secure Contest Management room to store materials, such as the principal's office
- Areas for scoring FPS and Composition (refer to the *FPS and Composition Guide*)
- A room for the Chief Official and Inquiry Panel
- A room for scoring team (Head Scorer, Assistant Scorer/s, Technology Guru)
- Rooms to hold officials' meetings
- Scoring room to score Written Assessment exams (could be the same room as scoring team room)
- Rooms for moderators and judges to preview questions
- A holding area such as the cafeteria, gym, or other commons area for students and spectators to gather, wait and eat lunch. This could be the same room used for the awards ceremony. Unless necessary due to space limitations, do not place each school in a separate room; this discourages social interaction among students.

Task 2. Organize Your Officials

Completed

Even though KAAC requires officials from every participating school, you will probably need some "extra" help to keep things running smoothly.

Officials Required For Governor's Cup Competition

- Contest Manager: 1
- FPS and Composition Coordinator: One person can serve in this role if that person is FPS certified. If you do not have an FPS-certified person, one person serves as FPS/Comp. Coordinator, and you need to find a second person to help review totals on scoresheets. That person should be experienced as an FPS coach or evaluator, and should be from a school other than the host



school.

- Chief Official: 1 While it is not recommended that parents of student participants serve as Chief Official, they may do so if unanimous coach consent is secured prior to competition day
- Inquiry Panel: enough to cover the five content areas of Mathematics, Science, Social Studies, Language Arts and Humanities—does not have to be on-site during competition
- Scoring team: 3 Head Scorer (also requires unanimous coach consent if a parent), Assistant, and Technology Guru (appointed by Contest Manager)
- FPS proctors: minimum 2--**may not be FPS evaluators!**
- FPS evaluators: 1 from each participating FPS team (May Not be the FPS Coach at District)
- Written Assessment proctors: minimum 2 for each testing area (Mathematics requires 2 proctors)
- Composition proctors: minimum 2
- Composition readers: 1 reader for each participating school
- Quick Recall: 5 per match (or 4, if the timer can also spot); "extra" Quick Recall officials from each school

It seems like a lot of people, but don't panic! Lots of these people can do "double duty" as long as their duty times don't conflict. For example, members of the Inquiry Panel often serve in multiple content areas. There are also certain areas in which coaches may help out. A worksheet to determine the number of officials is found in Appendix B.



To help you fill these positions, KAAC requires that each participating school bring some manpower along with their students:

Officials Each School Must Provide at District

Event	Officials Required From Each School
Quick Recall	1 certified official who must be listed on the Entry Form—Adult Roster as a judge or moderator
Future Problem Solving	1 certified evaluator (May NOT be the FPS Coach at District)
Written Assessment--8 or more students entered	2 proctors
Written Assessment--7 or fewer students entered	1 proctor
Composition	1 reader familiar with scoring student writing

Schools also must have trained coaches in two events, Quick Recall and Future Problem Solving.

Task 3. Make Your Lunch Arrangements

Completed

As host school, you are not obligated to provide lunch for the participants. However, a hospitality room for coaches and officials is customary. Many schools also sell sandwiches and snacks throughout the day as a fund-raising project. A local restaurant may be willing to donate lunch. Schools will bring a sack lunch if you do not make food available. Any of these is acceptable as long as the visiting schools know their options in advance. Discuss lunch arrangements at your Planning Meeting.



Task 4. Invite Coaches to the Planning Meeting

Completed

Use the Coaches' Planning Meeting to iron out the details necessary for a successful competition.

Below is a sample email by which you might contact the coaches in your District notifying them of the Coaches' Planning Meeting. This meeting must be held on the date prescribed for your grade level. The time is up to you, but you must allow a reasonable amount of time for others to travel after school.

-----This is available in the Hosting section at www.kaac.com as a downloadable text file-----

Dear Coaches:

As Contest Manager for District <number> Governor's Cup Competition, I look forward to your school's participation in the competition we are hosting.

Please visit the KAAC web site www.kaac.com to enter your student names into the online scoring program. From there, you may print out the student portion of your District Entry Form, which is due <January 8 in Middle and January 15 in High School, January 27 in Elementary>.

KAAC rules state that all schools must be represented at a mandatory Coaches' Planning Meeting. Our meeting will be held <Middle Grades: Thursday, January 9; High School: Thursday, January 16; Elementary: Thursday, January 30> at <time> in <room name or number>. If you cannot attend, please let me know who will be attending to represent your school in discussing these important matters:

1. Nominations for Chief Official and Inquiry Panel
2. Discussion of and assignments for other officials
3. Severe Weather Plans (fax your Coach Input Form at least two days before our meeting)
4. FPS and Composition schedule for both competition and scoring
5. Quick recall draw and buzzer equipment
6. Scoring using the online scoring program
7. Lunch options and Hospitality Room for Coaches and Officials

Please have a list of your confirmed officials ready for our meeting. We do plan on assessing the \$25 fine for each ***Written Assessment official*** not provided by each participating school

I look forward to seeing you on <date>.

Sincerely,
Kate Inman, Contest Manager, District <number>

-----This is available in the Hosting section at www.kaac.com as a downloadable text file-----

Task 5. Follow Up on Coaches' Planning Meeting Invitations

Completed

If coaches do not respond to your initial invitation, send a second email with a "please respond by" request. If that email is also ignored, contact the school principal.

Task 6. Receive Adult and Student Rosters

Again this year, 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 online 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 into the online scoring system

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 (EL). Coaches must also enter their student roster and event assignments by those dates.

Changes

Coaches may make changes to their student rosters up until the Friday after your regularly scheduled FPS and Composition competition date. After that time, any requested changes must be made through the host school scoring interface. See Task 9 below for more information.

Trained Coaches Each School Must Provide at District

To participate in Quick Recall, each school must provide a Quick Recall coach with a valid certification number obtained after attending a Quick Recall clinic offered by a KAAC Quick Recall trainer. To participate in FPS, each school must provide an FPS coach with a valid certification number. To check certification status, visit the KAAC web site.

FPS coaches must meet the certification requirement, but do not have to be the person accompanying the FPS team to competition. In Quick Recall, however, the Quick Recall coach must be present at all matches, unless an emergency situation exists.

Task 7. Hold the Coaches' Planning Meeting

a. Elect a Chief Official and Inquiry Panel

As entry forms come in, see if any coaches have nominated anyone for these positions. If it looks like you'll need to do some recruiting, begin that process. At the meeting, give the coaches a list of those nominated and conduct voting, if necessary.

How to Proceed:

1. Make sure the Chief Official meets the guidelines outlined on page 14.
2. Each school may nominate a Chief Official and Panel members on its District Entry Form.
3. One coach or representative from each participating school votes for one of the nominated officials, either by a show of hands or secret ballot.
4. The nominee receiving the most votes is the Chief Official. In case of a tie, the Contest Manager casts the deciding vote.
5. If no coaches attend the planning meeting, or if no school nominates a Chief Official on its District Entry Form, then the Contest Manager may appoint a Chief Official from among the officials listed on the District Entry Forms.
6. The Chief Official and Inquiry Panel decide matters the other competition officials cannot resolve. The Chief Official must remain sequestered from Quick Recall matches. Inquiry Panel members need not be sequestered during competition. The Chief Official must, however, have all subject areas represented by those "on call" when content area assistance is needed.
7. Hold a similar election for the Inquiry Panel.



b. Discuss Quick Recall Officials

The coaches attending the Planning Meeting discuss and approve assignments for all Quick Recall officials. Keep discussions of officials confidential, so that you may have a frank, honest discussion of each official's merits.

If coaches cannot agree on the placement of officials, the Contest Manager has the "final say."

c. Perform the Quick Recall Draw

At the Coaches' Planning Meeting the Contest Manager or designee performs the drawing for the Quick Recall competition following the instructions below:

1. Determine the number of teams in the competition. Write the school names for each participating team on a slip of paper.
2. Refer to the schematic that is appropriate for the number of Quick Recall teams in your District.
3. Announce that the first team drawn takes position A in the schematic.
4. Draw a team name from the kitty and place it in the schematic at position A.
5. In this manner, continue drawing until you place all teams in the bracket.
6. Place an enlarged version of the team draw on a poster board and display the draw in a prominent place on the day of competition.
7. Once you have performed the draw, **when a team drops out of Quick Recall after the draw has been held, and before Saturday registration is completed, a new draw shall be conducted. If a school drops out after that time, the opposing team wins by forfeit.**

d. Identify Buzzer Equipment

For Quick Recall, you will need:

- ✓ 1 buzzer system if 2 or 3 teams compete
- ✓ 2 buzzer systems if 4 or 5 teams compete
- ✓ At least one additional system on hand in case of equipment failure

All schools participating should have access to and provide the required buzzer equipment. If not, contact other nearby schools that have equipment they might be willing to lend for a day. Ask participating teams to set up their buzzer system in each designated room. Check all equipment prior to each match.

KAAC recommends that display systems be used for Quick Recall.

e. Set a Severe Weather Plan

Refer to page 9.

f. Set a Schedule for FPS and Composition

Refer to the *FPS and Composition Coordinator's Guide*.

g. Discuss Scoring Using the Online Scoring Program

Refer to the *Guide for District Head Scorer* to give coaches a brief overview of how online scoring will work.

h. Discuss Lunch Options

Let coaches know what your plans are for lunch. Refer to page 12.



Task 8. Confirm and Assign Officials

Completed

The District Entry Form asks coaches to provide information on adults willing to serve as judges or officials at the District competition. **It is your job as Contest Manager to contact these officials and confirm their participation; do not rely on coaches to perform this task, and do not consider them "confirmed" until you have confirmed them yourself.**

Officials: Requirements and Restrictions

The Contest Manager is charged with the responsibility of placing officials accordingly. To avoid even the appearance of impropriety, KAAC asks officials and Contest Managers to abide by the following restrictions on who may serve in what official capacity:

Official	Requirements / Restrictions
Contest Manager	No restrictions, although someone other than a participating coach is recommended
Composition & FPS Coordinator	Should be certified in FPS - should not be a coach of a participating team - may also be Contest Manager
Chief Official	Must be certified in Quick Recall - may not be a coach of a participating school, and, if possible, should have no affiliation with any participating school (While it is not recommended that parents of student participants serve as Chief Official, they may do so if unanimous coach consent is secured prior to competition day)
Head Scorer	May not be coach of participating school—Same guideline for parents as the Chief Official
Scoring Assistant	Should not be coach of participating school
Technology Guru	Should be fluent in technology, and able to set up a backup Internet connection plan
FPS Evaluator	Must be certified in FPS - may not be FPS coach or relative of student on FPS team unless evaluating another District's booklets- may not proctor
Quick Recall Official(s)	Must be certified – MUST be at the disposal of the Contest Manager for the duration of the Quick Recall event - may not be Quick Recall coach - relatives of students participating in Quick Recall may not officiate a match involving that student - students may run buzzers or spot – High School students may serve in any Elementary or Middle Grades capacity except Judge or Chief Official
Proctors	May not proctor any event in which a relative participates; FPS evaluators may not proctor
Composition Readers	Should be experienced in evaluating student writing- may not be the composition coach and may not proctor composition
Inquiry Panel	Should not be coach of participating team
High School Students	May serve any Elementary or Middle Grades capacity except Chief Official or Quick Recall judge (FPS may score only Elementary level)



Guidelines on Placing Officials

1. Parents may serve as officials. The immediate relative of a student participant, however, shall not officiate a written event in which that student participates or in a Quick Recall match in which that school participates.
2. Students may serve as buzzer operators or spotters in all divisions. High School students may serve in any position for Quick Recall on the Elementary or Middle Grades level except Quick Recall judge or Chief Official. High School students may serve as FPS coach or evaluator at the elementary level only.
3. If all participating Quick Recall teams have met their participation requirements but an adequate number of Quick Recall officials is not on hand, a KAAC-trained coach may conduct an emergency certification of officials.

The Written Assessment Fine System

The Composition, Quick Recall and FPS participation requirements are "set in stone"--that is, unless a school meets the minimum requirements, it may not compete in those events. In Written Assessment, if the requested officials are not provided, the host school may charge a \$25 fee per official. This fee is payable to the host school prior to competition; the host school is then responsible for filling the official(s) position. Failure to provide either the required officials or to submit the fine may render a school ineligible for participation. Below is an example you may send to a school who has not met the requirements.

Governor's Cup Fine Notification

Host School _____ District Host / Regional Host

School in Violation _____ School Representative _____

The above named school is assessed:

____ \$(maximum \$25) fine for failing to supply an official for Written Assessment

____ \$ Total due

Make checks payable to the host school. Failure to pay this assessment will render the offending school ineligible for competition.

Task 9. Validate Student Participation

Completed

Student Participation Guidelines

- a. Each school may enter one Quick Recall team and one FPS team, and up to three students in each Written Assessment examination and in Composition.
- b. An individual student may participate in a maximum of three events. There are eight events in Governor's Cup: Quick Recall, FPS, Composition, and the five Written Assessment examinations. One of your tasks as Contest Manager is to ensure that students meet the guidelines above.
- c. If a student participates in more than three events, any event beyond the first three listed in order from left to right on the school's District Entry Form is forfeited.

Important Task:

Before competition day, check the submitted District Entry Forms from each school. If a coach submits a District Entry Form that fails to meet the student participation guidelines above, or neglects to provide



needed officials, contact that coach and make the coach aware of the problem.

Additions/Substitutions

On FPS and Composition day, coaches may add students, make changes or substitutions to their District Entry Form up until the close of registration. On Written Assessment and Quick Recall day, coaches may do so until 8:15 a.m. in the Middle Grades and High School divisions and 8:45 a.m. in the Elementary division. After that time, students not listed on the District Entry Form may not compete.

Coaches may make changes to their student rosters up until midnight Friday, the day after your regularly scheduled planning meeting. After that time, any requested changes must be made through the host school scoring interface. **The Contest Manager may either make the requested changes, or use the online scoring function that gives coaches temporary access to make their own changes.**

Changes made on competition days must be made through the "Onsite Student Entry Form" found in Appendix E before the prescribed deadlines above.

A student may be substituted in the various events at District competition as long as that student is listed on the District Entry Form and meets the participation limits above

Task 10. Send out a Press Release to Media

Completed

To make this easier for you, use the sample press release below. Help us spread the word about the values of academic competition! This is also available on the KAAC web site.

For Immediate Release

For more information, contact _____

Date _____

Phone: _____

_____ **to Host**

District Governor's Cup Competition

On _____, _____ local schools will gather to take part in the _____ District Governor's Cup Competition, an academic event sponsored by the Kentucky Association for Academic Competition. Participating schools are:

Governor's Cup features eight events, including the Quick Recall event, which is the only one open to the public. Quick Recall begins at _____.

District winners advance to the Governor's Cup Regional competition to be held at _____ on _____.



Task 11. Receive Materials from KAAC

Three to five days before the competition date, KAAC sends the following materials to Host School:

1. Registration forms, ID number cards and Blank ID cards
2. Labels for FPS and Composition ID numbers, evaluator/reader code letters, security labels
3. Future Problem Solving evaluation forms
4. Composition writing prompt and writing booklets
5. Future Problem Solving Future Scene and team response booklets
6. Written Assessment answer sheets for hand-scoring, *if you requested them from KAAC*
7. Quick Recall score sheets and Quick Recall Official Name Badges
8. Quick Recall and Written Assessment inquiry forms
9. Copies of officials' duties
10. Pencils
11. Awards: medals and trophies (certificates are available by download)
12. All Written Assessment examinations
13. Written Assessment answer keys
14. Quick Recall match questions and extra Quick Recall questions

OTHER MATERIALS

You will need to locate the following items:

- ✓ Scratch paper for Quick Recall and for ballots for the Hume Sportsmanship Award
- ✓ Stop watches for timing Quick Recall, Written Assessments and Composition
- ✓ Buzzer equipment for Quick Recall
- ✓ Cellophane or masking tape, magic markers, paper for signs

Signs for Governor's Cup events can be downloaded from our website. Go to kaac.com and click on "Hosting".

Question Security Procedures

Receiving Materials

1. Whenever you open sensitive materials from KAAC, you must have a representative from at least one other school present. This avoids even the appearance of impropriety.
2. The Contest Manager and that individual verify the contents of the box according to the packing list, count all materials and note the exact number of tests, answer keys, and Quick Recall questions.
3. If you discover any shortage of material:
 - i. Notify KAAC and additional materials will be sent; or
 - ii. If only one or two pages of multiple copies of a document are missing, make an adequate number of copies in the presence of the other official and then secure them in the envelope. You can copy non-sensitive forms and instructions as needed.
4. Place sensitive materials in sealed envelopes inside the sealed box according to the instructions.
5. The FPS and Composition Coordinator, or Contest Manager or designee, verifies the correct number of FPS Future Scenes and team booklets, Composition booklets and prompts.
6. Included with the hosting guide is a form verifying that the materials were counted, inspected, and sealed according to instructions. Both the Contest Manager and the other individual sign the form. Keep the form at the host site.

Keeping Questions Secure During Competitions

1. Release Written Assessment examinations to proctors no more than ten minutes prior to each event.
2. Release all Written Assessment exams and answer keys to coaches five minutes after the first



Time Frame begins.

3. Allow Quick Recall moderators and judges to review the assigned rounds of Quick Recall questions, then collect and hold the questions for distribution just prior to each round of Quick Recall. Do not release Quick Recall questions to coaches until all Quick Recall matches are over. Instruct officials to collect all copies of Quick Recall questions at the end of each match.
4. To maintain the integrity of the competition, anyone who serves as a Quick Recall judge or moderator may not help coach their team later in the day, nor may they be involved in the inquiry process.

In Case of Severe Weather

1. Refer to page 7 and to Appendix H.
2. In areas of dense membership, it is possible that officials at a nearby site may postpone the event, while your site goes ahead as scheduled. If this occurs, sequester all questions until notified by KAAC. Do not allow anyone from the postponed site to attend Quick Recall events. KAAC will post important messages about weather throughout the day. Please have the head scorer log in and out frequently to view important information as it is updated.

Task 12. Register Teams and Students

Remember this and you will handle registration well: Students do not sign-in by event, but by the number of exams they are taking. Instead of thinking of a student as a Language Arts and Math student, think of that student as a "Two-Exam" student. **Do not put Written Assessment ID numbers into the online scoring program until registration is closed on Saturday morning.**

Registration notes:

- ✓ The team coach may register the participants.
- ✓ Some Quick Recall team members may not arrive until later in the day.
- ✓ On Saturday, coaches may make no changes or additions after 8:45 a.m. at the Elementary Level and 8:15 a.m. at the Middle Grades or High School levels.
- ✓ A coach may substitute before FPS and Composition begins on the day of competition. For FPS and Composition registration instructions, refer to the FPS and Composition Coordinator's Guide.

Step 1. Organize Before Registration

Check when completed

- Secure an experienced Mathematics teacher to conduct the calculator approval process at registration. Provide them with the calculator guidelines on page 57.
- Check your Entry Forms to make sure participation guidelines are followed (refer to page 17).
- Physically arrange the registration area with signs, tables and chairs.
- Make the following signs:
 1. Coaches Must Add "New" Students Here
 2. Please Register One Team At a Time
 3. One-Exam Students
 4. Two-Exam Students
 5. Three-Exam Students
 6. Calculator Approval
 7. Quick Recall Sign-In
- Take the ID cards provided to you by KAAC (see at right). Order them sequentially by ID number.
- Students taking one exam sign in on the One Exam sheet, and have a 100-level ID number.

201 - MA SC SS LA AH

(Circle all events this student is taking)



- Students taking two exams sign in on the Two Exam sheet, and have a 200-level ID number.
- Students taking three exams sign in on the Three Exam sheet, and have a 300-level ID number.
- Students taking multiple exams have ONE ID card. If a student is taking multiple assessments, circle all events on the card. Instruct the students to use the same card for all events.
- The ID cards will be collected by the proctor in each testing room after the last exam has been completed.

Step 2. Conduct Registration

Registration reminders:

- ✓ **If coaches want to add any students to the ones they entered online, they must use the "Onsite Student Entry Form" found in Appendix E before the prescribed deadline.**
- ✓ If you have already given out ID cards and a coach wants to make a change, remember that such changes will affect the assigning of ID numbers. If a student changes, for example, from a "One Exam" student to a "Two Exam" student, remember that his or her ID number must change accordingly from, e.g., "104-SC" to "211-MA and SC." DO NOT GIVE DUPLICATE ID NUMBERS.
- ✓ Coaches may ask to register students themselves and take all the ID cards to distribute to their team members. This is okay.

Registration Instructions

Check when completed

- Form three lines at your registration area. Place your signs above each line: "One Exam," "Two Exams," and "Three Exams".
- Students only participating in Quick Recall may sign-in at a place of your choosing.
- Remind each school/coach to come up and register as a team. This will help the Scoring Team if each school's names are together on the forms. It's not mandatory, though.
- As teams/coaches come to the table, direct students to sign the appropriate sign-in form (coaches may do this instead).
- Ask students/coaches to sign in and place their name, school, and to circle the exam(s) they are taking.
- IMPORTANT: As students sign-in, instruct registration workers to write the student's name on each ID card belonging to that student and circle the event(s) in which the student is competing.
- Direct students taking Math to the calculator approval area. Place a sticker or similar mark on calculators after their approval.
- When registration is complete, take a copy of each sign-in form to the proctors in each testing area. This gives them an attendance checklist and helps them distribute exams.

Tip

Remind registration help to circle the two-letter code(s) on the ID card that signifies what exam(s) each student is taking.

Step 3. Collate and Distribute Exams

Check when completed

- Determine how you will score Written Assessment exams. You may hand-score the exams, or use



an electronic scoring device like a Scantron machine. If you hand-score the exams, you must request copies of the Written Assessment Answer Sheets to be included in the box of competition materials.

- Lay the examinations in five piles, from left to right: Mathematics, Science, Social Studies, Language Arts and Arts/Humanities.
- Begin with the "One Exam" sign-in page(s). Look at the column marked "Exam (circle)" where registration workers have indicated what exam(s) students are taking.
- Using the charts below, tally the number of Mathematics exams needed, the number of Science exams needed, and so forth. Gather the appropriate number of exams for each content area.
- Repeat the above procedure with the "Two Exam" and "Three Exam" sign-in sheets.
- When you are finished, send each group of exams to the appropriate Testing Area, along with an NCR copy of the sign-in sheet for that area.

For all levels (Excluding Mathematics at the High School level)

One Exam Testing Area	
Exam	# Needed
Mathematics	
Science	
Soc. Studies	
Lang. Arts	
Arts/Hum.	

Two Exam Testing Area	
Exam	# Needed
Mathematics	
Science	
Soc. Studies	
Lang. Arts	
Arts/Hum.	

Three Exam Testing Area	
Exam	# Needed
Mathematics	
Science	
Soc. Studies	
Lang. Arts	
Arts/Hum.	

For High School Mathematics ONLY:

Use the box to the right to determine the number of tests needed in the High School Level Mathematics testing room.

HS Mathematics Exam Testing Area	
Exam	# Needed
Mathematics	
Science	
Soc. Studies	
Lang. Arts	
Arts/Hum.	

Task 13. Register Officials

Use the Official Sign-in form and have each official register. Direct them to the appropriate orientation meeting.

Task 14. Conduct the Proctors' Orientation

Check When Completed

- Discuss the procedures for obtaining and returning materials from the materials distribution area. (*Mathematics proctors for High School level report 10 minutes earlier to the exam room*)
- Reinforce to proctors/graders the importance of keeping student-to-student communication between exams to a minimum to protect the security of the testing procedure. If you have a problem, please have one of the proctors contact the Contest Manager immediately.
- Discuss the inquiry procedure.

Task 15. Begin Online Scoring

Check When Completed



- Make a copy of the sign-in forms for the Scoring Team so that they can assign students to events.
- If you have made any changes or corrections to the sign-in page, or if the proctors report problems with ID numbers, make sure you tell the Scoring Team.

Task 16. Post the Event Roster

- After the Scoring Team has assigned students to events, post the event roster in a conspicuous place so coaches can double check the assigning of events.

Task 17. Conduct Written Assessment Testing

Written Assessment Testing Guidelines

1. **ALL students must report at the start time for Time Frame 1.** If a student is late for the first Written Assessment time frame, that student may not take any exams. This is necessary to protect the integrity of the testing materials, because we release copies of the exams.
2. Students must take exams in this order: Mathematics, Science, Social Studies, Language Arts, and Arts/Humanities.
3. Students who complete their exams early sit quietly at their table. When the time is up, proctors collect the exams and score sheets and sort them by content area.
4. ***In the High School Mathematics room, students taking only the 60-minute Mathematics exam should be dismissed after collecting the exams, ID cards and Answer Sheets.*** Begin the second exam for the 50-minute timeframe.
5. If a student asks to leave the room to use the restroom or for emergency reasons, that student must be escorted by a proctor.
6. As students finish each Time Frame, the score sheets are forwarded to the Scoring Team.
7. Inquiry Process: see below.
8. Between testing time frames, students may take an escorted trip to the restroom.

Task 18. Conduct the Written Assessment Inquiry Process

Check When Completed

- Five minutes after all exams in the first Written Assessment Time Frame begins, release Written Assessment Inquiry Forms, copies of all five examinations and answer keys to the coaches at a designated secure location. Remind coaches that no exams may leave the room until the second testing time frame has begun. If a coach wishes to remove an exam from the secure area after the second testing time frame has begun, they must return the exam within 15 minutes. Please note that exams and answer keys may be sequestered after coach review is over if severe weather occurs within the state.
- Elementary Division: Inquiries are due at 10:40 a.m., rebuttals are due at 10:55 a.m.
- Middle Grades and High School Divisions: Inquiries are due at 11:45 a.m., rebuttals at noon.
- Encourage coaches to post inquiries in the designated viewing area as soon as they are written.
- Post inquiries in the designated viewing area as they are received. To save time later, have your Chief Official begin researching the inquiries as soon as they are posted.
- At the time inquiries are due (see above), announce that no more inquiries will be accepted and that the 15-minute rebuttal period has begun.
- At the time rebuttals are due (see above), collect all inquiries and rebuttals and take them to the Chief Official for final review.
- Post the inquiry forms as the Chief Official rules on each inquiry.



Task 19. Meet With the Chief Official and Inquiry Panel

Completed

The Chief Official conducts the Quick Recall preview session with the judges and moderators. Give the Chief Official and Inquiry Panel members their duty sheets (see page 50).

Task 20. Conduct the Quick Recall Officials' Orientation

At a time designated by the Contest Manager, all Quick Recall officials meet for an orientation session led by the Contest Manager and Chief Official.

- Give each official a copy of his/her assignments. Work through any conflicts that exist.
- Discuss the procedures for obtaining and returning material from the Contest Management room.
- The Chief Official briefly clarifies any questions about Quick Recall rules so that everyone is "on the same page."
- All Quick Recall officials in the preview session must wear an Official Quick Name Badge. (These labels are included in the box of competition materials.)
- Instruct officials to collect all copies of Quick Recall questions at the end of each match.

You may not be able to make the later round assignments until you know what conflicts you have to avoid based upon what teams remain. If so, instruct officials to meet at a certain place and time to get their later round assignments. There are handy assignment sheets in Appendix B.

Task 21. Begin the Quick Recall Question Preview

Completed

Following the orientation meeting, the moderators and judges remain to preview Quick Recall questions with the Chief Official. All officials who are a part of the question preview must not have contact with anyone from their school once the preview has begun. This is the time to discuss acceptable alternate answers, pronunciation and correction of typographical errors. No questions may be substantially edited or discarded.

The best way to preview questions is page-by-page. A word-for-word reading is not necessary. Give officials a couple minutes to read a page, then ask if there are any questions.

Quick Recall officials must be at the disposal of the Contest Manager for the duration of the Quick Recall event. To maintain the integrity of the competition, anyone who serves as a Quick Recall judge or moderator may not help coach their team later in the day, nor may they be involved in the inquiry process.

Quick Recall officials shall wear a badge provided by KAAC that identifies them as a Quick Recall official. Quick Recall officials who have been involved in preview sessions shall remain sequestered from students or coaches until they have been released by the Chief Official or Contest Manager.

Task 22. Set Quick Recall Rooms

Completed

- Collate materials for each room: scratch paper, score sheets, inquiry forms, pencils, blank name tags

Recruit students to set your rooms the day before if possible, and ask students to distribute materials as they set up buzzer systems. A room diagram is found in Appendix C.



- As teams arrive for registration, ask them to set up their buzzer systems in competition rooms.

Task 23. Monitor Events During Competition

Completed

1. Post Written Assessment inquiries, rebuttals and decisions from Chief Official
2. Distribute and collect competition materials
3. Monitor Scoring Team
4. Troubleshoot buzzer system problems and replace/repair systems if necessary

Task 24. Conduct the Hume Sportsmanship Award Voting

Completed

1. After the last Quick Recall match, announce the meeting place for the student representatives from each team.
2. The criteria for selecting the Hume Award recipient are:
 - ✓ Sportsmanship
 - ✓ Ethics and fair play
 - ✓ Spirit of friendly competition
 - ✓ Overall positive decorum, attitude and demeanor
3. For each vote, the floor is opened for nominations. Students then vote by secret ballot.
4. Break any ties with a run-off second vote. Only one Hume Award will be presented. All ties must be broken.
5. If students cannot come to a decision, no award shall be given.

This is an easily delegated task.

Task 25. Conduct the Awards Ceremony

Do not release any other scores or results before the Awards Ceremony. Invite local media to cover the awards ceremony. Invite your superintendent, principal or a local public official to present the awards.

1) Recognize ALL Students First

One of our biggest challenges is to help students realize that "winning" is not necessarily defined as receiving an award at the end of the day. To that end, please recognize ALL students before the awards ceremony. This way, students who worked hard all year long will get a chance to be recognized by their peers, family and friends. In beginning the awards ceremony, read:

"In a few minutes, we will begin the Governor's Cup Awards Ceremony. Some students will receive awards, but the majority will not. We all know, however, that ALL of our students are WINNERS! They have all worked very hard to be the best they can be academically, and are TRUE CHAMPIONS! Let's recognize them. (Announce team names one by one and ask them to stand)"

2) Distribute Awards

The Contest Manager, or the dignitary of the Contest Manager's choosing, presents the following individual and team awards:

Awards go to:

- A. Top five students in Mathematics Written Assessment
- B. Top five students in Science Written Assessment



- C. Top five students in Social Studies Written Assessment
- D. Top five students in Language Arts Written Assessment
- E. Top five students in Arts/Humanities Written Assessment
- F. Top five students in Composition
- G. Four students on the first place Future Problem Solving team
- H. Four students on the second place Future Problem Solving team
- I. Eight students on the first place Quick Recall team
- J. Eight students on the second place Quick Recall team

All grade levels receive medals as awards. Elementary students also receive ribbons.

Often when there are ties in Written Assessment and Composition, you will not have enough medals to give to all the students who placed. If this happens, direct coaches to the KAAC web site at kaac.com to request additional awards. There is no charge for medals that are the result of ties.

Coaches of teams that place in FPS or Quick Recall may also want "extra" medals for team members beyond the number of medals KAAC provides. They may order these from kaac.com as well, but there is a small charge for them.

3) Recognize any Merit Advancement Students

Also advancing to Regional are students who do not place in the top five, but who score 40 or above on a Middle Grades or High School exam, or 24 or above on an Elementary exam. In this case, no school points or awards are presented. Recognize these students at the awards ceremony by asking them to stand for applause.

1. Distribute the Hume Sportsmanship Award

Announce the school that receives this award and give them the trophy.

2. Distribute Kentucky Outline Plaques

Kentucky outline plaques go to the first and second place schools accumulating the greatest number of team points. The first place trophy is awarded to the school accumulating the most points. The second place trophy is awarded to the school accumulating the second highest number of points.

Who gets the award if There's a Tie?

If you have a tie, you are not going to have the appropriate number of placement medals. The important thing is that each placing student is handed *something* at the awards ceremony.

When two students tie in Written Assessment or Composition:

1. Award the higher place medal to one student and award the medal intended for the lower place to the other student who tied.
2. After the awards ceremony, return the lower place medal to KAAC.
3. The coach of the student without the medal can then request from KAAC a medal and label that reflects the student's appropriate placement.

If ties prevent some students from receiving medals, please instruct coaches to the KAAC web site at kaac.com to complete the "Request for Additional Awards" form.

If You Make a Scoring Error...

Scoring errors may result in a student or team receiving an award at the awards ceremony they do not actually deserve. If this happens, KAAC does not, in most cases, ask that student or team to return their

award. Online results will always reflect the correct placement of teams and students after errors are rectified. It is not always possible to correct scoring errors.

Task 26. Fax or Email Results to Media

- Obtain a copy of the Final Results Form from the scoring team and fax to local media. Results are also available on the KAAC web site.



Task 27. Distribute Materials to Coaches

(Check when completed)

- Copies** of each Written Assessment exam
- Copies** of Quick Recall questions
- Copies**--not originals--of Written Assessment response forms
- Copies**---not originals--of FPS Booklets and score sheets
- Copies**---not originals--Composition booklets and score sheets.
- Copies** of Results Forms (get these from the Scoring Team)

Contest Managers must provide copies of Written Assessment answer sheets, FPS booklets and scoresheets, and Composition booklets and scoresheets to the coaches of students participating in those events before those coaches leave the site after awards.



Task 28. Return Materials to KAAC

Check when completed

- Any unused medals or other awards
- All Written Assessment Inquiry Forms
- All Quick Recall score sheets and inquiry forms

Task 29. Hold on site until 10 days after Awards Ceremony

Check when completed

- All Written Assessment student answer sheet **originals**
- Future Problem Solving evaluator report forms, score sheets and booklets
- Composition Pre-scoring and Reader Report forms, score sheets and booklets
- All original sign-in forms
- Any unused certificates, medals, or other awards

Material to be returned to KAAC says "Return to KAAC" at the bottom of the page. After 10 days, dispose of materials not returned to KAAC or requested by the coaches.

Task 29. Pat Yourself on the Back!

You've worked very hard and we want you to know that we appreciate your contribution to this year's Governor's Cup Competition. If no one else says this, we're saying it now:



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 Contest Manager 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.



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FPS, Composition, Hosting

The Kentucky Association for Academic Competition

**113 Consumer Lane
Frankfort, KY 40601
502-223.0088 (phone)
502-223.0430 (fax)
E-mail: kaac@kaac.com**

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

The KAAC staff will be available until 5:30 P.M. EST on competition days to offer procedural guidance only; all inquiries or disputes are to be decided at the competition site.

Appendix A - District Entry Packet



District Entry Packet Instructions

**(Coaches have received this information
with the following instructions.)**

Complete the forms included in this packet:

- a. Adult Roster
 - b. Severe Weather Input Form
 - c. Special Needs Request (if needed)
2. Send those forms to the representative at your District host school. If you are not sure who your host school is, click the "Pairings" link after logging into the online scoring program at <http://my.kaac.com/Login> .
 3. Login to the Governor's Cup Coach's link at <http://my.kaac.com/Login> using the Governor's Cup coach password that was emailed to you on December 12.
 4. PLEASE NOTE that you will enter NOT ONLY student names, but their District Governor's Cup event assignments. You can save your work at any time and return at your convenience.
 5. Follow the on-screen instructions. Print your completed student list for your records. You will also receive an emailed roster.
 6. You must enter your student names and event assignments, and send the Adult Roster, Severe Weather Input Form, and Special Needs Request (if needed) to your District host school on or before midnight, of the District Entry Period.
 7. Student names and event assignments must be entered before your planning meeting. You can, however, revise your student list to accommodate emergency situations until midnight on the Friday following your planning meeting. After that time, any changes must be made through your host school.
 8. It is not necessary to send a paper copy of your roster to either the host school or to KAAC.

A copy of the District Entry Form—Adult Roster has been included on the next page for easy reference. If you have not received this form from each coach in your district, please have a copy available for your Planning Meeting.



District Entry Form – Adult Roster



Division (circle): EL / MG / HS

School _____ School Representative _____
Home Phone # _____ Mobile Phone # _____
Home Email _____ Work Email _____
Quick Recall Coach _____ Cert. # _____ FPS Coach _____ Cert. # _____
Composition Coach(es) _____ Assessment Coach(es) _____

In order to take part in Governor's Cup, you must help provide officials. Refer to the Participation Requirements in your *Governor's Cup Coaches' Manual*.

Officials' Information

REQUIRED Quick Recall Official: Name _____ Cert. # _____ Years Experience _____

Phone (day) _____ (evening) _____ E-mail _____
MUST be listed as (circle either or both) Judge Moderator

SECOND Quick Recall Official: Name _____ Cert. # _____ Years Experience _____

Phone (day) _____ (evening) _____ E-mail _____
Can serve as (circle all that apply): Judge Moderator Scorer Spotter Timer

REQUIRED FPS Evaluator: Name _____ Cert. # _____ Years Experience _____

Phone (day) _____ (evening) _____ E-mail _____

Written Assessment Official: Name _____ Can serve as (circle) Proctor / Grader
Phone (day) _____ (evening) _____ E-mail _____
Can also serve as (circle all that apply): Judge Moderator Scorer Spotter Timer

Written Assessment Official: Name _____ Can serve as (circle) Proctor / Grader
Phone (day) _____ (evening) _____ E-mail _____
Can also serve as (circle all that apply): Judge Moderator Scorer Spotter Timer

REQUIRED Composition Reader: Name _____ Years experience (if writing teacher) _____
Phone (day) _____ (evening) _____ E-mail _____
Is this reader trained in scoring student writing? Yes No

Each school may nominate a Chief Official and members of the inquiry panel. List nominees below.

Chief Official: _____ Years Experience: _____

Inquiry Panel: Name _____ Subject Area(s) _____

Inquiry Panel: Name _____ Subject Area(s) _____

This is page 1 of the District Entry Form. Page 2 you print off the Internet after entering student names online. Go to the next page for instructions.



Appendix B - Worksheets for Officials

Worksheet for Officials

Chief Official _____ Panel Member--Math _____
Panel Member--Science _____ Panel Member--Soc. Studies _____
Panel Member--Lang. Arts _____ Panel Member--Humanities _____

*Panel members may serve "double duty" in one or more areas

Scoring Team: Head Scorer _____ Assistant _____

"Technology Guru" _____

Composition/FPS Coordinator (1) if FPS certified _____
Or 2 people from different schools, and one must be FPS certified _____

FPS Proctors (may not evaluate): Minimum of 2 proctors to monitor students during competition

1. _____ 2. _____

FPS Evaluators (may not proctor): 1 evaluator for each FPS team - coaches may NOT evaluate their own district

1. _____ 2. _____
2. _____ 3. _____
5. _____

Composition Minimum of 2 proctors (may not score): to monitor students during competition

1. _____ 2. _____

Composition: 1 reader (may not be the proctor or Composition Coach) from each school participating in Composition, to read and score all compositions

1. _____ 2. _____
3. _____ 4. _____
5. _____

Written Assessment Proctors:

One Exam testing area 1. _____ 2. _____

HS Mathematics* 1. _____ 2. _____

Two Exam testing area

First time frame 1. _____ 2. _____

Second time frame 1. _____ 2. _____

Three Exam testing area

First time frame 1. _____ 2. _____

Second time frame 1. _____ 2. _____

Third time frame 1. _____ 2. _____

* High School Math begins 10 minutes before the other exams. Proctors can serve more than one Time Frame.

Quick Recall:

Judging Team = 1 moderator, 1 judge, 1 timer, 1 scorer, and 1 spotter per room.

If 3 teams participate, 1 room requiring 1 judging team.

If 4 teams participate, 2 rooms requiring 2 judging teams.

If 5 teams participate, 2 rooms requiring 2 teams.

A separate worksheet is provided for Quick Recall officials--see the next page.

Quick Recall Officials and Equipment—Worksheet 3 Team District

Round 1, Match 1

Room: _____

Moderator _____ Judge _____ Scorer _____

Spotter _____ Timer _____ (Spotter/Timer may be combined)

Buzzer System _____ Operator _____ (operator may spot)

Round 2, Match 2

Room: _____

Moderator _____ Judge _____ Scorer _____

Spotter _____ Timer _____ (Spotter/Timer may be combined)

Buzzer System _____ Operator _____ (operator may spot)

Round 3, Match 3

Room: _____

Moderator _____ Judge _____ Scorer _____

Spotter _____ Timer _____ (Spotter/Timer may be combined)

Buzzer System _____ Operator _____ (operator may spot)

Round 4, Match 4

Room: _____

Moderator _____ Judge _____ Scorer _____

Spotter _____ Timer _____ (Spotter/Timer may be combined)

Buzzer System _____ Operator _____ (operator may spot)

Round 5, Match 5 (if needed)

Room: _____

Moderator _____ Judge _____ Scorer _____

Spotter _____ Timer _____ (Spotter/Timer may be combined)

Buzzer System _____ Operator _____ (operator may spot)

Quick Recall Officials and Equipment—Worksheet 4 Team District

Round 1, Match 1

Room: _____

Moderator _____ Judge _____ Scorer _____
Spotter _____ Timer _____ (Spotter/Timer may be combined)
Buzzer System _____ Operator _____ (operator may spot)

Round 1, Match 2

Room: _____

Moderator _____ Judge _____ Scorer _____
Spotter _____ Timer _____ (Spotter/Timer may be combined)
Buzzer System _____ Operator _____ (operator may spot)

Round 2, Match 3

Room: _____

Moderator _____ Judge _____ Scorer _____
Spotter _____ Timer _____ (Spotter/Timer may be combined)
Buzzer System _____ Operator _____ (operator may spot)

Round 2, Match 4

Room: _____

Moderator _____ Judge _____ Scorer _____
Spotter _____ Timer _____ (Spotter/Timer may be combined)
Buzzer System _____ Operator _____ (operator may spot)

Round 3, Match 5

Room: _____

Moderator _____ Judge _____ Scorer _____
Spotter _____ Timer _____ (Spotter/Timer may be combined)
Buzzer System _____ Operator _____ (operator may spot)

Round 4, Match 6

Room: _____

Moderator _____ Judge _____ Scorer _____
Spotter _____ Timer _____ (Spotter/Timer may be combined)
Buzzer System _____ Operator _____ (operator may spot)

Round 5, Match 7 (if needed)

Room: _____

Moderator _____ Judge _____ Scorer _____
Spotter _____ Timer _____ (Spotter/Timer may be combined)
Buzzer System _____ Operator _____ (operator may spot)

Quick Recall Officials and Equipment—Worksheet

5 Team District

Round 1, Match 1

Room: _____

Moderator _____ Judge _____ Scorer _____
Spotter _____ Timer _____ (Spotter/Timer may be combined)
Buzzer System _____ Operator _____ (operator may spot)

Round 1, Match 2

Room: _____

Moderator _____ Judge _____ Scorer _____
Spotter _____ Timer _____ (Spotter/Timer may be combined)
Buzzer System _____ Operator _____ (operator may spot)

Round 2, Match 3

Room: _____

Moderator _____ Judge _____ Scorer _____
Spotter _____ Timer _____ (Spotter/Timer may be combined)
Buzzer System _____ Operator _____ (operator may spot)

Round 2, Match 4

Room: _____

Moderator _____ Judge _____ Scorer _____
Spotter _____ Timer _____ (Spotter/Timer may be combined)
Buzzer System _____ Operator _____ (operator may spot)

Round 3, Match 5

Room: _____

Moderator _____ Judge _____ Scorer _____
Spotter _____ Timer _____ (Spotter/Timer may be combined)
Buzzer System _____ Operator _____ (operator may spot)

Round 3, Match 6

Room: _____

Moderator _____ Judge _____ Scorer _____
Spotter _____ Timer _____ (Spotter/Timer may be combined)
Buzzer System _____ Operator _____ (operator may spot)

Round 4, Match 7

Room: _____

Moderator _____ Judge _____ Scorer _____
Spotter _____ Timer _____ (Spotter/Timer may be combined)
Buzzer System _____ Operator _____ (operator may spot)

Round 4, Match 7a (if needed)

Room: _____

Moderator _____ Judge _____ Scorer _____
Spotter _____ Timer _____ (Spotter/Timer may be combined)
Buzzer System _____ Operator _____ (operator may spot)

Round 5, Match 8

Room: _____

Moderator _____ Judge _____ Scorer _____
Spotter _____ Timer _____ (Spotter/Timer may be combined)
Buzzer System _____ Operator _____ (operator may spot)

Round 5, Match 8a (if needed)

Room: _____

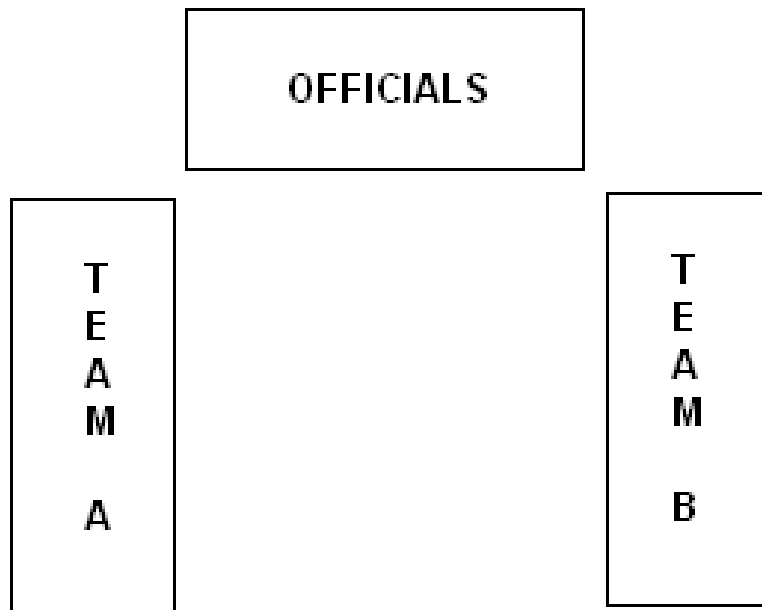
Moderator _____ Judge _____ Scorer _____
Spotter _____ Timer _____ (Spotter/Timer may be combined)
Buzzer System _____ Operator _____ (operator may spot)

Round 6, Match 9 (if needed)

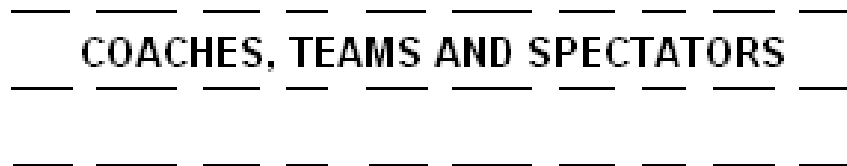
Room: _____

Moderator _____ Judge _____ Scorer _____
Spotter _____ Timer _____ (Spotter/Timer may be combined)
Buzzer System _____ Operator _____ (operator may spot)

Appendix C - Quick Recall Diagram



10' MINIMUM SPACE IF POSSIBLE

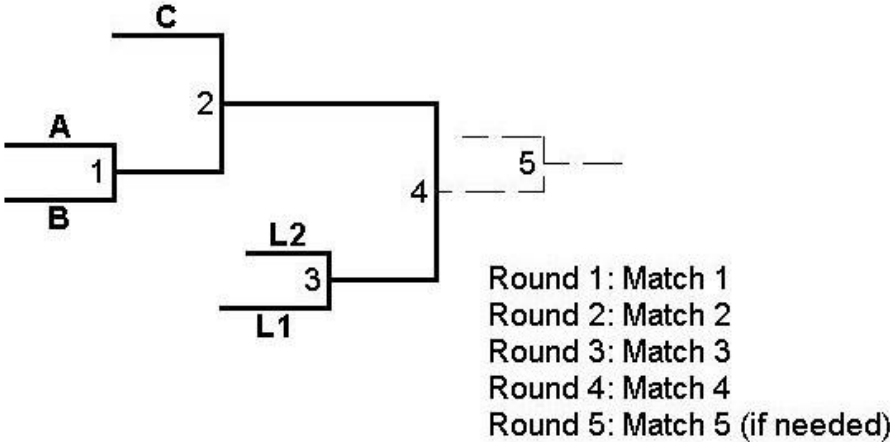


If you desire, you may also flare the Team A and Team B student tables to make more of a "V" than a "U".

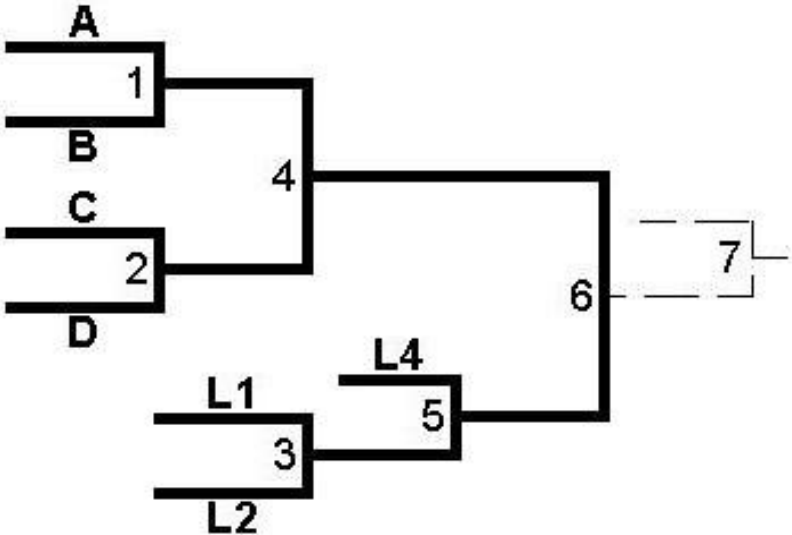
Appendix D - Blank Quick Recall Brackets

Note: See page 13 for instructions for conducting the draw for placement in the Quick Recall tournament brackets.

Three Team Draw

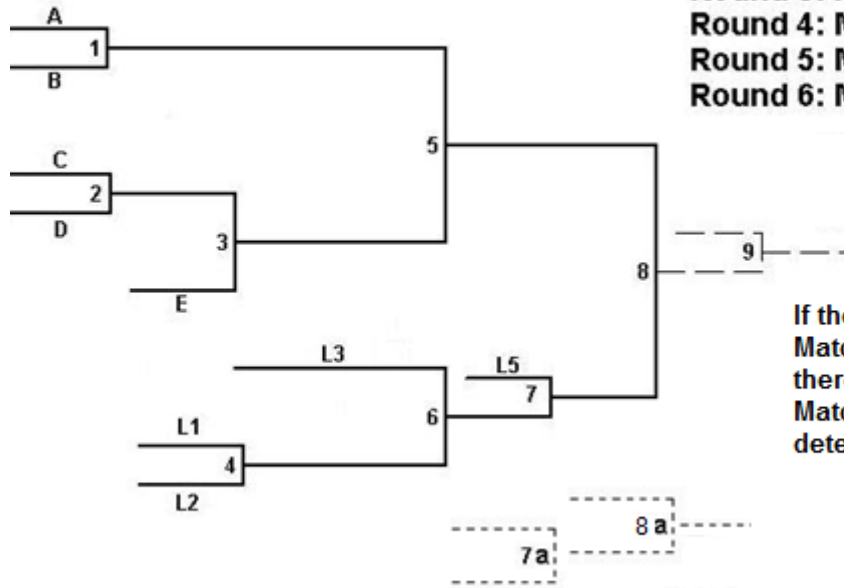


Four Team Draw



Round 1: Matches 1 and 2
 Round 2: Matches 3 and 4
 Round 3: Match 5
 Round 4: Match 6
 Round 5: Match 7 (if needed)

FIVE TEAM DRAW



- Round 1: Matches 1 and 2
- Round 2: Matches 3 and 4
- Round 3: Matches 5 and 6
- Round 4: Match 7 (and 7a if needed)
- Round 5: Match 8 (and 8a if needed)
- Round 6: Match 9 (if needed)

If there are two 0-2 teams after Match 6, they play Match 7a. If there are two 1-2 teams after Matches 7 and 7a, Match 8a determines third place.

Appendix E - Sign-in Forms

1 EXAM STUDENTS

WRITTEN ASSESSMENT SIGN-IN FORM

Division (circle): EL / MG / HS

Host School _____ District # _____ Region _____ Date _____

ID#	Student Name (PRINT)	School	Exam (circle)	For Scoring Team Use
				Assigned to Event
101			M SC SS LA AH	<input type="checkbox"/>
102			M SC SS LA AH	<input type="checkbox"/>
103			M SC SS LA AH	<input type="checkbox"/>
104			M SC SS LA AH	<input type="checkbox"/>
105			M SC SS LA AH	<input type="checkbox"/>
106			M SC SS LA AH	<input type="checkbox"/>
107			M SC SS LA AH	<input type="checkbox"/>
108			M SC SS LA AH	<input type="checkbox"/>
109			M SC SS LA AH	<input type="checkbox"/>
110			M SC SS LA AH	<input type="checkbox"/>
111			M SC SS LA AH	<input type="checkbox"/>
112			M SC SS LA AH	<input type="checkbox"/>
113			M SC SS LA AH	<input type="checkbox"/>
114			M SC SS LA AH	<input type="checkbox"/>
115			M SC SS LA AH	<input type="checkbox"/>
116			M SC SS LA AH	<input type="checkbox"/>
117			M SC SS LA AH	<input type="checkbox"/>
118			M SC SS LA AH	<input type="checkbox"/>
119			M SC SS LA AH	<input type="checkbox"/>
120			M SC SS LA AH	<input type="checkbox"/>
121			M SC SS LA AH	<input type="checkbox"/>
122			M SC SS LA AH	<input type="checkbox"/>
123			M SC SS LA AH	<input type="checkbox"/>
124			M SC SS LA AH	<input type="checkbox"/>
125			M SC SS LA AH	<input type="checkbox"/>

Make 2 copies. Send one copy to the scoring team and a copy to the "One Exam" testing area.

1 EXAM STUDENTS (page 2)**WRITTEN ASSESSMENT SIGN-IN FORM****Division (circle): EL / MG / HS**

Host School _____ District # _____ Region _____ Date _____

ID#	Student Name (PRINT)	School	Exam (circle)	For Scoring Team Use
				Assigned to Event
126			M SC SS LA AH	<input type="checkbox"/>
127			M SC SS LA AH	<input type="checkbox"/>
128			M SC SS LA AH	<input type="checkbox"/>
129			M SC SS LA AH	<input type="checkbox"/>
130			M SC SS LA AH	<input type="checkbox"/>
131			M SC SS LA AH	<input type="checkbox"/>
132			M SC SS LA AH	<input type="checkbox"/>
133			M SC SS LA AH	<input type="checkbox"/>
134			M SC SS LA AH	<input type="checkbox"/>
135			M SC SS LA AH	<input type="checkbox"/>
136			M SC SS LA AH	<input type="checkbox"/>
137			M SC SS LA AH	<input type="checkbox"/>
138			M SC SS LA AH	<input type="checkbox"/>
139			M SC SS LA AH	<input type="checkbox"/>
140			M SC SS LA AH	<input type="checkbox"/>
141			M SC SS LA AH	<input type="checkbox"/>
142			M SC SS LA AH	<input type="checkbox"/>
143			M SC SS LA AH	<input type="checkbox"/>
144			M SC SS LA AH	<input type="checkbox"/>
145			M SC SS LA AH	<input type="checkbox"/>
146			M SC SS LA AH	<input type="checkbox"/>
147			M SC SS LA AH	<input type="checkbox"/>
148			M SC SS LA AH	<input type="checkbox"/>
149			M SC SS LA AH	<input type="checkbox"/>
150			M SC SS LA AH	<input type="checkbox"/>

Make 2 copies. Send one copy to the scoring team and a copy to the "One Exam" testing area.

2 EXAM STUDENTS

WRITTEN ASSESSMENT SIGN-IN FORM

Division (circle): EL / MG / HS

Host School _____ District # _____ Region _____ Date _____

ID#	Student Name (PRINT)	School	Exams to take IN ORDER (circle)	For Scoring Team Use	
				Assigned to Event	
201			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>
202			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>
203			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>
204			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>
205			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>
206			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>
207			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>
208			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>
209			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>
210			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>
211			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>
212			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>
213			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>
214			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>
215			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>
216			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>
217			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>
218			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>
219			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>
220			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>
221			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>
222			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>
223			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>
224			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>
225			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>

Make 2 copies. Send one copy to the scoring team and a copy to the "Two Exam" testing area.

ID#	Student Name (PRINT)	School	Exams to take IN ORDER (circle)
226			M SC SS LA AH
227			M SC SS LA AH
228			M SC SS LA AH
229			M SC SS LA AH
230			M SC SS LA AH
231			M SC SS LA AH
232			M SC SS LA AH
233			M SC SS LA AH
234			M SC SS LA AH
235			M SC SS LA AH
236			M SC SS LA AH
237			M SC SS LA AH
238			M SC SS LA AH
239			M SC SS LA AH
240			M SC SS LA AH
241			M SC SS LA AH
242			M SC SS LA AH
243			M SC SS LA AH
244			M SC SS LA AH
245			M SC SS LA AH
246			M SC SS LA AH
247			M SC SS LA AH
248			M SC SS LA AH
249			M SC SS LA AH
250			M SC SS LA AH

For Scoring Team Use	
Assigned to Event	
Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>
Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>
Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>
Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>
Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>
Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>
Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>
Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>
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Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>
Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>
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Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>
Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>
Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>
Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>
Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>
Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>
Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>
Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>

Make 2 copies. Send one copy to the scoring team and a copy to the "Two Exam" testing area.

3 EXAM STUDENTS

WRITTEN ASSESSMENT SIGN-IN FORM

Division (circle): EL / MG / HS

Host School _____ District # _____ Region _____ Date _____

				For Scoring Team Use		
ID#	Student Name (PRINT)	School	Exams to take IN ORDER (circle)	Assigned to Event		
301			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>	Exam 3 <input type="checkbox"/>
302			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>	Exam 3 <input type="checkbox"/>
303			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>	Exam 3 <input type="checkbox"/>
304			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>	Exam 3 <input type="checkbox"/>
305			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>	Exam 3 <input type="checkbox"/>
306			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>	Exam 3 <input type="checkbox"/>
307			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>	Exam 3 <input type="checkbox"/>
308			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>	Exam 3 <input type="checkbox"/>
309			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>	Exam 3 <input type="checkbox"/>
310			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>	Exam 3 <input type="checkbox"/>
311			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>	Exam 3 <input type="checkbox"/>
312			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>	Exam 3 <input type="checkbox"/>
313			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>	Exam 3 <input type="checkbox"/>
314			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>	Exam 3 <input type="checkbox"/>
315			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>	Exam 3 <input type="checkbox"/>
316			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>	Exam 3 <input type="checkbox"/>
317			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>	Exam 3 <input type="checkbox"/>
318			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>	Exam 3 <input type="checkbox"/>
319			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>	Exam 3 <input type="checkbox"/>
320			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>	Exam 3 <input type="checkbox"/>
321			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>	Exam 3 <input type="checkbox"/>
322			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>	Exam 3 <input type="checkbox"/>
323			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>	Exam 3 <input type="checkbox"/>
324			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>	Exam 3 <input type="checkbox"/>
325			M SC SS LA AH	Exam 1 <input type="checkbox"/>	Exam 2 <input type="checkbox"/>	Exam 3 <input type="checkbox"/>

Make 2 copies. Send one copy to the scoring team and a copy to the "Three Exam" testing area.

Quick Recall Sign-in Form--Page 1

Host School _____ District # _____ Region # _____ Date _____ Division: EL / MG / HS

School Name _____	Enter student names below		
-------------------	---------------------------	--	--

- | | | | |
|----|----|----|-----|
| 1. | 4. | 7. | 10. |
| 2. | 5. | 8. | 11. |
| 3. | 6. | 9. | 12. |

School Name _____	Enter student names below		
-------------------	---------------------------	--	--

- | | | | |
|----|----|----|-----|
| 1. | 4. | 7. | 10. |
| 2. | 5. | 8. | 11. |
| 3. | 6. | 9. | 12. |

School Name _____	Enter student names below		
-------------------	---------------------------	--	--

- | | | | |
|----|----|----|-----|
| 1. | 4. | 7. | 10. |
| 2. | 5. | 8. | 11. |
| 3. | 6. | 9. | 12. |

Quick Recall Sign-in Form--Page 2

School Name_____	Enter student names below
------------------	---------------------------

- | | | | |
|----|----|----|-----|
| 1. | 4. | 7. | 10. |
| 2. | 5. | 8. | 11. |
| 3. | 6. | 9. | 12. |

School Name_____	Enter student names below
------------------	---------------------------

- | | | | |
|----|----|----|-----|
| 1. | 4. | 7. | 10. |
| 2. | 5. | 8. | 11. |
| 3. | 6. | 9. | 12. |

Use an additional page if necessary.

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"/>
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.

Officials Sign-In Form

Name	School Affiliation	Duty

Appendix F - Duties of the Chief Official And Inquiry Panel; Inquiry Procedure

Duties of the Chief Official and Inquiry Panel

The Chief Official and Inquiry Panel members act only to decide matters the other competition officials cannot resolve.

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, and remains sequestered from all competition areas, but should remain accessible to rule on all inquiries lodged during competition
- ✓ Distributes the Quick Recall Official Name Badges to Moderators and Judges

The Inquiry Panel:

- ✓ Is nominated by the participating schools to serve as a judging panel (enough people to "cover" the content areas of Mathematics, Science, Social Studies, Language Arts, and Arts/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. Some members of the Inquiry Panel may not be on-site the day of the competition. The Chief Official must still, however, have all subject areas represented by those who are "on call" when content area assistance is needed.

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. All inquiries must be in writing.

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 Head Scorer makes at least two (2) copies of each Written Assessment examination and answer key available to the participating coaches, along with blank inquiry forms.
2. Coaches must submit inquiries by 10:40 a.m. (EL) or 11:45 a.m. (MG and HS)
3. Upon submittal, post inquiries in a common area for all other coaches to view.
4. After these inquiries are posted, coaches then have 15 minutes to "rebut" other inquiries. This allows the Chief Official to see both sides of an area of dispute.
5. The Chief Official, in consultation with the members of the Inquiry Panel, rules on all content matters.
6. All decisions made by the Chief Official are final.
7. 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

For information on the Quick Recall inquiry procedure, refer to the *Quick Recall Rules Manual*.

Quick Recall Inquiry Form

 Return to KAAC



COACH SECTION:

ROUND # _____ HALF: 1 2 OT

ROOM _____

QUESTION # _____ TOSSUP / BONUS / BOUNCE-BACK (circle)

Complete description of inquiry: Be clear about (1) *who said what* and (2) *why* you are inquiring. **NO** team or student names!

JUDGE SECTION:

Ruling: _____ YES, I agree with this inquiry. _____ NO, I do not agree with this inquiry. Inform the coaches of your decision.

Does either coach want the inquiry to go to the Chief Official? _____ NO _____ YES (if so, begin 3-minute rebuttal period and give this inquiry to the opposing coach)

Signature of Judge _____

OPPOSING COACH REBUTTAL: (use the back if needed)

CHIEF OFFICIAL SECTION: _____ YES, the judge's decision was correct _____ NO, the judge's decision was incorrect

Comments/Instructions:

Signature of Chief Official _____

Written Assessment Inquiry Form

HOST SCHOOL _____ ROOM _____ DISTRICT # _____

INQUIRY:

COACH	DESCRIPTION OF INQUIRY	CHIEF OFFICIAL
Examination: Question #: Student Response: A B C D Answer on Key: A B C D		RULING: Uphold Deny COMMENTS:

REBUTTAL TO POSTED INQUIRY:

COACH	
Examination: Question #: Student Response: A B C D Answer on Key: A B C D	

A coach may file an inquiry related to the application of rules in administering the examination, if an answer appearing on the answer sheet is thought incorrect, or if a correct alternate answer does not appear on the answer sheet. Inquiries must be posted in a designated area before the inquiry period has concluded (10:40 a.m. in Elementary, 11:45 a.m. in Middle Grades and High School), followed by a 15-minute rebuttal period.

SIGNATURE OF CHIEF OFFICIAL _____



Return to KAAC

Appendix G - Written Assessment Proctoring and Scoring Instructions

Calculator Guidelines for Mathematics Written Assessment

Elementary

A maximum of two non-programmable, non-graphing calculators may be used, including but not limited to:

- Math Explorer
- Texas Instruments' TI-15, TI-30, TI-31, TI-34, TI-35, and TI-36 series
- Casio FX 115, FX 250, FX 300, and FX 570 series
- Radio Shack 4029
- Sharp 506 series calculators



Middle Grades and High School

A maximum of two calculators permissible under the ACT guidelines may be used for Governor's Cup. You may use any four-function, scientific, or graphing calculator, unless it has features described in the **Prohibited** list. For models on the **Permitted with Modification** list, you will be required to modify some of the calculator's features. Below are the ACT Calculator Guidelines—adapted from www.actstudent.org:

FAIR WARNING: The coach is responsible for knowing if a calculator is a permitted model. If a student uses a prohibited calculator, that student's exam will not be scored. KAAC uses ACT testing guideline, should they change.

Prohibited Calculators

- calculators with built-in computer algebra systems (CAS), including:
 - Texas Instruments: all model numbers that begin with TI-89 and TI-92, and the TI-Nspire (non-CAS) is permitted.
 - Hewlett-Packard: HP 48GII, All model numbers that begin with HP 40G, HP 49G, or HP 50G
 - Casio: Algebra fx-CP400 (ClassPad 400), ClassPad 300 and ClassPad 330, Algebra fx 2.0, All model numbers that begin with CFX-9970G
- handheld, tablet or laptop computers, including PDAs
- electronic writing pads or pen-input devices—The Sharp EL 9600 is permitted.
- calculators built into cell phones or other electronic communication devices
- calculators with a typewriter keypad in QWERTY format—those with letter keys not in QWERTY format are permitted

Calculators Permitted with Modification

- calculators with paper tape—Remove the tape.
- calculators that make noise—Turn off the sound.
- calculators that can communicate wirelessly with other calculators—Completely cover the infrared data port with heavy opaque material, such as duct or electrician's tape (includes HP-38G and 39G series and HP-48G)
- calculators that have power cords—Remove all power/electrical cords.

On Competition Day

If you decide to bring a calculator to Governor's Cup, it must not be a prohibited type. Be sure your calculator is working and has reliable batteries. You may bring a spare calculator and extra batteries to the event. Host schools are **not** required to supply batteries or calculators. You will **not** be allowed to share calculators during testing. Proctors will check your calculator to verify it is a permitted type, and they will monitor your use of your calculator. If your calculator has a large display, proctors may seat you where no other test taker can see your calculator.

Students are not required to clear calculator memory before the event.

More Information about Specific Calculator Models

- All calculators in all of these series are prohibited because they have built-in Computer Algebra Systems: Casio CFX-9970G and Algebra fx 2.0, Hewlett-Packard HP-40G and HP-49G, and Texas Instruments TI-89.
- All calculators in the Texas Instruments TI-92 series are prohibited because they have QWERTY (typewriter) keyboards and built-in Computer Algebra Systems. The TI-Nspire (non-CAS) is permitted, as is the TI-84 Plus Silver Edition.
- Calculators in the Hewlett-Packard HP-38G series and HP-48G series may be used only if the infrared communications port is covered with heavy opaque material such as duct tape or electrical tape.

The Sharp EL-9600 is permitted for use, because it is not considered a pen-input device. You may bring the stylus that comes with the calculator.

Proctoring Written Assessment Examinations--Instructions

For all events except High School Mathematics, which has a separate instruction page.

1. Ensure that you do not have any students taking High School Mathematics.
2. Sort exams by student name. Distribute examinations and scratch paper (and graph paper if applicable). In the "Two Exam" and "Three Exam" testing areas, remember that exams must be taken in this order: Mathematics, Science, Social Studies, Language Arts and Arts/Humanities.
3. **IMPORTANT:** If you have any students who have ID cards that don't match the exam they say they are supposed to be taking, **notify the Contest Manager or Head Scorer immediately.**
4. Read the following prior to each Time Frame:

"Students, listen closely. At this time please remove all personal items out of sight. Turn off and remove from sight all cell phones and electronic devices, including smart watches. These must remain out of sight until testing is completed. **Any use of non-approved electronic devices is prohibited and will result in disqualification.** Make sure you have the correct exam. RIGHT NOW: take your answer sheet and write your ID number on the space provided. Important--include your two-letter suffix that tells the graders which exam you are taking. (Pause) RIGHT NOW: check your code number to see that it matches your ID card. Do not write your name on the answer sheet.

"Encircle or write in the correct content area, division and level. Write your complete ID number on the space provided, including your two-letter suffix."

"You have ____ (35 EL, 50 MG/HS) minutes to answer ____ (30 EL, 50 MG/HS) multiple choice questions and ____ (6 EL, 10 MG/HS) tiebreaker questions. Remember to choose the BEST answer and mark your choice clearly. If you change your mind, erase completely."

"If you need anything during the exam, ask your proctor. Do your own work. You may not talk with anyone during testing. If you attempt to communicate with other students during testing, you will have your exam disqualified. If you finish early, turn your answer sheet face down and sit quietly. You may take an escorted trip to the restroom after this round of testing is over."

"When the proctor calls "time", turn in your exam, answer sheet, scratch paper and ID card. I will tell you when to begin. Any questions? --- Please begin."
5. Start the timing device set for 50 minutes (MG/HS, except HS Math) or 35 minutes (EL).
 - a. Give a five-minute warning after ____ (30 EL, 45 MG/HS) minutes.
 - b. Give a 10 second warning **BEFORE EXAMINATION TIME EXPIRES.**
6. When time is complete, read the following: "Time--pencils down. Make sure you have written your complete ID number on your answer sheet. When my instructions are complete, place your answer sheet on the desk separately. THIS IS VERY IMPORTANT: IF YOU ARE TAKING MULTIPLE EXAMS, DO NOT TURN IN YOUR ID CARD UNTIL YOU HAVE TAKEN YOUR FINAL EXAM OF THE DAY.
7. Proctors will collect the examinations by content area. If you desire, a proctor is available to take you for a restroom break. Keep discussion to a minimum, and do not discuss any testing content with other students.
8. Collect exams and separate them by content area. Send to the Written Assessment graders:
 - a. Completed answer sheets separated by exam
 - b. ID cards separated by exam for any students that have completed assigned test(s)

Proctoring High School Mathematics

High School Mathematics begins 10 minutes before the other exams and students have 60, not 50 minutes.

1. Sort exams by student name. Distribute examinations and scratch paper (and graph paper if applicable). Mathematics must be taken first. Science, Social Studies, Language Arts and Arts/Humanities must be taken as the second and third exam (if required).
2. **IMPORTANT:** If you have any students who have ID cards that don't match the exam they say they are supposed to be taking, notify the Contest Manager or Head Scorer immediately.

3. Read the following:

"Students, listen closely. At this time please remove all personal items out of sight. Turn off and remove from sight all cell phones and electronic devices, including smart watches. These must remain out of sight until testing is completed. ***Any use of non-approved electronic devices is prohibited and will result in disqualification.*** Make sure you have the correct exam. At this time you will be testing in Mathematics. RIGHT NOW: take your answer sheet and write your ID number on the space provided. Important--include your two-letter suffix, MA, that tells the graders this is a Mathematics answer sheet. (Pause) RIGHT NOW: check your code number to see that it matches your ID card. Do not write your name on the answer sheet.

"Encircle or write in the correct content area, division and level. Write your complete ID number on the space provided, including your two-letter suffix, MA, for Mathematics."

For the High School Mathematics Exam First Timeframe: "You have **60 minutes** to answer 50 multiple choice questions and 10 tiebreaker questions in Mathematics. Choose the BEST answer and mark your choice clearly. If you change your mind, erase completely."

"If you need anything during the exam, ask your proctor. Do your own work. You may not talk with anyone during testing. If you attempt to communicate with other students during testing, you will have your exam disqualified. If you finish early, turn your answer sheet face down and sit quietly. You may take an escorted trip to the restroom after this round of testing is over."

"When the proctor calls "time", turn in your exam, answer sheet, scratch paper and ID card. I will tell you when to begin. Any questions? --- Please begin."

4. Start the timing device set for 60 minutes.
 - a. Give a five-minute warning after **55 minutes for HS Mathematics ONLY.**
 - b. Give a 10 second warning after **59 minutes and 50 seconds.**
5. When time is complete, read the following: "Time--pencils down. Make sure you have written your complete ID number on your answer sheet. When my instructions are complete, place your answer sheet on the desk separately. THIS IS VERY IMPORTANT: IF YOU ARE TAKING MULTIPLE EXAMS, DO NOT TURN IN YOUR ID CARD UNTIL YOU HAVE TAKEN YOUR FINAL EXAM OF THE DAY. The proctors will collect the examinations by content area. If you desire, a proctor is available to take you for a restroom break. Keep discussion to a minimum, and do not discuss any testing content with other students."
6. Collect exams etc. by content area. Send to the Written Assessment graders:
 - a. Completed answer sheets
 - b. ID cards separated by exam for any students that have completed assigned test(s)
7. Dismiss students taking **ONLY** Mathematics exam. **Use Proctoring Written Assessment Examinations—Instructions—Page 1** for the 2nd and 3rd Timeframes.

ID# _____ MA SC SS LA A/H

****CIRCLE EACH EVENT FOR PARTICIPANT****

Student Name: _____

School: _____

ID# _____ MA SC SS LA A/H

****CIRCLE EACH EVENT FOR PARTICIPANT****

Student Name: _____

School: _____

ID# _____ MA SC SS LA A/H

****CIRCLE EACH EVENT FOR PARTICIPANT****

Student Name: _____

School: _____

ID# _____ MA SC SS LA A/H

****CIRCLE EACH EVENT FOR PARTICIPANT****

Student Name: _____

School: _____

ID# _____ MA SC SS LA A/H

****CIRCLE EACH EVENT FOR PARTICIPANT****

Student Name: _____

School: _____

ID# _____ MA SC SS LA A/H

****CIRCLE EACH EVENT FOR PARTICIPANT****

Student Name: _____

School: _____

ID# _____ MA SC SS LA A/H

****CIRCLE EACH EVENT FOR PARTICIPANT****

Student Name: _____

School: _____

ID# _____ MA SC SS LA A/H

****CIRCLE EACH EVENT FOR PARTICIPANT****

Student Name: _____

School: _____

ID# _____ MA SC SS LA A/H

****CIRCLE EACH EVENT FOR PARTICIPANT****

Student Name: _____

School: _____

ID# _____ MA SC SS LA A/H

****CIRCLE EACH EVENT FOR PARTICIPANT****

Student Name: _____

School: _____

Scoring Written Assessment--Instructions for Graders

The online scoring data entry process begins **after** all exams have been either hand-scored or run through a scoring machine. Here is how to actually score the exams:

Check When Completed

- As answer sheets come in, separate them into five separate piles according to subject area. If you want, mark the piles with a Post-It™ or other label for easy reference.
- If you are hand-scoring exams, make a key on transparency film to use as a template you can lay over scoresheets for faster scoring.
- First, score the (30 EL, 50 MG/HS) multiple-choice “main” body of the exam.
- If you want to score the answer sheets as they come in (the one exam student answer sheets first, etc.) rather than wait for the end of all testing, that's okay. If you're using a scoring machine, though, make sure you TURN THE MACHINE OFF AND ON before running the correct key through the machine so the batch is scored correctly.
- If you are using a scoring machine, run the forms twice and look for discrepancies. If you're grading them by hand, make sure each grader initials each answer sheet.
- If you are using a scoring machine, check for partial erasures and adjust scores if needed.
- After you have scored the main body (30 EL, 50 MG/HS) multiple-choice items, score the tiebreaker questions. Use the same quality control measures described above.
- When you are finished with all grading, collate the answer sheets:
 - a. First by examination;
 - b. Then by the main exam score (1-30 EL, 1-50 MG/HS), with the high score on top. Do not worry about any ties; that is the Head Scorer’s concern.
- Deliver the answer sheets to the Head Scorer. Return all other material to the Head Scorer.

Written Assessment Answer Sheet—MG/HS

Student ID # _____ - _____
(don't forget your two-letter suffix)

For Scorer's Use

SCORE _____

TIE-BREAKER SCORE (only considered if tied among top five) _____

LEVEL (circle) District / Region DIVISION (circle): MG / HS

Which exam are you taking? (circle) Mathematics / Science / Social Studies / Language Arts / Arts-Humanities

On this sheet, blacken in the space of the letter of your answer.

Example: [A] [C] [D]

- 1. [A] [B] [C] [D]
- 2. [A] [B] [C] [D]
- 3. [A] [B] [C] [D]
- 4. [A] [B] [C] [D]
- 5. [A] [B] [C] [D]
- 6. [A] [B] [C] [D]
- 7. [A] [B] [C] [D]
- 8. [A] [B] [C] [D]
- 9. [A] [B] [C] [D]
- 10. [A] [B] [C] [D]
- 11. [A] [B] [C] [D]
- 12. [A] [B] [C] [D]
- 13. [A] [B] [C] [D]
- 14. [A] [B] [C] [D]
- 15. [A] [B] [C] [D]
- 16. [A] [B] [C] [D]
- 17. [A] [B] [C] [D]
- 18. [A] [B] [C] [D]
- 19. [A] [B] [C] [D]
- 20. [A] [B] [C] [D]
- 21. [A] [B] [C] [D]
- 22. [A] [B] [C] [D]
- 23. [A] [B] [C] [D]
- 24. [A] [B] [C] [D]
- 25. [A] [B] [C] [D]
- 26. [A] [B] [C] [D]
- 27. [A] [B] [C] [D]
- 28. [A] [B] [C] [D]
- 29. [A] [B] [C] [D]
- 30. [A] [B] [C] [D]

- 31. [A] [B] [C] [D]
- 32. [A] [B] [C] [D]
- 33. [A] [B] [C] [D]
- 34. [A] [B] [C] [D]
- 35. [A] [B] [C] [D]
- 36. [A] [B] [C] [D]
- 37. [A] [B] [C] [D]
- 38. [A] [B] [C] [D]
- 39. [A] [B] [C] [D]
- 40. [A] [B] [C] [D]
- 41. [A] [B] [C] [D]
- 42. [A] [B] [C] [D]
- 43. [A] [B] [C] [D]
- 44. [A] [B] [C] [D]
- 45. [A] [B] [C] [D]
- 46. [A] [B] [C] [D]
- 47. [A] [B] [C] [D]
- 48. [A] [B] [C] [D]
- 49. [A] [B] [C] [D]
- 50. [A] [B] [C] [D]

TIEBREAKERS 51-60

- 51. [A] [B] [C] [D]
- 52. [A] [B] [C] [D]
- 53. [A] [B] [C] [D]
- 54. [A] [B] [C] [D]
- 55. [A] [B] [C] [D]
- 56. [A] [B] [C] [D]
- 57. [A] [B] [C] [D]
- 58. [A] [B] [C] [D]
- 59. [A] [B] [C] [D]
- 60. [A] [B] [C] [D]

Return to KAAC

Written Assessment Answer Sheet--Elementary


Student ID # _____ - _____
(don't forget your two-letter suffix)

For Scorer's Use
SCORE _____
TIE-BREAKER (only scored if tied among top five) _____

LEVEL (circle) District / Region DIVISION: ELEMENTARY

Which exam are you taking? (circle) Mathematics / Science / Social Studies / Language Arts / Arts-Humanities

On this sheet, blacken in the space of the letter of your answer.

Example: [A] [B] [C] 

- 1. [A] [B] [C] [D]
- 2. [A] [B] [C] [D]
- 3. [A] [B] [C] [D]
- 4. [A] [B] [C] [D]
- 5. [A] [B] [C] [D]
- 6. [A] [B] [C] [D]
- 7. [A] [B] [C] [D]
- 8. [A] [B] [C] [D]
- 9. [A] [B] [C] [D]
- 10. [A] [B] [C] [D]
- 11. [A] [B] [C] [D]
- 12. [A] [B] [C] [D]
- 13. [A] [B] [C] [D]
- 14. [A] [B] [C] [D]
- 15. [A] [B] [C] [D]
- 16. [A] [B] [C] [D]
- 17. [A] [B] [C] [D]
- 18. [A] [B] [C] [D]
- 19. [A] [B] [C] [D]
- 20. [A] [B] [C] [D]
- 21. [A] [B] [C] [D]
- 22. [A] [B] [C] [D]
- 23. [A] [B] [C] [D]

- 24. [A] [B] [C] [D]
- 25. [A] [B] [C] [D]
- 26. [A] [B] [C] [D]
- 27. [A] [B] [C] [D]
- 28. [A] [B] [C] [D]
- 29. [A] [B] [C] [D]
- 30. [A] [B] [C] [D]

- 31. [A] [B] [C] [D]
- 32. [A] [B] [C] [D]
- 33. [A] [B] [C] [D]
- 34. [A] [B] [C] [D]
- 35. [A] [B] [C] [D]
- 36. [A] [B] [C] [D]

TIEBREAKERS 31-36

 Return to KAAC

Appendix H – Severe Weather Planning Forms

Severe Weather Plan—Coach Input Form



Governor’s Cup **EL MG HS** **DISTRICT #** _____ **or** **REGION#** _____
School _____ **School Representative** _____

KAAC Severe Weather Policies—Summary

Only a school principal, superintendent or assistant superintendent shall be allowed to request a postponement or delay. If a request is made to delay or postpone a Governor’s Cup competition, that request must be approved by KAAC. The decision to delay or postpone Governor’s Cup events rests solely with the Contest Manager. 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.

Coaches, remember two things when putting forward your suggested schedule below:

1. All events must be completed, weather permitting, by the Friday after the scheduled competition date.
2. Rest assured that there won’t be a solution that is perfect for everyone.

FPS and Composition		
Should severe weather or natural disaster force a postponement of the schedule for FPS and Composition agreed upon at the Planning Meeting, my preferences for rescheduling are as follows:		
FPS	M Tu Wed Th F Sa at _____ AM/PM	2nd Choice M Tu Wed Th F Sa at _____ AM/PM
Composition	M Tu Wed Th F Sa at _____ AM/PM	2nd Choice M Tu Wed Th F Sa at _____ AM/PM

Written Assessment/Quick Recall: <u>Delay</u>
Should severe weather or natural disaster force a delay in the published Governor’s Cup Saturday schedule, I would like to request a minimum delay of: 1 hour 2 hours 3 hours 4 hours Other TIME _____

Written Assessment/Quick Recall: <u>Postponement</u>		
Event	1st Choice	2nd Choice
Written Assessment	M Tu Wed Th F Sa at _____ AM/PM	M Tu Wed Th F Sa at _____ AM/PM
Quick Recall	M Tu Wed Th F Sa at _____ AM/PM	M Tu Wed Th F Sa at _____ AM/PM

Special Information for Contest Manager:
--

Complete and send to your host school before the Planning Meeting.



Severe Weather Planning Form

You must return a copy of this form to KAAC after your Coaches' Planning Meeting.

In the event that your first date is postponed, please list additional postponement dates approved during the meeting.

Governor's Cup	EL	MG	HS	DISTRICT # _____	or	REGION# _____
Host School _____				Contest Manager or Designee _____		

Severe Weather Plan

Composition (<i>Plans A, B & C</i>):	Date _____	Registration _____	Begins _____
FPS (<i>Plans A, B & C</i>):	Date _____	Registration _____	Begins _____

Severe Weather Plan A—Delay

If this plan is enacted, we will conduct events after a delay of one or more hours. The Contest Manager will determine the exact delay period on competition day after considering road conditions across the travel area and consulting with coaches. Only a school principal, superintendent or assistant superintendent shall be allowed to request a postponement or delay. If a request is made to delay or postpone a Governor's Cup competition, that request must be approved by KAAC. Refer to pages 4-5 for more information. **Delay 1 hour 2 hours 3 hours 4 hours Other TIME:** _____

Severe Weather Plan B—Postponement

If, in the judgment of the Contest Manager, road conditions will not allow for a same-day delay, we will enact dates and starting times:

Postponed Registration: Date _____ Opens _____ Closes _____

Written Assessment Begins _____

Quick Recall Begins _____

Postponed Registration: Date _____ Opens _____ Closes _____

Written Assessment Begins _____

Quick Recall Begins _____

Severe Weather Plan C—Saturday afternoon and Postponement

If, in the judgment of the Contest Manager, road conditions will not allow for a completed tournament in the same-day delay, we will enact a 6 PM or later starting time:

Saturday Registration: Date _____ Opens _____ Closes _____

Written Assessment Begins _____

Quick Recall Begins _____

Postponed Registration: Date _____ Opens _____ Closes _____

Written Assessment Begins _____

Quick Recall Begins _____

Communication Method and Decision Time

Coaches, if severe weather exists, the Contest Manager will contact you by the following method and at the following time to relay any decision concerning delay or postponement:

Method: _____ Decision time: _____

Notification Acknowledgement

Coaches, please sign below verifying that you have been informed of these plans. Contest Managers are under no obligation to obtain signatures from coaches who do not attend the planning meeting.

1. _____ 2. _____ 3. _____ 4. _____

5. _____ 6. _____ 7. _____ 8. _____

Contest Manager's Signature _____

At least 2 days before the competition, fax a copy to KAAC at 502.223.0430. You may include detailed information on a separate page if necessary. Return to KAAC

Appendix I – Materials Verification Form and Instructions for Applying Labels to Medals

**GOVERNOR'S CUP COMPETITION MATERIALS VERIFICATION
KEEP ON FILE AT HOST SITE**

The sealed material in this box must be verified in the presence of a coach or official from another school.

All items listed under Sealed Competition Material must be secured upon verification of sufficient amounts. Each item is in an envelope sealed by KAAC.

Instructions: Sensitive Materials

Please open and inspect; double check the order of pages and the total number of pages as well as the number enclosed according to the packing list.

Upon completion moisten the envelope, seal it, and apply the second security label. All sensitive material should then be stored in a secure area until the competition.

The envelopes are then opened in the presence of other officials at the appropriate orientation meeting on the day of competition. (Refer to the *Hosting Guide*)

Please realize that KAAC appreciates the integrity of the contest manager; however, we feel that this process will convince all participating schools that the security of the materials has been assured.

Should your package contain any errors, please do one of the following:

1. If you are short only one or two copies of something, you can make copies on site. Please make copies of any of the sealed competition materials in the presence of the person witnessing the inspection. Make the necessary number of copies and then secure the material in the manner indicated above.
2. If you are short an entire item or have a significant number of errors, seal the material that is in your possession and notify Charlotte at KAAC immediately of the shortage (502.223.0088). We in turn will ship the necessary items to you by UPS or Express Mail.

Instructions: Non-Sensitive Materials

Any item in an unsealed envelope, such as registration material, response forms, duty sheets, scoring materials, and awards are yours to work with in preparing for the competition. These materials do not require security and should be prepared for distribution for the officials and participants.

Verification

In signing this form, the following individuals verify that the Governor's Cup materials were opened in the presence of another coach or official from a school other than the host school. Upon examination, the competition materials were sealed as requested by KAAC. These competition materials will remain secure until presented to the appropriate officials at the competition.

Retain this form at the host site should there be any questions regarding the integrity of the contest materials.

Contest Manager _____ Host School _____ D or R # _____

INSTRUCTIONS FOR APPLYING LABELS TO AWARD MEDALS

Attached to these instructions should be 54 labels, which are to be applied to the back of the award medals. You should have the following labels:

- 1.) Mathematics – 5 labels – Champion through Fifth Place
- 2.) Science – 5 labels – Champion through Fifth Place
- 3.) Social Studies – 5 labels – Champion through Fifth Place
- 4.) Language Arts – 5 labels – Champion through Fifth Place
- 5.) Arts & Humanities – 5 labels – Champion through Fifth Place
- 6.) Composition – 5 labels – Champion through Fifth Place
- 7.) Quick Recall – 8 Champion labels
- 8.) Quick Recall – 8 Runners-Up labels
- 9.) FPS – 4 Champion labels
- 10.) FPS – 4 Runners-Up labels

The labels mentioned above should be applied to the appropriate medal according to the color of the neck ribbon. Below is a list of the neck ribbon colors along with which place each color represents:

Blue – Champion
Red – Runner-Up
Yellow – Third Place
Purple – Fourth Place
Green – Fifth Place

Please apply all Champion labels to the back of the medals with a blue neck ribbon. Apply all Runner-Up labels to the back of the medals with a red neck ribbon continuing this process using the color representation above.

Coaches of teams that place in FPS or Quick Recall may also want “extra” medals for team members beyond the number of medals KAAC provides. They may order these from www.kaac.com as well, but there is a small charge for them.

If you have any questions, please feel free to contact our office at 502.223.0088.

Date materials were examined _____

Witnessing Official _____ School Affiliation _____

Review Request Tracking Form

This form is to help the hosting officials track and document issues of concern brought to the Contest Manager or Chief Official by coaches. It is not part of the Quick Recall or Assessment inquiry process.

Coach Name	School	Concern	CM or CO initials	Resolved



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

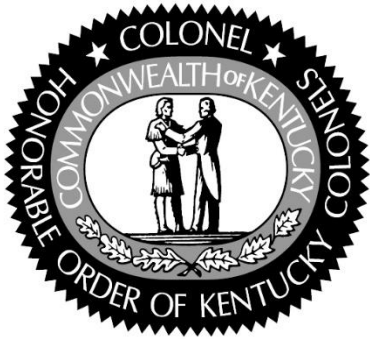
Regional--Future Problem Solving & Composition - Monday, February 10

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

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