

## Kentucky Association for Academic Competition

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113 Consumer Lane

Frankfort, KY 40601

502.223.0088

Fax: 502.223.0430

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

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



## District Hosting Guide

Online Workshops! <https://www.kaac.com/governors-cup/workshop-topics/>

# A Word of Thanks

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

This guide is written for events in which students compete online, either from school or at home. KAAC mandates student participation from school unless prohibited by school policy.

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*\*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.\**

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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**

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

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



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 if there are postponements somewhere in the Commonwealth. If a sequester exists, we will post a notice on the ASAP Scoring home page.

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# Governor's Cup Calendars

## Elementary

### Elementary District

**Thursday, February 11**

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

**Tuesday, February 16**

Time decided by coaches at Planning Meeting      Future Problem Solving (90 minutes) & Composition (45 minutes) - Must be held after school unless ALL teams okay an earlier time

**Saturday, February 20**

7:30 a.m.      Deadline for coach changes to rosters  
8:00 a.m. - 8:45 a.m.      Registration-- coaches may make no changes after 7:30 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  
The optional **online awards ceremony** follows the last Quick Recall match. See the PowerPoint download in the hosting resources section.

### Elementary Regional

**Thursday, February 25**

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

**Monday, March 1**

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

**Saturday, March 6**

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  
The optional **online awards ceremony** follows the last Quick Recall match. See the PowerPoint download in the hosting resources section.

# Middle Grades

## Middle Grades District

*Thursday, January 7*

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

*Tuesday, January 12*

Time decided at Planning Meeting      FPS (two hours) & Composition (90 minutes)- Must be held after school unless ALL teams agree to compete earlier

*Saturday, January 16*

7:30 a.m.      Deadline for coach changes to rosters  
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  
The optional **online awards ceremony** follows the last Quick Recall match. See the PowerPoint download in the hosting resources section

## Middle Grades Regional

*Thursday, January 21*

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

*Monday, January 25*

Time decided 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, January 30*

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  
The optional **online awards ceremony** follows the last Quick Recall match. See the PowerPoint download in the hosting resources section.

## State Finals – March 13-15

**The format for State Finals will be decided after the holidays.**

# High School

## High School District

**Thursday, January 14**

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

**Tuesday, January 19**

Time decided at Planning Meeting	FPS (two hours) & Composition (90 minutes)- Must be held after school unless ALL teams agree to come earlier--refer to page 8
<b>Saturday, January 23</b>	
7:30 a.m.	Deadline for coach changes to rosters
8:00 a.m. - 10:30 a.m. 8:20 - 9:20 a.m.	Quick Recall Question Preview - Judges/Moderators **Mathematics Assessment (60 minutes)
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
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 4**

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

**Monday, February 8**

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 13**

8:00 a.m. - 10:30 a.m.  
8:20 - 9:20 a.m.

Quick Recall Question Preview - Judges/Moderators  
\*\*Mathematics Assessment (60 minutes) to be tested in a separate room from other Written Assessment students

8:30 - 9:20 a.m.  
8:35 a.m.

Written Assessment Testing Time Frame 1  
Exams released to coaches

9:30 - 10:20 a.m.  
10:30 - 11:20 a.m.

Written Assessment Testing Time Frame 2  
Written Assessment Testing Time Frame 3 (If required)

10:45 a.m.  
11:45 a.m.

Quick Recall begins  
Written Assessment inquiries due

12:00 noon  
Written Assessment rebuttals due

Awards Ceremony following last Quick Recall match

## State Finals – March 13-15

**The format for State Finals will be decided after the holidays.**

## **Contest Manager's Duties**

1. Secure working emails from all coaches and officials.
2. Conduct multiple dress rehearsals for Quick Recall.
3. Coordinate videoconferences for the following:
  - a. Coaches' planning meeting
  - b. FPS and Composition proctors' orientation
  - c. FPS Composition event with students and proctors
  - d. Written Assessment proctor orientation
  - e. Quick Recall official orientation
  - f. Written Assessment events with students and proctors
  - g. Quick Recall question preview (led by Chief Official)
  - h. Each Quick Recall match, with students, coaches and officials
  - i. Awards ceremony (optional)
4. Based on input from coaches at the planning meeting, assign officials to their various roles and confirm their participation.
5. Conduct orientation sessions for officials.
6. Perform the Quick Recall Draw and coordinate the progression of the Quick Recall bracket.
7. Enter FPS, Composition and Quick Recall results into KAAC's online scoring system. Written Assessment scores are input directly from KAAC's testing platform and need only to be confirmed and submitted.
8. Protect the security of the competition materials.
9. Publicize the competition in the community, both beforehand and after results are posted.

# 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; and
3. The QuizBowl PRO Quick Recall platform, which acts as a buzzer system of sorts.

## 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 with your coaches, ensure your platform 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.

Examples of shared documents:

Schedules, videoconference links, Inquiry forms, master forms with all QuizBowl PRO Match IDs, etc.

## C. Quick Recall

1. Conduct multiple "dress rehearsals" with your schools, simulating a few rounds of an actual competition. KAAC will be sending practice questions for this task. See the "Coordinate Quick Recall" section for more info.
2. Although any browser may work, Google Chrome is the preferred browser for the QuizBowl PRO platform.
3. Whether working from school or home, make sure your Head Scorer has a reliable and fast Internet connection and any password/logins needed at their workstation.
4. Make sure all QuizBowl PRO host/buzzer operators have good Internet connections and sound.
5. Visit the KAAC website for more "dos and don't" regarding Quick Recall and technology.



## Task 2. Provide Your Official's Information

Using the scoring password KAAC sent to you, under the "Manage Officials" tab enter the names and emails of your Contest Manager, Head Scorer and Chief Official. This is required so KAAC can forward the necessary files and information to the appropriate person. \*We cannot send secure materials to a coach.\*

## Task 3. The Coaches' Planning Meeting

A sample invite you can copy/paste into your email is available at <https://tinyurl.com/InviteAndAgenda> .

Send a videoconference invite link to your coaches. Their emails are available in the "Pairings" function when you login at <http://my.kaac.com/login> with your scoring password, which will be sent to you on Dec. 21. Distribute your agenda beforehand and make sure coaches know what they need to have ready for the meeting.

If coaches don't 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. It's possible your school may not be competing.

### Agenda

#### **A. Competition Framework**

1. Videoconferencing platform
  - a. Follow up on your chosen videoconferencing platform for meetings, file sharing, and event proctoring. Confirm with coaches that their school's IT department allows them to set up videoconferences with schools outside their school or school District.
2. Student location
  - a. Determine whether, as per each school's policy, students are competing from their school or from student homes. KAAC mandates that students compete from school if allowed by school policy.
3. Remind coaches all changes to students or officials must be done through you as host.
4. Choose a (mandatory) Chief Official and (optional) inquiry panel. See "Duties of Chief Official and Inquiry Panel" below.
5. If you desire, obtain nominations for a Head Scorer; the Chief Official may also perform this task. You are also free to appoint a Head Scorer on your own.
6. Inform coaches that results "go live" 90 minutes after the Head Scorer clicks the "Finalize Scoring" button.
7. Discuss whether or not you'll have an online awards ceremony. There is a sample PowerPoint available in the Hosting Resources section of [www.kaac.com](http://www.kaac.com) .
8. Discuss the process for distributing physical awards like medals and plaques. They will be sent to you as host and coaches may pick them up from your school or designated location.
9. Set an alternate competition time in case there is a widespread Internet outage or natural disaster; see the Severe Weather Plan at the back of this guide.

#### **B. FPS and Composition**

1. Refer to the *FPS and Composition Coordinator's Guide*. Discuss competition time, videoconference links, required officials, distribution of booklets for students, scoring procedures

#### **C. Written Assessment**

1. Remind coaches they are responsible for downloading student Written Assessment passwords from ASAP and distributing to students, along with their District number. See the "Coordinate Written Assessment" section below.
2. Discuss how you'll distribute proctoring videoconferencing links to officials and coaches; coaches are responsible for distributing these to students.

3. Discuss the placement of proctors, including those for the Math calculator check. If students are at school, they are physically proctored by videoconference and a non-coach. If at home, via videoconference.
4. Discuss the Inquiry process.

#### **D. Quick Recall**

1. Review dates for multiple dress rehearsals to troubleshoot tech issues (see below). You may want to schedule these prior to this meeting if you desire. Emphasize the absolute need for coaches to troubleshoot their own technology beforehand. These don't have to be long affairs, but you should play a couple (abbreviated) rounds to practice "moving" from match to match.
2. Discuss whether a lunch break is necessary.
3. Emphasize the need for ALL officials, especially moderators and host/buzzer operators, to know the rules changes in place for online Quick Recall. Refer them to the Quick Recall Manual online.
4. Discuss the need for host/buzzer operators to have extensive experience; make sure they take advantage of the knowledge base on KAAC's workshop page.
5. Perform the Quick Recall draw (see "Coordinate Quick Recall" below)
6. Discuss tourney procedures:
  - a. How Match IDs and videoconferencing links will be distributed
  - b. Coaches keep score as a backup to the online system
  - c. Preferred Inquiry process (see "Coordinate Quick Recall" below)
  - d. Other items as necessary (see "Coordinate Quick Recall" below)
7. Perform the Quick Recall Draw
  - a. Determine the number of teams in the competition. Write the school names for each participating team on a slip of paper.
  - b. Refer to the schematic that is appropriate for the number of Quick Recall teams in your District.
  - c. Announce that the first team drawn takes position A in the schematic.
  - d. Draw a team name from the kitty and place it in the schematic at position A.
  - e. In this manner, continue drawing until you place all teams in the bracket.
  - f. If a team drops out of Quick Recall after the draw has been held, and before noon on the Friday before competition, conduct a new draw. If after that time, the opposing team wins by forfeit.

## **Task 4. 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.

#### **Officials Required**

- A. Contest Manager: 1 (if the coach, a second person must be designated to handle all sensitive materials such as prompts, exams and Quick Recall questions)
- B. Scoring team: Head Scorer (may also be Chief Official)
- C. Composition Proctor: 1 per participating school (see restrictions on coaches, guardians & readers linked below)
- D. Composition Readers: 3 minimum for 3 or more schools in the District
- E. FPS Proctor: 1 per videoconference plus 1 non-coach for teams at school
- F. FPS Evaluators: 1 per school participating in FPS
- G. Written Assessment: 1 per videoconference, and 1 per room if students compete at school
- H. Quick Recall: A judge, moderator, and Host/Buzzer Operator for each match
- I. Chief Official: 1 who may also be the Head Scorer

**It is your job as Contest Manager to contact these officials and confirm their participation; do**

## **not rely on coaches to perform this task.**

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

Quick Recall: 1 certified official (cannot be the coach)\*

Future Problem Solving: 1 certified evaluator – the FPS coach cannot evaluate in his or her own District\*

Written Assessment—8 or more students entered: - 2 proctors

Written Assessment—7 or fewer students entered: - 1 proctor or grader

Composition: 1 reader accustomed to evaluating student writing at this grade level\*

\*Condition of participation

For more information on “who can do what,” refer to <https://tinyurl.com/Restrictions-on-Officials> .

## **Task 5. Coordinate Quick Recall Dress Rehearsals**

In your initial correspondence with coaches, set dates for multiple dress rehearsals for Quick Recall. In your invitations, stress that all officials, coaches and students must participate from the same place, using the same devices, they will be using on competition day. KAAC will be sending practice questions to you for these events.

Play a few rounds exactly as you would the District event and address any logistical or technological issues. For technical issues with the online QuizBowl PRO system, email Victor Kluck: [victor@quizbowlsystems.com](mailto:victor@quizbowlsystems.com) .

## **Task 6. Access Materials from KAAC**

### **A. Materials KAAC Makes Available to Contest Managers**

1. Composition scoresheets and reader report forms
2. Quick Recall scoresheets and inquiry forms
3. Copies of officials' duties
4. Composition prompts and writing booklets
5. Composition prompts and Composition Reader Scoring Notes and Guidelines
6. Instructions for Composition proctors
7. Instructions for Written Assessment proctors
8. Written Assessment examinations, inquiry forms and answer keys
9. Quick Recall questions, including the set of extra Quick Recall questions

See the back of this guide for a description of how all materials are “handled.”

### **B. Security of Materials**

The Chief Official releases Quick Recall questions to moderators and judges for preview according to an agreed upon schedule. After the event, KAAC will send all questions to coaches directly.

## **Task 7. Finalize Student Rosters**

Sign in using your 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. Written Assessment and Quick Recall: Coaches may make changes themselves up until midnight

the day before the Coaches' Planning Meeting. After that time, any changes or student additions must be made by the host school through ASAP. **The final deadline for Assessment and Quick Recall roster changes/additions is 7:30 AM Saturday.**

No student can receive a password to take an exam until that student has been assigned to that event through ASAP and given an ID number.

## **Task 8. Coordinate Written Assessment**

### **A. Organize Proctoring Videoconferences**

1. Assign students to a videoconference for each time frame in which they are competing. Most hosts have used a "One testers room," "Two testers room," etc.
2. Because of the need for a calculator check, we recommend a separate videoconference for Mathematics if possible.
3. Assign proctors, including a lead proctor, to each videoconference.
4. Set up these videoconferences ahead of time, distributing invites to coaches, who distribute them to their students as needed.
5. 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.
6. 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.

### **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 separated into multiple rooms, a participant's guardian could proctor the room in which their child is not competing.
2. Make sure physical proctors have downloaded their proctor guidelines.

### **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](http://www.kaac.com)
2. Make sure Mathematics proctors have access to the Calculator Guidelines for calculator check. These are available in the Hosting Resources section of [www.kaac.com](http://www.kaac.com)

***(Math proctors at the High School level report 10 minutes earlier to the exam room)***

### **D. Ensure Students Have Necessary Information**

- 1) Coaches enter student names and assign them to a Written Assessment event. Follow the instructions in the ASAP Scoring Guide to assign them ID numbers. When this is done, students have both an ID and a password that can be downloaded by coaches. \*This will not be available to coaches until coaches are "locked out" from making any more additions to their student roster—Wednesday of competition week.\*
- 2) Students will have a different password for each Assessment event in which they compete. They will have a 100-level ID if taking one exam, 200-level if taking two exams, and 300-level if taking three exams.
- 3) The day before Assessment (typically Friday), 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 on Wednesday of competition week:

- i) Students' three-digit Written Assessment ID number
- ii) Student passwords for each exam they are taking
- iii) Their District number

### **E. Conduct the Inquiry Process**

1. The day before Written Assessment, KAAC will make the exams and answer keys available to your Chief Official via email. \*You must enter your Chief Official's email in the scoring system under "Manage Officials."
2. Release exams to coaches five minutes after the first Assessment time frame has begun.
3. Coaches must submit their electronic inquiry to the Contest Manager by 11:45 a.m.
4. The Contest Manager forwards or makes available the copies of the inquiries to the coaches for rebuttals.
5. Rebuttals are due by noon, or 15 minutes after the inquiries are made available to the coaches.
6. The Contest Manager forwards inquiries to the Chief Official for a final ruling as time permits.
7. You may choose to use a shared folder rather than email for these tasks.
8. KAAC's testing platform emails each student's answers to the Chief Official upon their exam completion. This will allow you to make any scoring adjustments made necessary by successful inquiries.

## **Task 9. Coordinate Quick Recall**

These tasks can be accomplished through a shared drive or folder, videoconference room, or via email.

Take advantage of the free workshops, and videos of past workshops, available at:

<https://www.kaac.com/governors-cup/workshop-topics/>

### **Competition Tasks**

1. Assign the three required officials: Moderator, Judge and Host/Buzzer operator. The Host/Buzzer Operator is the most important official and should have the most experience, technological expertise, and a sound Internet connection. The moderator must also have good sound quality.
2. Make sure all officials are familiar with the rules changes in the virtual format. The Quick Recall Manual is found at <https://tinyurl.com/Quick-Recall-Manual>
3. Create matches in Quiz Bowl PRO and disseminate Match ID codes. First round Match IDs can be sent ahead of time, the remainder will be sent as the tourney progresses. Suggestions include a shared or emailed spreadsheet, a virtual meeting room, chat in your videoconference, etc.
4. Have your hosts/buzzer operators create dummy QuizBowl PRO accounts with fake emails at <https://online.quizbowlsystems.com/host/sign-up/KAAC> for each "virtual room" and pre-populate all rooms with all team rosters. This will save time in between matches. Name your dummy accounts something like "HSDistrict32Room1@abc.com."
5. Create and disseminate videoconference links—one for each "virtual room."
6. Conduct the Inquiry process. A blank Inquiry Form in Word will be available to coaches at [www.kaac.com](http://www.kaac.com) . You and your coaches may choose at the planning meeting to employ any of the four options below:
  - a. Coaches email inquiries to the judge and opposing coach or by sharing their screen
  - b. Coaches email inquiries and rebuttals directly to the Chief Official (anonymity is lost)
  - c. Coaches submit inquiries and rebuttals verbally, forgoing the option to involve the Chief Official
  - d. In another manner agreed upon by participating coaches.
7. Determine how to notify the Chief Official when overtime questions are needed or to remedy technical issues

## Task 10. Conduct the (optional) Awards Ceremony

The awards ceremony can be conducted as an online event led by you as host, or your coaches can choose at the planning meeting to allow everyone to do their own. If you choose to do your own, invite your superintendent, principal or a public official to help make the presentation of the awards. An awards PowerPoint is available to coaches at the KAAC website. Do not post or announce scores or results before the awards ceremony.

### A. Individual and Team Awards

Awards will be shipped to the Contest Manager, who can arrange with coaches a pickup procedure. Ensure all COVID-19 protocols your school has in place are observed during this process.

#### 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. Any student that did not place in the top five, but who scored 40 or above on a Middle Grades or High School exam, or 24 or above on an Elementary exam
- G. Top five students in Composition
- H. Four students on the first place Future Problem Solving team
- I. Four students on the second place Future Problem Solving team
- J. Eight students on the first place Quick Recall team
- K. Eight students on the second place Quick Recall team
- L. District overall points runner-up
- M. District overall points champion

Certificates are available to coaches online as a download.

In the event of ties or scoring errors, requests for additional awards will be made online at [www.kaac.com](http://www.kaac.com) by the coaches of the affected students. The host does not order the awards.

#### If You Make a Scoring Error...

Scoring errors may result in a student or team undeservedly being recognized at the awards ceremony. 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 11. Forward Materials to KAAC

Forward the following items:

- A. Successful Written Assessment inquiries to [kaac@kaac.com](mailto:kaac@kaac.com)
- B. All Composition booklets and scoresheets to [bdarnell@kaac.com](mailto:bdarnell@kaac.com)

KAAC will send coaches all curriculum and answer keys.

## **Task 12. 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!**

John Bennett, Executive Director  
[jbennett@kaac.com](mailto:jbennett@kaac.com)  
Quick Recall, Written Assessment

Brenda Darnell, Program Director  
[bdarnell@kaac.com](mailto:bdarnell@kaac.com)  
FPS, Composition

### **The Kentucky Association for Academic Competition**

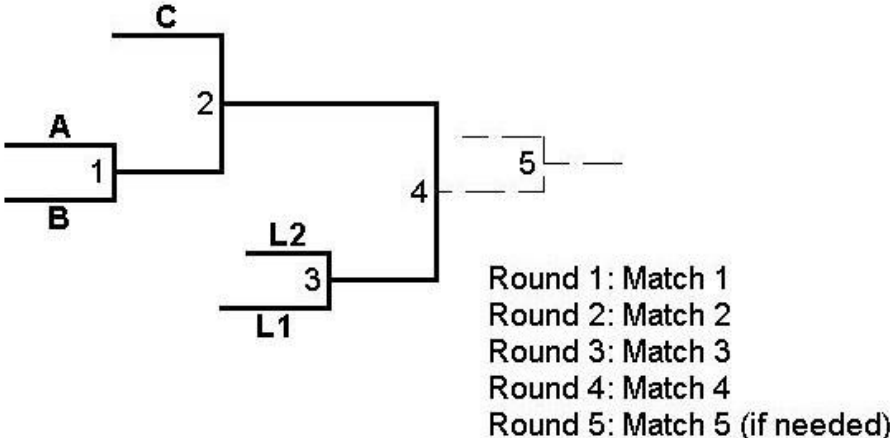
**113 Consumer Lane  
Frankfort, KY 40601  
502-223.0088 (phone)  
502-223.0430 (fax)  
E-mail: [kaac@kaac.com](mailto:kaac@kaac.com)**

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

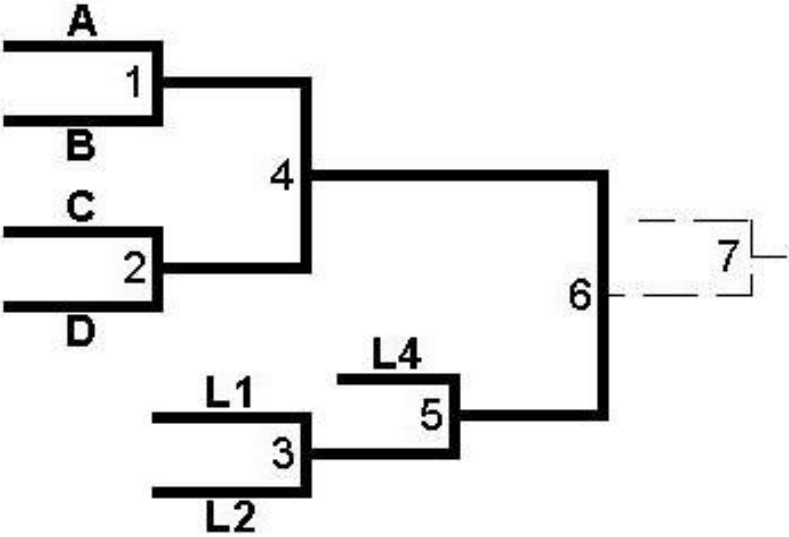
The KAAC staff will be available until 5:30 P.M. EST on competition days to offer procedural guidance only; all inquiries or disputes are to be decided by local officials.

# Quick Recall Brackets

Three Team Draw

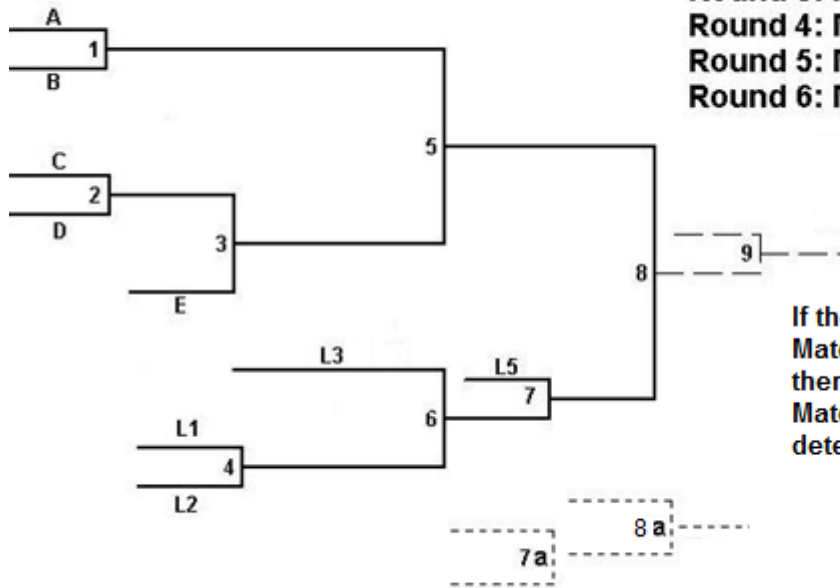


Four Team Draw





## 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.

# Duties of Chief Official and Inquiry Panel

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

The Chief Official:

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

The Inquiry Panel:

- ✓ Is nominated by the participating schools to serve as a judging panel (enough people to "cover" the content areas of Mathematics, Social Studies, Science, Language Arts, and Humanities).
- ✓ Advises the Chief Official on matters related to content  
The advice of the panel is offered to the Chief Official for consideration; the final decision, however, rests with the Chief Official and may not be appealed.

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

## Written Assessment Inquiry Procedure

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

PROCEDURE: Application of rules in administering the examinations

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

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

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

## Quick Recall Inquiry Procedure

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

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

# Calculator Guidelines for Mathematics 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](http://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 guidelines, should they change.

## Prohibited Calculators

- calculators with built-in computer algebra systems (CAS), including:
  - Texas Instruments: all models 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.

# Written Assessment Proctor Instructions

1. Receive from the Contest Manager your instructions on setting up your monitoring videoconference, and your attendance roster, which should include participants, their ID numbers, and passwords.
2. Begin your videoconference fifteen minutes before start time. Mute participants on entry if possible.
3. (Mathematics only) Ask students to hold up their calculators for calculator check.
4. Five minutes prior to the exam start time, take an initial head count.
5. Three minutes prior to start time, make a final head count. Note any absent students.
6. Two minutes prior to start time, welcome students and read the following:
  - a. Welcome students! In a few minutes you're going to log in and take your first exam. Please mute your mics at this time if they aren't already and listen closely.
  - b. Right now, make sure you have the following information ready:
    - i. Your District number – it is \_\_\_\_\_
    - ii. Your three-digit ID number
    - iii. Your password for this examIs there anyone that doesn't have that information?
  - c. I am going to lead you through the login process. Instructions for taking your exam will be on your screen after you login.
  - d. A red bar that serves as a countdown timer is displayed at the top of each page. Keep an eye on your timer.
  - e. After the awards ceremony, your coach will receive an email with your score and your incorrect answers.
  - f. Is there anyone that doesn't have their District number, three-digit ID number, and password?
  - g. Let's begin. In your browser, go to [www.kaac.com](http://www.kaac.com). (wait 10-15 seconds) Anyone not there?
  - h. Click "Student Testing Login" in the Quick Links. (5 seconds) Is there anyone who doesn't see their name and their exam name? (If there is, proceed with the rest, then text the Contest Manager and alert them to the problem)
    - i. Click the link with your name.
    - j. Please your password and login.
    - k. Has everyone logged in successfully? You should be seeing a landing page with a Governor's Cup logo.
    - l. Where it says "District number," put \_\_\_\_\_ right now.**
    - m. The timer will start once you complete this introductory section.
    - n. You are now free to enter your information and begin the exam.

Start your timing device and give a **"watch your red countdown bar" warning** at these times:

- HS Math: 55 minutes
- All other Middle and High School exams: 45 minutes
- Elementary exams: 30 minutes

# Applying Labels to Medals

KAAC sends 54 labels, which are to be applied to the back of the 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 chart 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](http://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 [kaac@kaac.com](mailto:kaac@kaac.com).

# 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 District 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.

# Severe Weather

As with any activity involving students and travel, safety is the foremost concern when decisions are made. Having said that, we have to safeguard the integrity of the event wherever we can. The same questions and exams are used at all sites, regardless of the date of the competition. **The safety of the students is our primary concern; it is better to be overly cautious than to jeopardize their safety.**

## 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 2 pm or later 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 or administrators.

### 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.

# Severe Weather Planning Form

Coaches have access to a form in their [District Entry Packet](#) that asks them to provide input on alternate competition schedules.

District or Region # \_\_\_\_\_ Date \_\_\_\_\_

Host School \_\_\_\_\_ Contest Manager or Designee \_\_\_\_\_

## Severe Weather Plan

Composition (*Plans A, B & C*): Date \_\_\_\_\_ 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 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/evening 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 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 use an additional page for detailed information for coaches and KAAC.



## Materials Distribution

**Hosting Resources:** <https://www.kaac.com/governors-cup/hosting-resources/>

Only the Chief Official can receive sensitive materials. Please designate your Chief Official under the “Manage Officials” tab in the ASAP scoring system after logging in with your scoring password.

<b>Future Problem Solving</b>	
<b>Item</b>	<b>Delivery</b>
Blank Booklets	Download from Hosting Resources
Scoresheets	Download from Hosting Resources
Proctor Guidelines	Download from Hosting Resources
Booklet Coding List	Secure download link emailed to Chief Official by 8PM the day before competition
Evaluator Report Form	Download from Hosting Resources
Evaluator Notes	Secure download link emailed to Chief Official by 8PM the day before competition
Future Scene	Secure download link emailed to Chief Official by 8PM the day before competition
<b>Composition</b>	
<b>Item</b>	<b>Delivery</b>
Blank Booklets	Download from Hosting Resources
Scoresheets	Download from Hosting Resources
Reader Notes	Download from Hosting Resources
Proctor Guidelines and Procedures	Download from Hosting Resources
Reader Guidelines and Pre-Scoring	Download from Hosting Resources
Reader Report Form	Download from Hosting Resources
Booklet Coding List	Secure download link emailed to Chief Official by 8PM the day before competition
Prompt	Secure download link emailed to Chief Official by 8PM the day before competition

<b>Written Assessment</b>	
<b>Item</b>	<b>Delivery</b>
Student IDs/passwords	Automatically generated at end of Student Entry Period or Regional Confirmation Period; coaches responsible for getting to students
Calculator Guidelines	Download from Hosting Resources
Proctor Guidelines	Download from Hosting Resources
Copies of Exams	Emailed to Chief Official Friday before competition
Student Answers for Inquiry Adjustments	Emails sent to Chief Official when students complete exams
Exam copies for Coaches	Chief Official or Contest Manager makes available to coaches according to inquiry procedures
Student Results	Automatically written to ASAP scoring system; emailed to coaches at 9PM
<b>Quick Recall</b>	
<b>Item</b>	<b>Delivery</b>
Online Manual	Download from Hosting Resources
Inquiry Forms	Coaches download from Hosting Resources
Scoresheets	Technically not needed, but coaches keep score as a backup to QuizBowl PRO. Available in Host Resources.
Questions	Emailed to Chief Official Friday before competition
<b>Awards</b>	
Sent to Contest Manager who arranges COVID-compliant pickup by coaches	