

Kentucky Association for Academic Competition

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FPS & COMPOSITION

ALL GRADE LEVELS

District Governor's Cup Online Guide

In this year's competition with Covid-19, we will be expanding the guidelines for FPS and Composition Scoring. See manual for detailed information.

The contest manager shall release sensitive competition materials to participants and evaluators/readers for FPS and Composition under the premise that these materials are not to be shared with anyone following the competition:

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

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****FPS Evaluator Report Forms and Scoresheets are
Available Online as Excel Downloads****

A Word of Thanks

On January 12 (Middle Grades), January 19 (High School) and February 16 (Elementary) academic teams across the state will have the opportunity to participate in Composition and Future Problem Solving (FPS) competitions, two of the eight events within Governor's Cup Competition. Composition and FPS events are held prior to the other District Governor's Cup events in order to better facilitate a more efficient academic competition.

The Kentucky Association for Academic Competition (KAAC) appreciates your willingness to coordinate the 2021 Governor's Cup Competition.

This planning guide, like the Contest Manager's *Hosting Guide*, is designed to assist you by identifying the necessary tasks for coordinating a successful Composition and FPS competition. This guide identifies assignments specific to Composition and FPS, and suggests the best manner in which these assignments are administered.

This guide is written specifically for online student participation, either at school or at home.

All school policies relating to COVID-19 are to be followed to the letter for KAAC events. If a particular school policy presents you with a problem you are having difficulty solving, please contact us.

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

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

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

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

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 frequently throughout the day for a special statement to be given to proctors and coaches. Simply log out and log back into the ASAP scoring page for this information.

Governor's Cup Scheduling Policy



Students will compete online at their school if permitted by school policy. Students prohibited by school policy from coming to school may compete online from home. Only KAAC-approved websites and webpages may be viewed during events. The use of unapproved devices, notes, or websites other than the ones designated for the event will be cause for disqualification.

COMPETITION SCHEDULE

Students must participate in the section to which they are assigned, and all competition events must be held at the designated place and time. **No changes to the official published schedule 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.**

- 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, widespread Internet outages under virtual competition conditions, 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.

FPS and Composition Coordinator Duties

- Secure working emails from all coaches, officials and students.
- Coordinate FPS & Composition portion of videoconferences for the following:
Coaches planning meeting: MG-Jan 7th; HS-Jan 14th and EL-Feb 11th
- Based on input from coaches at the planning meeting, assign officials to their various roles and confirm their participation in FPS and Composition.
- Conduct videoconference orientation sessions for officials: proctors and scorers.
- Schedule videoconferencing of all FPS and Composition events will be a requirement
 - Composition proctors' orientation before district event (may be held over the weekend or on Monday)
 - FPS proctors' orientation before district event (may be held over the weekend or on Monday)

- Facilitate Composition event with students and proctors
- Where allowed by school policy, coordinate physical proctoring of Composition (event shall be a recorded videoconference even as an in-person event)

A Composition Reader may NOT be the designated proctor for any school.

A Composition coach or parent of a composition student may proctor as long as that person does not proctor the event alone.

New Rule for Online Participation

- Facilitate FPS event with students and proctors
- Where allowed by school policy, coordinate physical proctoring of FPS (event shall be recorded videoconference)

An FPS Evaluator may NOT be the designated proctor for any school.

An FPS coach or parent of a composition student may proctor as long as that person does not proctor the event alone.

New Rule for Online Participation

- Assign Composition ID numbers using the document available for download and in this guide: Assign Online Composition ID Numbers Worksheet
- Input Composition and FPS ID Numbers in sequential order into ASAP** (must be completed immediately after registration closes two (2) hours before event begins)
- Substitutes in FPS and Composition must be completed at the close of

registration.

- Email coaches that Composition and FPS ID numbers are available to forward to participants.
- Check FPS and Composition scoresheets for correctable errors.
- Forward electronic copies of FPS Report Forms and Composition Reader Report Forms to the Head Scorer for entry into scoring database.
- Distribute competition material and results to Contest Manager after scoring has been completed.

Task 1. Troubleshoot Technology

Your hosting success will in large part depend on how well you're able to avoid technology issues. A technology review will help you uncover them.

Your technology can be grouped into three areas:

1. Videoconferencing with coaches, officials, and for monitoring students during events
2. File sharing with students; and
3. File sharing with people scoring competition booklets.

A. Videoconferencing

You can use whichever videoconferencing platform you're comfortable with that your District coaches can also use. Examples are Zoom, Microsoft Teams, Google Meet, and Discord. Iron this out prior to the Coaches' Planning Meeting.

You can "work" either from home or school. Schools often have faster Internet connections, especially if you aren't in competition with other users. *If you plan on working from school, make sure you don't have IT policies that will restrict your ability to communicate with those outside your school District.* Google Meet often has this limitation, which might be "fixed" by your IT manager. Consult with your IT manager to make sure there are no issues in this area.

- Through testing the platform with your coaches, ensure the platform selected allows everyone to communicate without technical or access issues.
- Canvass the coaches in your District and determine a platform before the Planning Meeting.

B. File Sharing

Documents that used to be handed out are now shared electronically, either via email or through a file sharing system. Microsoft Teams and Google Meet are more adept at file sharing than Zoom; if you're using Zoom investigate file sharing services like Dropbox, Google Drive, etc.

1. Examples of shared documents for participants:
 - Composition booklets shared with lead proctor
 - FPS booklets shared with 4 team members and lead proctor
2. Examples of shared documents for scorers of FPS and Composition
 - RECODED** booklets in View Only Format
 - Report Forms
 - Scoresheets

Task 2. Provide Your Official's Information

Using the scoring password KAAC sent to you, under the "Manage Officials" tab you will be able to access the names of officials for FPS and Composition. Each school entering students in these events must provide the names of the FPS coaches and evaluators (certification number required for FPS) and proctors. The Composition coach should be identified as well as any parents who are nominated to proctor events.

Task 3. Confirm All Officials

As part of the Student Entry process, coaches enter information on their required officials. They can make adjustments to their officials' roster up until the day before your Planning Meeting; after that time all changes must come through you as host. If possible you should attend the Planning Meeting as the FPS and Composition Coordinator so that you can have this information and can hear any discussion regarding the organization of FPS and Composition.

Officials Required

- A. Contest Manager: 1 (if the coach, a second person must be designated to handle all sensitive materials such as prompts and Code Number Files)
- B. Scoring team for FPS and Composition: FPS and Composition Coordinator or Head Scorer (may also be Chief Official)

Officials Needed for FPS:

- ✦ FPS Coach: 1 certified coach is required from each participating school
- ✦ FPS Proctors: 1 per participating school
 - Coaches and guardians may not proctor alone
 - FPS evaluators may not proctor
- ✦ FPS Evaluators: 1 certified evaluator is **required** from each participating school.

A team will be disqualified from the FPS competition if they do not have a certified coach and a certified FPS evaluator. **No immediate family member of a participant or designated coach for FPS or Composition may score these events at the District level.** The FPS coach or immediate family member of a participant may not evaluate at district, but may serve as the evaluator for a school from a different district. If the FPS evaluator is also assigned to score Composition, they may not score both events in the same day.

Officials Needed for Composition:

- ✦ Composition Proctors: 1 per participating school
 - Coaches and guardians may not proctor alone
 - Proctors may not evaluate
- ✦ Composition Readers: A reader is required from each school that participates in Composition.
 - Composition coach or guardian may not score for their own district

No specific training is required, but Composition readers should have experience scoring student writing such as the scoring used in the composition assessment. Nominated officials should review the KAAC Composition scoresheet, rubric and *Composition Guide* before scoring any KAAC Composition event.

FPS and Composition officials are identified on each school's Entry Form in ASAP. Obtain a list from the Contest Manager before the Planning Meeting. FPS officials should also have an accompanying certification number. If either the FPS coach or evaluator's number is not listed on the District Entry Form, you may check on-line at <http://data.kaac.com/training/certification/search.asp>.

During the Coaches' Planning Meeting, FPS and Composition proctors should be decided upon by all schools participating. Composition readers should also be identified at this time. Proctors in FPS or Composition may NOT evaluate.

A list of FPS and Composition Officials is available through ASAP.

It is your job as FPS and Composition Coordinator to contact these officials and confirm their participation; do not rely on coaches to perform this task.

Task 4. Schedule and Prepare Separate Videoconferences

Using the platform approved at the Planning Meeting for FPS and Composition Proctor orientation according to the following date:

Middle Grades: Tuesday, Jan. 12

High School: Tuesday, Jan. 19

Elementary: Tuesday, Feb. 16

- A. From the Contest Manager, retrieve the time of these scheduled events. Invite proctors for FPS or Composition to a assigned event to a videoconference to be held no later than 3 hours before the scheduled event (highly recommended to hold these videoconferences the day before the event or earlier if possible).
- B. Prepare videoconference for each proctoring session for FPS and Composition that was set at the Planning Meeting. This assignment may be given to participating coaches. Share the link with invitees.
- C. Invite proctors and send the link or attach the file (either FPS or Composition) for Proctor Guidelines to be reviewed before the meeting

Composition:

Each school may enter up to three students in Composition. Depending on the make-up of your District, expect 9-15 students registered for the Composition event. If in-person competition is being held, a classroom with or computer lab with good Internet connectivity is appropriate for this event. A videoconference that is recorded is required for this event whether the students are participating in-person or from their schools or homes. Once the proctor has given instructions to the participates through the videoconference, any in-person proctor should move to a section of the room where computer screens are visible. Discussion with anyone other than the proctor asking for assistance is not permitted. Proctors may walk the room for added security. If possible, for at-home participation, no proctor should have any interaction with the participants and the video recording device should be placed behind the participant within view of the camera. Composition is a 90-minute event in the middle grades and high school divisions and a 45-minute event in the elementary division. If you have Composition participants identified as "double-duty",

they may compete as a special time. Otherwise, all Composition students must compete at the same time for the entire Regional event.

Future Problem Solving:

FPS is a team event. Four students from each participating school are allowed two (2) hours to complete a shared-booklet format in the middle grades and high school divisions and 90 minutes in the elementary division. If in-person competition is being held, a classroom with or computer lab with good Internet connectivity is appropriate for this event. The students may have discussion with each other during this event. A videoconference that is recorded is required for this event whether the students are participating in-person or from their homes. Once the proctor has given instructions to the participants through the videoconference, any in-person proctor should move to a section of the room where computer screens are visible. Proctors may walk the room for added security. For at-home participation, no proctor should have any interaction with the participants and should be placed behind the participant within view of the camera used for the video-conference. All FPS students must compete at the same time for the entire District event.

If your District has students who are competing in both FPS and Composition, then the Contest Manager and coaches present must decide if the competitions will be held at separate times or if they will be held concurrently. The following procedure should be followed to schedule the events for "double duty" students.

- i. At the Coaches' Planning Meeting, coaches and the Contest Manager may set a "special" Composition time for those double duty students.
- ii. That special time may be either before or after Future Problem Solving.
- iii. Regardless of when the special time for Composition is scheduled, no more than 15 minutes may be scheduled in between events. During this time, "double duty" students must be sequestered from other students.
- iv. For integrity reasons, only those "double duty" students are allowed to participate in Composition during the special time frame.

Task 5. Access Materials from KAAC

A. Materials KAAC Makes Available to Contest Managers (* indicates available by download on the day of the competition, **available after competition has begun at site)

- A. Copies of officials' duties (download from Contest Manager)
- B. FPS booklets (Blank Booklets available and renamed as ID Code Filename)
- C. FPS Worksheet Sign-in Form
- D. FPS Future Scene*
- E. FPS Online Scoresheet
- F. FPS Online Evaluator Report Form
- G. FPS Evaluator Notes**
- H. Composition prompts*
- I. Composition Worksheet Sign-in Forms
- J. Composition booklets (Blank Booklets available and renamed as ID Code Filename)
- K. Composition Online Scoresheet
- L. Composition Pre-Scoring and Reader Report Form
- M. Guidelines and Notes to Composition Reader
- N. FPS and Composition OLD Code/NEW Code Filename List**

Security of Materials

On Tuesday before the time of your scheduled event, KAAC makes available to you a password-protected page containing the Future Scenes and Composition Prompts. The Contest Manager or FPS and Composition Coordinator releases the prompts to the assigned proctors and/or coaches who are setting up the videoconferences for the competition. After the event, KAC will send all prompts to coaches directly.

THE MATERIALS MUST REMAIN SECURE. ELECTRONIC DOWNLOADS MUST BE OPENED AT THE TIME OF THE SCHEDULED EVENT. Any person who servers in one of the official capacities; coach, proctor or scorer, should not have access to any of the booklet OLD/NEW code information. This information is ONLY for the Contest Manager, FPS and Composition Coordinator, and/or Head Scorer.

Task 6. Finalize Student Rosters

You or the Contest Manager can sign in using the Scoring password at <http://my.kaac.com/login> and a box on your left will tell you who has entered students and who hasn't.

Roster Changes

Deadlines:

1. FPS and Composition: changes must be sent to the Contest Manager at least two hours before the competition begins so the ID number can be changed to match the participant's name.
2. **These changes must be made in ASAP before the competition begins or you cannot assign ID numbers correctly.**

Task 7. Prepare for and Implement Registration

1. Use the FPS sign-in form as a working copy (Appendix B) to assign each participating team an ID number from 001-005. After registration closes, assign each FPS team ID number. **IMMEDIATELY ENTER THE ID NUMBERS INTO ASAP WITH THE EVALUATOR NAMES FOR EACH TEAM.** This task takes only a few seconds to complete and MUST be done on the day of the competition. Forward an email to the coach and ask them to make copies of the FPS booklet for each of the team members with the ID number saved as the Filename. The file should include the Grade Level (MG, HS or EL), District Number followed by the ID Number. An example for Middle Grade District for District number 24 and FPS team 001 would have the filename appear as such. MGD24-001. MGD24-002 would be for team 2. This helps be organized when the booklets are returned and you must download and recode to the new code number before sharing with the FPS Evaluators. Immediately put these original ID numbers into ASAP and enter the FPS evaluators names into the table with the certification numbers. Do not wait to complete this task.
2. Use the Composition Sign-In form as a working copy (Appendix C) to assign each participant a Composition ID number from 401-415. After registration closes, assign each participant an ID number. **IMMEDIATELY ENTER THE ID NUMBERS INTO ASAP WITH THE READER NAMES FOR EACH TEAM.** This task takes only a few seconds to complete and can be done on the day of the competition. Forward an email to the coach and ask them to name the copy of the booklet with the ID number saved as the Filename.

The file should include the Grade Level (MG, HS or EL), District Number followed by the ID Number. An example for Middle Grade District for District number 67 and Composition participant 401 would have the filename appear as such. MGD67-401. MGD67-412 would be for participant 412 from the sign-in form. This helps be organized when the booklets are returned and you must download and recode to the new code 800 number before sharing with the Composition Readers. If a coach has three students, the coach will forward a copy to of the blank Composition booklet to each student with the Filename ID number saved as assigned in ASAP.

3. It is your responsibility to verify that the students competing for each school are listed on the District Entry Form.

If there are students competing in FPS and Composition who were not registered by the coach during the online entry period, please refer to the *District Scoring Guide* for instructions about On-Site Registration. A copy of the On-Site Registration Form is located in Appendix D.

Task 8. Coordinate Orientation of Officials

REGISTRATION

From the downloaded list of Officials, select the names of the FPS Coach and FPS evaluators and verify there is an FPS certification number in the appropriate column. Identify the Composition Coach, Composition Reader, Composition and FPS Proctors. All persons listed should have valid email addresses.

A. Organize Proctoring Videoconferences for FPS or Composition (Set-up in advance of the competition date and time)

1. Assign proctors, including a lead proctor, to each videoconference.
2. Set up these videoconferences ahead of time, distributing invites to coaches, who distribute them to their students as needed.
3. Designate your lead proctor for each videoconference as host or co-host. If it's feasible for you, proctors can set up videoconferences on their own. The new rule is that a coach or guardian of a participant may proctor, but that person may not proctor alone.
4. Distribute to each lead proctor an attendance list of expected students. You can obtain this from the "Download Complete Student List" function in the scoring system. Sort the Excel file as needed.
5. In FPS, if a calculator is being use, it must be non-programmable and checked before the competition begins.

B. Organize Physical Proctoring

1. Students competing at school are to be proctored by someone other than the team coach or the guardian of a participant of the event being proctored. If this is not possible, then the coach or guardian of a participant may not proctor alone. If possible, this proctor would have no affiliation with the school they proctor. If assigned into multiple videoconferences, a participant's guardian could proctor the room in which their child is not competing if permitted by school's local policy.
3. Make sure physical proctors have downloaded their proctor guidelines.
4. In FPS, if a calculator is being use, it must be non-programmable and checked before the

competition begins.

C. Conduct the Proctors' Orientation

1. Make sure proctors have downloaded their proctor guidelines. These are available in the Hosting Resources section of www.kaac.com

D. Ensure Students Have Necessary Information

1. After coaches have completed their data entry of names into ASAP and registration closes (2 hours before the scheduled event is to begin), you may assign the ID numbers to the students and teams in FPS and Composition. At this point, the coaches can use their team password and retrieve the ID numbers to be used as the filename of the competition booklets.
2. The day before the competition, remind all your coaches that they **MUST** pass along to their students the information below, which they can access through ASAP with their coach password
 - i) Grade level of the competition (MG, HS Or EL)
 - ii) District Event
 - iii) ID number for File Name
3. Each Filename should be saved as the Grade Level, District Number and Participant ID Number. ELD102-409 would be for the student registered in the elementary District 102 as participant 409. HSD51-001 would be for FPS team 001 from the HS District 51.

Task 9. Prepare for Scoring of Composition and FPS

1. Schedule Videoconference with Composition Readers and another for FPS Evaluators
2. Before either FPS or Composition booklets are given to evaluators/readers to be scored, they must be downloaded and saved in a folder and then opened and saved with New Codes in the filenames. This ensures that teams and students remain unknown during the scoring process by removing any tracking edits from the scorers. It is your duty to assign the **NEW ID Code Numbers** to the filenames to the booklets prior to evaluation. You should open each booklet after you have downloaded and renamed the file to verify that the booklet cannot be traced back to the student or the school. The list of both original and new codes will be provided in the materials through the password-protected link for host schools.
3. Set up 2 folders for each of the events as follows:
 - a. District Composition Folder-OLD Codes as Filenames
 - b. District Composition Folder-NEW Codes as Filenames for **Readers**
 - c. District FPS Folder-OLD Codes as Filenames
 - d. District FPS Folder-NEW Codes as Filenames for **Evaluators**
4. If a student gives his or her name or identifies the school of the writer in a composition or FPS booklet, the booklet will be disqualified. Contest Managers or their designees may be asked by a scorer to verify that the information given in a booklet belongs to a particular school or participant. If you can verify that you must obtain KAAC approval before such a disqualification is made. If students or teams submit Composition or FPS booklets with text that clearly identifies the identity of that student, team or school, the Composition & FPS Coordinator shall be prohibited from removing the text from the submission. Before

Composition and FPS booklets are distributed for scoring, please call the KAAC to receive an official ruling.

5. How to assign the new codes:

- a. Retrieve the OLD Code-NEW Code list of numbers from ASAP password-protected documents in the hosting section
- b. Open each file in one of the District Folders of OLD Codes you created. Starting with the lowest number, use the SAVE AS link to save the File in the District Folder of NEW Codes. These newly created renamed files in Word will be the files you send to the scorers.
- c. The Contest Manager, FPS & Composition Coordinator, and Head Scorer should be the only persons with access to the master code list.

Task 10. Scoring of FPS and Composition Booklets with online scoring materials

Setting up the District documents to be sent to scorers in advance will be a tremendous help. Each scorer for FPS and Composition can have a unique folder for booklets, scoresheets and other required documents. When the documents are returned it is extremely helpful if you can identify the scorer by the filenames on the scoresheets and Report forms. Before sending any booklets to graders, they should be sent as files to view or as a saved PDF file. No scorers should NOT be able to access these files in an editing format. No change other than the filename to an original document should ever be made. If it is easier to send them as a pdf, you may convert the files before saving for graders to receive. Once the Planning Meeting is complete, you will know how many scorers you will have in each of the events, FPS and Composition. The following items are guidelines for you to organize the distribution of booklets, scoresheets and other items needed to score for these Competitions. If you have a method that you use in a platform that is accessible to the scorers and will ensure the anonymity of the participants, please use that methodology.

- a. Recoded booklets are to be shared with the scorers **at the time they have agreed to score**. They must set aside a window of time to score in which you forward the scoring material. Scorers may not have possession of the booklets beyond the specified, reasonable timeframe for scoring. If a grader finds the original time is not workable, and if it is permissible with you, a different time can be arranged to send the booklets to be scored. Otherwise, the coach of the participants needs to find another scorer. The scorers may score booklets at the school or in their homes. This a new rule that will be in effect for this year as we traverse through the Covid-19 pandemic.
- b. Each school with participants in Composition and FPS must provide you with a scorer. The evaluator for FPS must be certified and must not be the school's FPS coach or immediate relative of a participant. The reader for Composition must not be the Composition coach or guardian of a participant of the school in the Composition competition.
- c. Determine the number of FPS Evaluators or Composition Readers you will need for your District. If you do not have any teams in FPS, then you will not have FPS evaluators. If you have only one (1) team in FPS, then you will need one (1) certified evaluator, and yes, the booklet must be evaluated. This team does not automatically advance to Region. If your District has five (5) teams, but only four (4) are submitting up to three (3) Composition participants, then you will have 4 readers (1 from each of the participating schools).

- d. For the purpose of tracking the scoresheets that each scorer will return to the FPS and Composition Coordinator, assign the tag of Reader1, Reader2, Reader3, etc. for Composition, or Evaluator1, Evaluator2, etc., for FPS. To facilitate the re-naming of scoresheets for a scorer, if this Filename is sent to every reader in Composition: ELD102-409, it is difficult to know which scoresheet is being returned if you have four (4) readers assigned to score this booklet in the elementary District 102 for participant 409. Since four (4) reader are scoring the same booklet, there will be another addition made on the scoresheet Filename when it is returned by the reader. If not, and you save a copy of each reader's scoresheet with the same filename, it will overwrite the file and replace it with the next readers scoresheet. In order to prevent this from happening, each reader should put a hyphen (-) and their reader number after the filename before returning it to you. If reader 2 is returning this file, then it would be renamed ELD102-409-2.
- e. All FPS and Composition scoring materials will be available for distribution from the online hosting site. New for this year are fillable scoresheets and Report Forms in Excel format that can be duplicated for each grader.
- f. Each FPS Evaluator receives a copy of the FPS Evaluation Notes, a copy (or pre-named) FPS Scoresheet for each team with Evaluator number included, the Future Scene and pre-named Online Evaluator Report Form. FPS evaluations score all booklets at the District level of competition.
- g. Each Composition Reader receives a copy of the prompt, Notes to the Composition Reader, Pre-scoring information, pre-named Online Reader Report Form, and a copy (or pre-named) scoresheets for each participant in the event. Composition readers score **ALL** compositions at the District level of competition.

FPS Evaluation:

- a. The number of evaluators must equal the number of teams participating.
- b. All evaluations must be completed by noon Saturday after the completion of the event. At the Planning Meeting ask that everyone score the booklets by Friday evening so that you have a chance to review scoresheets and ask for corrections by the evaluator in the event there is a tie of raw scores due to a mathematical error.
- c. Not all evaluators need to score at the same time, but evaluation **MUST** be completed in one continuous sitting by each evaluator at the time scheduled with the coordinator.
- d. Booklets must be evaluated without assistance from anyone other than the FPS and Composition Coordinator or FPS trainer.
- e. If an evaluator serves for two different Districts, that evaluator could read two sets of booklets in a combined District competition, but not on the same day.
- f. Each step of the FPS process is evaluated and receives a numerical score. Each evaluator then ranks their respective sample of booklets based on numerical scores reported on the Online FPS Evaluator Report Form. Booklets cannot receive the same number of points or rank.
- g. Upon the completion of evaluations you will need forward all scoring materials requiring input, including Evaluator Report Forms, to the FPS and Composition Coordinator, Contest Manager or Head Scorer.
- h. For all divisions, copies of the team booklets and District scoresheets are returned to participating teams no later than Monday following the competition if all booklets have been scored even if the competition and award ceremony have been delayed due to weather.
- i. All evaluators read **ALL** booklets at the district level.
- j. FPS scoresheets are reviewed for scoring errors.

FPS Evaluation Environment:

- a. Evaluation must be conducted in a room free from noise and conversation.
- b. Questions regarding the evaluation are directed to the FPS & Composition Coordinator, an FPS Trainer or Contest Manager, not to other evaluators.
- c. Evaluators **MUST NOT** discuss the contents of team booklets with others.
- d. Evaluators **WILL NOT** discuss the identity of a particular booklet.

Composition Evaluation:

- a. A reader for each participating school evaluates writing. **Each reader scores every booklet.** Readers evaluate writing holistically.
- b. All scoring must be completed by noon Saturday after the completion of the event. At the Planning Meeting ask that everyone score the booklets by Friday evening so that you have a chance to review scoresheets and ask for corrections by the reader in the event there is a tie of raw scores due to a mathematical error.
- c. Readers should be experienced with scoring student writing such as the scoring used in Composition assessment. A review of the KAAC Composition scoresheet (rubric) and *Composition Guide* is required.
- d. Not all readers need score at the same time; however, each reader must conduct the scoring in one (1) continuous sitting by each evaluator at the time scheduled with the coordinator.
- e. The reader assigns a numerical score on the scoresheet. When all entries have been scored, the reader then ranks the student writing based on the numerical scores recorded on the Online Composition Report Form. No composition booklets may receive the same total points or rank.
- f. Return all scoring materials, including Composition Report Forms, to the FPS and Composition Coordinator, Contest Manager or Head Scorer.
- g. Composition scoresheets are reviewed for scoring errors.

Task 11. Distribute and Return Competition Materials

1. If FPS scoring has been completed and severe weather has caused a delay resulting in the postponement of Saturday's awards ceremony, notification to FPS teams advancing to the Regional competition should be made no later than the first Monday following the original scheduled awards ceremony. For the FPS teams advancing to the Regional event complete the FPS Regional Advancement Announcement form (Appendix I) and return copies of the team booklet and scoresheets on Monday. If no delay occurred in your District competition, make sure the following materials **are returned** to the schools following the awards ceremony:
 - FPS team booklet
 - Evaluation scoresheets
2. Do NOT return copies of scored Composition materials to participants until after the awards ceremony.

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

THANK YOU!



A final word of advice:

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

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

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



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

Appendix A – Worksheet for Officials

FPS AND COMPOSITION WORKSHEET FOR OFFICIALS

Obtain Emails and Cell Numbers from Contest Manager



Scoring Password (received from Contest Manager):

Chief Official:

Head Scorer:

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

FPS Proctors: 1 per school on Tuesday.

1. _____

2. _____

3. _____

4. _____

5. _____

Composition Proctors: 1 per school on Tuesday.

1. _____

2. _____

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

1. _____

2. _____

3. _____

4. _____

5. _____

Composition: One evaluator from each school entering students in Composition according to the schedule determined at the Coaches Planning Meeting. Composition Coach may not score in District.

1. _____

2. _____

3. _____

4. _____

5. _____

Appendix B – FPS Sign-in Form

FUTURE PROBLEM SOLVING SIGN-IN FORM

Division: EL / MG / HS



Host School _____ District # _____ Region # _____ Date _____

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

Appendix C - Composition Sign-in Form

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

Host

School _____ District # _____ Region # _____ Date _____

D

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

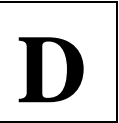
Onsite Student Entry Form

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"/>

Appendix D – Officials' Sign-in Form



FPS and COMPOSITION OFFICIALS' SIGN-IN FORM

Name	Comp	FPS	FPS Cert #	School

Appendix E – Guidelines for FPS Proctors

FPS Proctor Procedures for Online Competition

120 Minutes for Middle Grades and High School

90 Minutes for Elementary

These procedures must be followed by all schools who participate in FPS for Governor's Cup District. You must have the ability to see the students working at all times. Give the instructions to the students online and in-person when possible. If permitted by school policy, record the competition videoconference to protect the students on the team. After the guidelines are read and the students are reading the FPS Future Scene, position yourself in the back of the room so that you can see all the computer screens. ***If you do not follow these guidelines, your students will be disqualified.***

Requirements:

1. Attendance at the virtual/videoconference meeting. The Grade level is: EL MG HS and the District # is: _____. Do not leave the meeting without knowing this information.
2. Ability to have students participate at the site determined by school district/administrator's guidelines based on current health situation.
3. A proctor who is neither a coach nor a guardian of a student taking part in FPS. (If one of these persons must proctor, they may not proctor alone.)
4. Ability to have students logged into a virtual meeting to access sharable documents for FPS using Microsoft Teams, Google Docs, or a comparable format that the host school can access. KAAC will use Microsoft Teams and Google Docs (both are free). Check with your IT Department regarding an acceptable format.
5. No matter the location of the FPS students, all students in the District MUST compete at the time approved at the Planning Meeting which is _____. Double duty Composition students must compete at the same time that was approved at the Planning Meeting and that time is _____. All teams within a Governor's Cup District must compete in the same time zone. If scheduling for teams from Eastern and Central Times zones in your district competition, then events are schedules on the Central Time Zone.
6. Nominate an FPS evaluator who will score booklets in the timeframe approved by the coaches at the Planning Meeting. All booklets must be evaluated in one sitting and submitted immediately upon competition of scoring. **READERS MUST SCHEDULE THE TIMEFRAME IN WHICH THEY ARE TO SCORE. THEY CANNOT HAVE THE BOOKLETS FOR SEVERAL DAYS.**
7. That reader cannot be your proctor. A FPS coach, or immediate family member of one of the participants may proctor as long as they do not proctor alone.

Preparation to be completed days **before the FPS Event:**

1. Download the FPS Booklet to be shared for your participants to be used and keep it in View ONLY format. This booklet should have the team Filename Listed in the document.
2. Make sure the participants from your school can open the file and are able to View the sections of the expandable booklet. This duty can be forwarded to the coach to set up the shared file.
3. Set up a virtual meeting for the proctor and students in FPS to simulate the virtual session. MG and HS students are permitted to have 120 minutes to complete their booklets after the FPS prompt was opened. The EL division is given 90 minutes to complete the competition.
4. Uppermost, maintain the integrity of the competition though observation.

Preparations on the **day** of the event for FPS Proctors

Fifteen (15) minutes before the scheduled time of the event, verify that all participants are online with the video conference and have access to VIEW the FPS Booklet with the correct Filename. (At the scheduled time of the event: Begin with the following information by the Proctor:

"Thanks to you and your coach for making the effort to be a part of this unique opportunity to compete in the online 2021 Governor's Cup District FPS. Through the help of the KAAC Board, your school coaches and administrators, we were able to devise an online event. So, good luck to all."

*"Now, before we begin, please make sure that you understand the rules of the online competition are still in place. Honesty and integrity are vital to the success of this competition. You **MUST NOT** use any unapproved electronic devices or research materials, nor are you permitted to receive advice from the proctor or your coach in how to complete your booklet. You may not go to any unapproved website pages. This is the honesty statement that you are agreeing to during this Governor's Cup District competition. Your coaches should have instructed you before today about the importance of this directive. By competing in this competition, the participants, proctors and coaches must abide by this statement. Do you agree?" Let the participants say "yes".*

1. No student is permitted late to FPS, nor is a team dismissed early.
2. Fifteen minutes before the competition is to begin, open the booklet file and grant permission to EDIT the file to the students.
3. Verify that the Governor's Cup host sent names and email addresses of the students. Include emergency contact phone numbers if possible as reference. (This should be in ASAP and if you did not receive it, please contact the host school for this information. *Remember this email is for the purpose of participation in the KAAC sponsored event and will not be distributed to other sources.*)
4. Each student must access the online booklet with the corresponding ID Number from the Sign-in Form. Coaches were able to access these numbers through their ASAP team password after FPS Registration closed 2 hours before the scheduled start time of this event.
5. The use of non-approved electronic devices is not permitted.
6. At the scheduled time of the competition, proctors seat participants at their home school or home and must be accessible through videoconference. This competition session will be held online. No student is admitted late to the event. A student may submit their online booklet before the official time has expired, but should not cause a disturbance for the other participants. They indicate this by raising their hand or sending a message to the proctor through the videoconferencing link. The lead proctor should not this time on the form below.
7. No FPS coach, guardian of a participating student, or reader may serve as a proctor. If the coach or guardian do proctor, they must not proctor alone.
 - a. The proctor remains with the students and is positioned in the room to view the screens of the students as they are typing.
 - b. The proctors should be recording the online meeting while the students are completing their booklet. The proctor should have visual and auditory capabilities with the students at all times.
 - c. Participants are allowed to use the restroom; however, the proctor needs to make certain

- that they do not come in contact with others if in-person at the home school.
- d. Proctors must NOT talk while monitoring. Conversation can distract the students.
 - e. Proctors must NOT engage students in conversation during the competition.
 - f. Scratch paper and a writing instruments should NOT be used. Notes and brainstorming ideas can be typed into the document and deleted before the final submission of the booklet is sent to the Contest Manager. Word programs have provided word terms and synonyms, so the use of a dictionary and thesauri is not necessary.
 - g. ***The last page of the booklet serves as a brainstorming section for students to use instead of Post-A-Notes or scrap paper. This page may be cleared before the booklet is submitted. It will not be considered as a part of the Action Plan.***
 - h. A timing device is acceptable.
 - i. **The FPS category list, notes or other items are NOT permitted.**

Students reminder before you begin.

- a. May have access a dictionary of terms and synonyms through the word program used on your device. You do not need to have access to hard copies of dictionaries or thesaurus.
- b. Announce: Cell phone or headphone use by any competitor during the competition is prohibited and will result in disqualification.
- c. Announce: Students verify the filename has your Division, District Number and ID number provided. EL, MG, or HS followed by District Number and ID—ELD16-002 is for Elementary District Number 16 and FPS team 002.
 - This Division is _____
 - Your District number is _____
 - Your Team number is _____
 - Your filename should begin with _____ followed by a dash (-) and then your ID number.
- d. Do not read the Future Scene aloud.
- e. Announce: If you have trouble while the competition is taking place, please say "Proctor, I need assistance," and I will respond.
- f. Select one statement for the appropriate competition and Announce:
 - You have 120 minutes to complete this MG booklet. You will receive a 10 minute warning at the end of your allotted time.
 - You have 120 minutes to complete this HS booklet. You will receive a 10 minute warning at the end of your allotted time.
 - You have 90 minutes to complete this EL booklet. You will receive a 10 minute warning at the end of your allotted time.
- b. Announce: Open the online FPS Future Scene.
- c. Once all 4 team members have access to the Future Scene: Announce, Begin. Start the time interval. Time competition started: _____
- d. DO NOT INTERACT WITH STUDENTS UNLESS YOU ARE ASKED A QUESTION.

Select MG/HS or EL item "e" to read

e. For MG and HS FPS Announce the following Time Frames

- 60 minutes has elapsed: announce 60 minutes have elapsed and 60 minutes remain.
- 110 minutes has elapsed, announce: 110 minutes have elapsed, 10 minutes remain. Please remember, if you submit a booklet with any information that identifies yourself or your school, you will be disqualified.
- You may announce at the end of the 119-minutes & 30 seconds announce: You have 30 seconds remaining.
- At the end of 120 minutes announce: STOP – 90 minutes have elapsed. Stop typing.

e. For Elementary FPS Announce the following Time Frames

- 45 minutes has elapsed: announce 45 minutes have elapsed and 45 minutes remain. Please remember, if you submit a booklet with any information that identifies yourself or your school, you will be disqualified.
- 80 minutes has elapsed, announce: 80 minutes have elapsed, 10 minutes remain.
- You may announce at the end of the 89-minutes & 30 seconds announce: You have 30 seconds remaining.
- At the end of 90 minutes announce: STOP – 90 minutes have elapsed. Stop typing.

8. Remove all access for the participants to EDIT team booklets in FPS. Once the competition is completed and time has expired, the Editing status should be change to VIEW only.
9. Verify that the students' booklets are accessible to be downloaded and available to the Contest Manager.
10. Once the Contest Manager has received access to and downloaded the FPS Booklets, the students' rights to VIEW the shared documents should be removed.
11. Do not allow anyone to see these items or have access to the FPS booklet to read.
12. Once you have verified with the host school that they have access to the booklets, the proctor and students will no longer have access to the booklets.

Appendix F – Guidelines for Composition Proctors

Composition Proctor Procedures for Online Competition

These procedures must be followed by all schools who participate in Composition for Governor's Cup District. You must have the ability to see the students working at all times. Give the instructions to the students online and in-person when possible. If permitted by school policy, record the competition videoconference to protect the students on the team. After the guidelines are read and the students are reading the Composition prompt, position yourself in the back of the room so that you can see all the computer screens. ***If you do not follow these guidelines, your students will be disqualified.***

Requirements:

1. Attendance at the virtual/videoconference meeting. The Grade level is: EL MG HS and the District # is: _____. Do not leave the meeting without knowing this information.
2. Ability to have students participate at the site determined by school district/administrator's guidelines based on current health situation.
3. A proctor who is neither a coach nor a guardian of a student taking part in Composition. (If one of these persons must proctor, they may not proctor alone.)
4. Ability to have students logged into a virtual meeting to access sharable documents for Composition using Microsoft Teams, Google Docs, or a comparable format that the host school can access. KAAC will use Microsoft Teams and Google Docs (both are free). Check with your IT Department regarding an acceptable format.
5. No matter the location of the Composition students, all students in the District MUST compete at the time approved at the Planning Meeting which is _____. Double duty Composition students must compete at the same time that was approved at the Planning Meeting and that time is _____. All teams within a Governor's Cup District must compete in the same time zone. If scheduling for teams from Eastern and Central Times zones in your district competition, then events are schedules on the Central Time Zone.
6. Nominate a reader who will score booklets in the timeframe approved by the coaches at the Planning Meeting. All booklets must be read in one sitting and submitted immediately upon competition of scoring. **READERS MUST SCHEDULE THE TIMEFRAME IN WHICH THEY ARE TO SCORE. THEY CANNOT HAVE THE BOOKLETS FOR SEVERAL DAYS.**
7. That reader cannot be your proctor. A Composition coach, or immediate family member of one of the participants may proctor as long as they do not proctor alone.

Preparation to be completed days **before** the Composition Event:

5. Download the Composition Booklet to be shared for your participants to used.
6. Make sure the participants from your school can open the file and are able to type into the sections of the expandable booklet: Title box and box for the body of the document. (This file allows over 1000 words in the 2-page limit for the students in MG and HS divisions to type their argumentative essay and 2 pages for EL).
7. Set up a virtual videoconference meeting for the proctor and students in Composition to simulate the virtual session. MG and HS students are permitted to have 90 minutes to complete their booklets after the Composition prompt was opened. The EL division is given 45 minutes to complete the competition.
8. Uppermost, maintain the integrity of the competition through observation.

Preparations on the **day** of the event Guidelines for Proctors:

Begin with the following information by the Proctor:

"Thanks to you and your coach for making the effort to be a part of this unique opportunity to compete in the online 2021 Governor's Cup District Composition. Through the help of the KAAC Board, your school coaches and administrators, we were able to devise an online event. So, good luck to all."

*"Now, before we begin, please make sure that you understand the rules of the online competition are still in place. Honesty and integrity are vital to the success of this competition. You **MUST NOT** use any unapproved electronic devices or research materials, nor are you permitted to receive advice from the proctor or your coach in how to complete your booklet. You may not go to any unapproved website pages. This is the honesty statement that you are agreeing to during this Governor's Cup District competition. Your coaches should have instructed you before today about the importance of this directive. By competing in this competition, the participants, proctors and coaches must abide by this statement. Do you agree?" Let the participants say "yes".*

1. Verify that the Governor's Cup host sent names and email addresses of the students. Include emergency contact phone numbers if possible as reference. (This should be in ASAP and if you did not receive it, please contact the host school for this information. *remember this email is for the purpose of participation in the KAAC sponsored event and will not be distributed to other sources.*)
2. Each student must access the online booklet with the corresponding ID Number from the Sign-in Form. Coaches were able to access these numbers through their ASAP team password after Composition Registration closed 2 hours before the scheduled start time of this event.
3. The use of non-approved electronic devices is not permitted.
4. At the scheduled time of the competition, proctors seat participants at their home school or home and must be accessible through videoconference. This competition session will be held online. No student is admitted late to the event. A student may submit their online booklet before the official time has expired, but should not cause a disturbance for the other participants. They indicate this by raising their hand or sending a message to the proctor through the videoconferencing link. The lead proctor should not this time on the form below.
5. No Composition coach, guardian of a participating student, or reader may serve as a proctor. If the coach or guardian do proctor, they must not proctor alone.
 - a. The proctor remains with the students and is positioned in the room to view the screens of the students as they are typing.
 - b. The proctors should be recording the online meeting while the students are completing their booklet.
 - c. Participants are allowed to use the restroom; however, the proctor needs to make certain that they do not come in contact with others if in-person at the home school.
 - d. Proctors must NOT talk while monitoring. Conversation can distract the students.
 - e. Proctors must NOT engage students in conversation during the competition.
 - f. Scratch paper and a writing instruments should NOT be used. Notes and brainstorming ideas can be typed into the document and deleted before the final submission of the booklet is sent to the Contest Manager. Word programs have provided word terms

- and synonyms, so the use of a dictionary and thesauri is not necessary.
- g. A timing device is acceptable.

Student reminder before you begin.

- a. May have access a dictionary of terms and synonyms through the word programs used.
- b. Announce: Cell phone or headphone use by any competitor during the next competition is prohibited and will result in disqualification.
- c. Announce: Students verify the filename has your Division, District Number and ID number provided. EL, MG, or HS followed by District Number and ID—ELD16-407 is for Elementary District Number 16 and Composition student 407.

This Division is _____

Your District number is _____

Your filename should begin with _____ followed by a dash (-) and then your ID number.

- d. Do not read the writing prompt aloud.
- e. Select one statement for the appropriate competition and then Announce :
- a. You have 90 minutes to complete this MG booklet. You will receive a 5 minute warning at the end of your allotted time.
- b. You have 90 minutes to complete this HS booklet. You will receive a 5 minute warning at the end of your allotted time.
- c. You have 45 minutes to complete this EL booklet. You will receive a 5 minute warning at the end of your allotted time.
- f. Open the online Composition Prompt.
- g. Begin. Start the time interval.
- h. DO NOT INTERACT WITH STUDENTS UNLESS YOU ARE ASKED A QUESTION.
- i. **For MG and HS Composition Announce the following Time Frames**

- You have 90 minutes to complete this MG or HS task. You will receive a 5 minute warning at the end of your allotted time. You may begin
- 45 minutes has elapsed: announce 45 minutes have elapsed and 45 minutes remain.
- 85 minutes has elapsed, announce: 85 minutes have elapsed, 5 minutes remain. Please remember, if you submit a booklet with any information that identifies yourself or your school, you will be disqualified.
- You may announce at the end of the 89-minutes & 30 seconds announce: You have 30 seconds remaining.
- At the end of 90 minutes announce: STOP – 90 minutes have elapsed. Stop typing.

j. For Elementary Composition Announce the following Time Frames

- You have 45 minutes to complete this MG or HS task. You will receive a 5 minute warning at the end of your allotted time. You may begin
- 30 minutes has elapsed: announce 30 minutes have elapsed and 15 minutes remain. Please remember, if you submit a booklet with any information that identifies yourself or your school, you will be disqualified.
- 40 minutes has elapsed, announce: 40 minutes have elapsed, 5 minutes remain.
- You may announce at the end of the 44-minutes & 30 seconds announce: You have 30 seconds remaining.

At the end of 45 minutes announce: STOP – 45 minutes have elapsed. Stop typing.

6. Remove all access for the participants to edit individual Compositions.
7. Verify that the students' booklets are accessible to be downloaded and available to the Contest Manager.
8. Once the Contest Manager has received access to and downloaded the Composition, the students' rights to view and edit the shared documents should be removed.
9. Do not allow anyone to see these items or have access to the composition booklet to read.
10. Once you have verified with the host school that they have access to the booklets, the proctor and students will no longer have access to the booklets.

Online Composition Competition Verification Form for Proctors Governor's Cup District

Online school: Please forward this to the person who is coordinating the Showcase as the Host school for Governor's Cup District Composition competition. The Composition start time for EL MG HS District # _____ will begin at _____ EST or CST for all participants at your school. Online is **required** to begin at the same time as competition at the host school except for Double Duty Composition Students.

FROM:

School: _____

Coach: _____

DETAILS:

Composition Start Time: _____

Composition End Time: _____

Proctor: _____ Proctor's Signature: _____

Proctor: _____ Proctor's Signature: _____

By signing this form or typing your name into the file as the proctor, you attest that the rules and guidelines have been followed for the Composition students competing in the Governor's Cup District from your school.

Send the copy to your local host school at this email (retain from host school at the Planning Meeting) _____

Please return this form within 15 minutes of the end time you listed above.

**Appendix G –Composition Forms
Reader Report Form Available as Download**

Guidelines for Composition Readers

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

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

Tasks:

1. Obtain the prompt, writing booklets, scoresheets and Composition Reader Pre-scoring Form and Composition Notes to the Reader from the official scoring room.
2. **Each reader independently reads and scores each piece of writing** based upon the scoring guide.

Scoring is to be completed independently; you cannot collaborate with other readers to determine the placement of a booklet. Review the "Notes to the Composition Reader" handout before you begin the scoring process. You must read every composition in your district.

3. When using the Scoring Criteria for determining winners in Composition, consider the following guidelines representing strengths and weaknesses of factors entering into the judgment of a written Composition. In order to recognize varied achievement, remember the following:
 - a. Take into account that the on-demand writing is written within the given time period.
 - b. Read all booklets supportively in order to reward writers for what they have accomplished. There are areas on the scoresheet for feedback, remarks and suggestions.
 - c. Avoid judging by preconceived standards (See "Notes to the Composition Reader" handout), i.e., that all compositions follow a specific format--five paragraphs, three paragraphs, etc.; or that one type of error is automatically disqualifying. (Note: mechanics is worth the fewest points on the score sheet.)
 - d. When selecting the best overall sample of writing, keep in mind that you are part of a team of judges.
4. After scoring each booklet, you should rank your sample of booklets; the booklet with the highest numerical score receives a rank of 1, the next best booklet a 2, etc. **Two booklets cannot receive the same number of points or rank.** Any booklets with the same number of total points must be broken with points before you can determine the final ranks.
5. After each booklet has been read, scored, and ranked by each reader, the ranks of all readers are reviewed and tallied by the Head Scorer. Order of finish is determined by the lowest composite rank.

Composition Reader Pre-scoring Form

Reader Name: _____

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

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

Signature of Reader

Date

Email Address

Phone

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

Composition Reader Report Form

Reader Name _____ EL MG HS D R # _____

INSTRUCTIONS:

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

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

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

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

Appendix H – FPS and Composition Scoresheet Review

FPS AND Composition Scoresheet Review

KAAC requires that the FPS and Composition Coordinator and Head Scorer, or other individual designated at the Coaches Planning Meeting, examine FPS scoresheets to verify team codes, points awarded, and ranking. At least one person must be certified in FPS.

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

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

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

Appendix I – FPS Regional Advancement Announcement

FPS REGIONAL ADVANCEMENT ANNOUNCEMENT

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

This form is to be sent to each school advancing to Regional with:

Team FPS booklet

Team scoresheets

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

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

SCHOOL	CODES	
	Old	New

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



Calendar and Deadlines for Governor's Cup

If you disregard these deadlines, you may make your team ineligible for some or all Governor's Cup events.

Elementary Governor's Cup

Deadline for Sending FPS Booklets to KAAC to Request Official or Coach Certification Numbers – Dec. 11

ASAP Online Student Entry Period – Dec. 12

Deadline for Entering Student Names Online – Wednesday, February 3

Deadline to for District Host to receive District Entry Form – Wednesday, February 10

District--Coaches' Planning Meeting - Thursday, February 11

District--Future Problem Solving and Composition - Tuesday, February 16

District--Assessment, Quick Recall, Awards - Saturday, February 20

Deadline for Confirming Students for Regional Online - Midnight Wed., February 24

Regional--Coaches' Planning Meeting - Thursday, February 25

Regional--Future Problem Solving and Composition - Monday, March 1

Regional-- Assessment, Quick Recall, Awards - Saturday, March 6

Middle Grades Governor's Cup

Deadline for Sending FPS Booklets to KAAC to Request Official or Coach Certification Numbers – Dec. 11

ASAP Online Student Entry Period – Dec. 12 to Jan. 6

Deadline for Entering Student Names Online - Wednesday, January 6

Deadline to for District Host to receive District Entry Form – Wednesday, January 6

District--Coaches' Planning Meeting - Thursday, January 7

District--Future Problem Solving and Composition - Tuesday, January 12

District--Assessment, Quick Recall, Awards - Saturday, January 16

Deadline for Confirming Students for Regional Online - Midnight Wednesday, January 20

Regional--Coaches' Planning Meeting - Thursday, January 21

Regional--Future Problem Solving & Composition - Monday, January 25

Regional--Assessment, Quick Recall, Awards - Saturday, January 30

Deadline for Confirming Students for State Online - Midnight Wed., Feb. 10

Governor's Cup State Finals- March 13-15, Galt House, Louisville

High School Governor's Cup

Deadline for Sending FPS Booklets to KAAC to Request Official or Coach Certification Numbers – Dec. 11

ASAP Online Student Entry Period – Dec. 12 to Jan. 13

Deadline for Entering Student Names Online – Wednesday, January 13

Deadline to for District Host to receive District Entry Form – Wednesday, January 13

District--Coaches' Planning Meeting - Thursday, January 14

District--Future Problem Solving and Composition - Tuesday, January 19

District--Assessment, Quick Recall, Awards - Saturday, January 23

Deadline for Confirming Students for Regional Online - Midnight Wednesday, January 27

Regional--Coaches' Planning Meeting - Thursday, February 4

Regional--Future Problem Solving & Composition - Monday, February 8

Regional--Assessment, Quick Recall, Awards - Saturday, February 13

Deadline for Confirming Students for State Online - Midnight Wed., Feb. 17

Governor's Cup State Finals- March 13-15, Galt House, Louisville