

Kentucky Association for Academic Competition

113 Consumer Lane

Frankfort, KY 40601

502.223.0088

Fax: 502.223.0430

kaac@kaac.com

bdarnell@kaac.com

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



FPS & COMPOSITION GUIDE

ALL GRADE LEVELS

Regional Governor's Cup

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

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

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

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A Word of Thanks

On January 27 (Middle Grades), February 10 (High School) and February 24 (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 Regional Governor's Cup events in order to better facilitate a more efficient academic competition.

The Kentucky Association for Academic Competition (KAAC) appreciates your willingness to coordinate the 2020 Governor's Cup Competition.

This planning guide, like the *Governor's Cup Hosting Guide*, is designed to assist you by identifying the necessary tasks for coordinating a successful Composition and FPS competition. This guide identifies assignments specific to Composition and FPS, and suggests the best manner in which these assignments are administered. Of course personal touches from the host school, such as hospitality items for evaluators, are encouraged, but are completely optional.

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

KAAC gratefully acknowledges your part in this organizational effort. The staff of KAAC is ready to assist you in preparation of the Regional 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.

John Bennett, Executive Director

Brenda Darnell, Program Director

Brenda Darnell will be available until 8:30 PM on FPS and Composition days to offer procedural guidance for Governor's Cup events. 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 for a sequester of materials frequently throughout the day by logging out of the ASAP scoring page and logging back into the ASAP link.

Governor's Cup Scheduling Policy

Governor's Cup Competition is a voluntary activity. In designing the competition and its rules, consideration has been given to a wide spectrum of interests. Realizing that students are engaged in a variety of school and extracurricular activities, the Kentucky Association for Academic Competition publishes competition dates months in advance, and makes a determined effort to avoid conflicts with other statewide events and activities.



When a school chooses to participate in the Governor's Cup Competition, all adult and student participants agree and accept the rules governing the competition, including:

- a. If a Governor's Cup District or Regional event has participation from schools from both the Eastern and Central Time Zone, **the event shall be conducted on Central time.**
- b. Students must participate in the District and Region to which they are assigned, and all competition events must be held at the KAAC-designated place and time. A Contest Manager may not adjust the competition schedule to meet the scheduling desires of a particular student, group of students, coach or school. Because Governor's Cup is a multi-tiered event, and the same questions are used across the state, this policy protects the integrity of the competition.
- c. No changes to the official published schedule or competition dates may be made to avoid conflicts with other events or activities, nor is it appropriate for the host school or a participating coach to request a change in the published schedule.
- d. With the exception of severe weather, natural disaster, or reasons involving public health or safety, all events must be held at the prescribed date and time, and all students in each respective event must compete at the same time. Students competing in both FPS and Composition are the only exceptions to this rule.
- e. If a competition is delayed or postponed, the Severe Weather Plan agreed upon by the coaches attending the Coaches' Planning Meeting is enacted. The decision to delay or postpone Governor's Cup events rests with the Contest Manager.
- f. Regardless of whether the original schedule or Severe Weather Plan is in effect, all students in each respective event must compete at the same time. Failure to comply with this policy shall result in disqualification.
- g. Administrators from schools that are closed for flu or other public health reasons may insist that a Governor's Cup event be postponed. If that school, however, does not cancel all activities, including athletic events, the administrator's request will not be honored.
- h. Schools that disregard this policy jeopardize their membership in the Kentucky Association for Academic Competition.
 - i. Coaches who knowingly alter the established competition dates or schedule (with the exception of the Severe Weather Plan) for any Governor's Cup event(s) disqualify their school and forfeit their school's continued participation for those altered event(s) for that competition year.
 - ii. Should a second infraction occur within the same competition year or the following two years, the offending school(s) and/or student(s) forfeit all participation rights, in all events, for the remainder of that competition year and the year following that in which the infraction occurred.

Responsibilities of Host Schools

- Provide the physical facilities to accommodate the competition.
- Communicate with the participating schools.
- Prepare registration materials for FPS and Composition.
- Coordinate the identification of officials.
- Contact and confirm the participation of officials.
- Receive the competition materials.
- Protect the security of the competition materials.
- Conduct registration for FPS and Composition.
- Conduct the orientation meetings with FPS and Composition officials.
- Collect all sensitive (competition) materials and hold until released by KAAC.
- Check FPS and Composition scoresheets for correctable errors.
- Give FPS Report Forms and Composition Reader Report Forms to the Head Scorer for entry into the online scoring program.
- Distribute competition material and results to Contest Manager after scoring has been completed.



Task 1. Devise a Facility Usage Plan

Middle Grades: Monday, Jan. 27

High School: Monday, Feb. 10

Elementary: Monday, Feb. 24

Composition:

Each District can advance five students in Composition, or more if ties occur. This will be determined by the online scoring program. Depending on the make-up of the Region, expect 15-25 students registered for the Composition event. A large classroom with desks or tables is appropriate for this event. Students should be able to be comfortably spaced out in the room. The room should be one that is away from any distractions such as hallway traffic. Composition is a 90-minute event in the Middle Grades and High School divisions and a 45-minute event in the Elementary division.

Future Problem Solving:

FPS is a team event. Each District can advance two (2) FPS teams, or more if ties occur. Depending upon the make-up of the Region you can expect 6-10 teams. Teams are allowed two (2) hours to complete a written booklet in the Middle Grades and High School divisions and 90 minutes in the Elementary division. A table and four chairs or four desks that can be



grouped together are needed for each team. KAAC recommends, but does not require, that all teams be placed in one large area, such as a library or cafeteria. Since team members will be talking, teams should be spaced as far apart as possible.

Additional Space Required:

The following are required spaces; one room may serve more than one purpose.

- ❑ Registration area with table
- ❑ Secure Contest Management room to store materials
- ❑ Area for officials' meeting
- ❑ Scoring room(s) for evaluating FPS and Composition
- ❑ Commons area for coaches, parents, and students to wait

Task 2. Identify Needed Officials

Even though KAAC requires officials from each participating school, you will probably want to have a couple of extra individuals on hand to prevent any disruptions in the competition.

At Regional Governor's Cup, if the same person is designated to serve as both FPS evaluator and Composition reader, that person is prohibited from scoring both events in the same day.

Officials Needed for FPS:

- ✦ FPS Proctors: Minimum of two (2). **Proctors may not evaluate.** If more than one room is used for the FPS event, more proctors will be needed. Proctors should maintain the integrity of the competition at all times.
- ✦ 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 evaluator. At regional competition, the FPS coach or immediate family member can serve as the required evaluator.

Officials Needed for Composition:

- ✦ Composition Proctors: Minimum of two (2). **Proctors may not evaluate.**
- ✦ Composition Readers: **One from each of the District Champion's school (only one reader per District may score at Regional).** See page 12 for directions about the selection of the reader in a District with more than one District Champion.
- ✦ **New in 2018: In a region composed of three districts, the Composition Reader must score all booklets and shall not be the Composition coach or immediate family member.**

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 on the Adult Roster page. FPS officials should have an accompanying certification number. If either the FPS coach or evaluator's number is not listed in the Regional Confirmation data through the scoring



program, you may check 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 may not evaluate.

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

Task 3. Regional Entries from Online Scoring Program

1. Print students that advanced to the Regional event from the online scoring program
2. Receive the Adult Roster Officials' Names and contact information from your Contest Manager

The coaches in your Region must send items 1-3 (Adult Roster, Severe Weather Input Form and Special Needs Request Form) to you prior to your Regional Planning Meeting. The student rosters can be accessed through online scoring program. No students may be added to the roster after the District competition registration periods have ended.

Task 4. Schedule FPS & Composition Events

1. At the Coaches' Planning Meeting the coaches and Contest Manager must decide upon the official event times for FPS and Composition. The events can be scheduled at any time on January 27 for Middle Grades, February 10 for High School and February 24 for Elementary.
2. Review the Regional Confirmation data through the online scoring program to determine if there are any students that will be competing in both Future Problem Solving and Composition.
3. If your Region has students who are competing in both FPS and Composition, then the Contest Manager and coaches present must decide if the competitions will be held at separate times or if they will be held concurrently. The following procedure should be followed to schedule the events for "double duty" students.
 - i. At the Coaches' Planning Meeting, coaches and the Contest Manager may set a "special" Composition time for those double duty students.
 - ii. That special time may be either before or after Future Problem Solving.
 - iii. Regardless of when the special time for Composition is scheduled, no more than 15 minutes may be scheduled in between events. During this time, "double duty" students must be sequestered from other students.
 - iv. For integrity reasons, only those "double duty" students are allowed to participate in Composition during the special time frame.

Task 5. Receive Materials

The following materials are sent to the Contest Manager prior to the competition:

- a. Registration forms, ID number/name cards
- b. FPS scoresheets



- c. Composition scoresheets
- d. Composition Pre-scoring and Reader Report Form
- e. Copies of officials' duties
- f. FPS Future Scene, evaluator notes and response booklets
- g. Composition prompts, Notes to the Composition Reader, writing booklets and Guidelines for Composition Readers (Appendix G)
- h. Labels for FPS and Composition ID numbers, security labels
- i. Pencils for students in FPS and Composition

NOTE: Evaluator Report Forms and FPS booklets for each evaluator will be assigned through ASAP, the online scoring program, after ALL scorers names have been entered through the online scoring program at kaac.com and must be verified following the closing of FPS registration. Please distribute the booklets according to the schematic printed after you enter the FPS evaluators' names. Each FPS team must supply a certified evaluator. Otherwise, the scores cannot be entered.

NOTE: Reader Report Forms and Composition booklets for each reader will be assigned through the online scoring program after ALL Composition names have been entered through the online scoring program at kaac.com and must be verified following the closing of Composition registration. Please distribute the booklets according to the schematic printed after you enter the Composition readers' names. Otherwise, the scores cannot be entered.

THE BOX OF MATERIALS MUST REMAIN SECURE, AND MUST BE OPENED IN THE PRESENCE OF ANOTHER COACH OR OFFICIAL FROM A SCHOOL OTHER THAN THE HOST SCHOOL. Items f – h in the list above are shipped sealed, and must be resealed and kept secure after verification.

1. **Inspecting and counting material in the presence of an individual from another school or District avoids even the appearance of impropriety.** Included with the packing list is a form verifying that the material was counted, inspected, and sealed according to instructions. Both the Composition and FPS Coordinator and the other individual sign the form. The form is retained at the host site.

The Composition and FPS Coordinator and other individual verify the contents of the box according to the packing list, count all material and note the exact number of Composition prompts, Characteristics of the Form, and writing booklets, as well as FPS Future Scenes, team booklets, and evaluation notes. Once these materials are verified, the evaluation notes, Composition prompts and writing booklets, and FPS Future Scene and booklets are returned to their respective envelopes, moistened and sealed with the security label provided by KAAC. Competition material remains secure, and the integrity of the material is protected.

2. **Should you discover any shortage of material:**
 - a. Notify KAAC and additional materials will be sent; or
 - b. If only one or two pages of a document are missing, and there is a complete document, you can make the necessary copies before the competition begins. Copies of secured (Future Scenes, notes, etc.) materials must be made in the presence of the other official from a school other than your own and then placed in the envelope and secured.



- c. Report forms and official instructions may be duplicated as needed; they are not sealed with security labels. Copies of all forms can be located in the Appendices.

OTHER MATERIALS

You will need to locate the following additional materials, if the Contest Manager has not done so for you:

- ✓ Scratch paper
- ✓ Pencils for the participants and pens or pencils for the officials
- ✓ Tape, magic markers, and paper for signs

Task 6. Prepare for and Implement Registration

1. Locate the pre-numbered ID cards provided to you by KAAC and cut them apart. Additional cards are included in the back of this guide.
2. In FPS, the students designated by the coaches through the Online Regional Confirmation process will be competing. In Composition ONLY those students advancing may compete. District alternates for FPS may be used as participants at the Regional competition if they did not compete in 3 events at the District competition.
3. Use the FPS sign-in form (Appendix B) to assign each participating team with an ID number from 001-010. At registration, give one participant from each FPS team the ID card bearing the team ID number. Instruct the participant to write his/her school name and the participant's names on the back of the card. This card is submitted with the team's booklet at the completion of the competition. **These numbers must be assigned in numeric order at the time of registration and must not be entered into the ASAP scoring program until after registration closes.**
4. A completed Composition Sign-In form (Appendix C) can be printed from ASAP, with a pre-assigned Composition ID number from 401-425 for each participant. At registration, give each participant a card bearing his/her ID number. On the opposite side instruct the student to write his/her name and school. This card is submitted at the end of the event.
5. It is your responsibility to verify that the students competing for each school have been confirmed by the coaches through the online scoring program.

Task 7. Registration and Orientation of Officials

REGISTRATION

Use the FPS and Composition Officials' Sign-In Form (Appendix D) to register all officials. FPS evaluators must include their FPS certification number in the appropriate column.

ORIENTATION

Provide FPS Proctors (Appendix E) and each Composition Proctor (Appendix F) a copy of their duties. **Discuss** the procedure for distributing and collecting competition materials. Even though you have experienced proctors, **DO NOT** skip this step.



Task 8. Prepare for Evaluation/Scoring

1. Before either FPS or Composition booklets are given to evaluators/readers to be scored, they must be **coded with new numbers**. This ensures that teams and students remain unknown during the scoring process. Lay the entire booklet on the copier and **copy ONLY the first page** of each booklet with the original number and keep it for later reference. **DO NOT SEPARATE THE FIRST PAGE OF THE BOOKLET FROM THE OTHER PAGES**. It is your duty to assign the **second set of code numbers** to the booklets prior to evaluation. The list of both original and new codes as well as printing labels with corresponding codes will be provided in the materials sent to you from KAAC.

If a student gives his or her name or identifies the school of the writer in a composition or FPS booklet, the booklet will be disqualified. Scan the booklets for such an infraction. Contest Managers or their designees must obtain KAAC approval before such a disqualification is made. If students or teams submit Composition or FPS booklets with text that clearly identifies the identity of that student, team or school, the Composition & FPS Coordinator shall be prohibited from blackening out that text. Before Composition and FPS booklets are distributed for scoring with the online scoring program, please call the KAAC to receive an official ruling. If an FPS team is disqualified, the codes may need to be changed if the original ID numbers are no longer be in numeric order. **Please call KAAC immediately for assistance to assure the booklets are scored by the correct evaluators.**

2. How to assign the new codes:
 - a. Arrange the Composition booklets in numerical order according to the numbers assigned at registration. After copying the first page of the booklet with the original ID number, follow the master code list and place **ONLY** the new number over the previously assigned number. Scan the booklet to see if the original number is recorded in any other areas. If so, use a black marker to obscure any of those areas. An ID number is used for the purpose of anonymity and does not specifically identify a student, team or school.
 - b. Repeat the procedure above for FPS. Arrange the FPS team booklets in numerical order according to the numbers assigned at registration. Before copying the booklets or providing them to evaluators, place the label with the new code number over the previously assigned number. Scan the team booklets to see if the original number is recorded anywhere else. If so, use a marker to obscure any of those areas. An ID number is used for the purpose of anonymity and does not specifically identify a student, team or school.
 - c. Before booklets are distributed to the FPS evaluators, the FPS and Composition Coordinator must copy the Underlying Problem and the Criteria and Grid pages (5 & 10) of each booklet with the **NEW CODE** number written in the box on the page identified as, For Official KAAC Use Only. These pages must be scanned (bdarnell@kaac.com) or faxed (502.223.0430) to Brenda Darnell at KAAC for pre-scoring. These steps will be pre-scored by three FPS three trainers and scanned back to you. You place a copies of these pages into the packets of the evaluators who will be scoring the corresponding booklets for adoption of the pre-scores. The scoresheets must be reviewed by the Coordinator and verify that the booklets are



within the range of scores assigned by the trainers on the pre-scoring team. Following the Monday competition, processing of Steps 2, 4 & 5 to the trainers and returned to the FPS Coordinator will require that FPS scoring by evaluators does not begin until Wednesday morning. If inclement weather delays FPS, then scoring will also be delayed.

- d. The Contest Manager, FPS & Composition Coordinator, and Head Scorer should be the only persons with access to the master code list.
3. You duplicate the FPS and Composition booklets to facilitate evaluation. **However, no booklet(s) may be removed from the evaluation site.** Remember, copy booklets AFTER the new code numbers have been applied.
 4. Each FPS Evaluator receives a copy of the FPS Evaluation Notes, an FPS Scoresheet for each team, the Future Scene and Evaluator Report Form. FPS evaluators score all booklets assigned through ASAP, the online scoring program.
 5. Each Composition Reader receives a copy of the prompt, Notes to the Composition Reader, Pre-scoring information with Reader Report Form, and scoresheets for each participant in the event.
 - a. At Region, Composition readers nominated from a one of the four district winners do NOT score the booklets from their own District. Therefore, in a typical four-District Region, each reader will read approximately 15 booklets. That number could be lower if there are no-shows, or higher if there are ties. In a Region composed of three districts, the Composition Reader may not be the composition coach of the students because this reader will be required to read all Compositions. In a typical three-District Region, each reader will read approximately 15 booklets. That number could be lower if there are no-shows, or higher if there are ties.
 - b. The assigning of Composition booklets will be done through the online scoring program.
 - c. Only one reader per District may score at Regional. If there is a first place tie involving 2 or more schools at any District event, the coaches from the tied schools must decide who will represent the District in Regional Composition evaluation. If the coaches cannot decide, a name will be drawn at random at the Regional Planning Meeting.
 6. **FPS Evaluation:**
 - a. The number of evaluators must equal the number of teams participating.
 - b. All evaluations must be completed by noon Saturday after the completion of the event.
 - c. Not all evaluators need to be present at the same time, but evaluation MUST be completed in one continuous sitting for each evaluator.
 - d. Booklets must be evaluated on-site or a site determined and overseen by the FPS Coordinator. **Evaluators may not take booklets to their respective homes.**
 - e. If an evaluator serves for two different Regions, that evaluator could read two sets of booklets, but not on the same day.
 - f. Each step of the FPS process is evaluated and receives a numerical score. Each evaluator then ranks their respective sample of booklets based on numerical



scores reported on the FPS Evaluator Report Form printed from ASAP. Booklets cannot receive the same number of points or rank.

- g. Upon the completion of evaluations you will need to give all competition materials, including Evaluator Report Forms, to the Contest Manager or Head Scorer.
- h. For all divisions, copies of the team booklets and Regional 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 booklets assigned through the online scoring program at the Regional level.
- j. FPS scoresheets are reviewed for scoring errors. (See Appendix J)

FPS Evaluation Environment:

- 1. Evaluation must be conducted in a room free from noise and conversation.
- 2. Questions regarding the evaluation are directed to the FPS & Composition Coordinator or Contest Manager, not to other evaluators.
- 3. Evaluators **MUST NOT** discuss the contents of team booklets, either in the evaluation room or among themselves outside of the evaluation room.
- 4. Evaluators **WILL NOT** read aloud from a booklet they are evaluating.
- 5. Evaluators **WILL NOT** discuss the identity of a particular booklet.

Composition Evaluation:

- a. A reader for each participating school evaluates writing. **Each reader scores all booklets except the ones advancing from the reader's District in a four-team Region.** Readers evaluate writing holistically. Readers are encouraged to meet and discuss the writing prompt; however, each person scores independently. Each Composition Reader should be provided with a copy of the prompt, scoresheets, the Guidelines for Composition Readers (Appendix G), the Pre-Scoring and Composition Reader Report Form (Appendix H) and Notes to the Composition Reader.
- b. All scoring must be completed by noon Saturday after the completion of the event.
- c. Readers should be experienced with scoring student writing such as the scoring used in Composition assessment. A review of the KAAC Composition scoresheet (rubric) and *Composition Guide* is required.
- d. Not all readers need to be present at the same time; however, each reader must conduct their scoring in one sitting. **Booklets must be evaluated on-site** and overseen by the FPS & Composition Coordinator or Contest Manager.
- e. The reader assigns a numerical score on the scoresheet. When all entries have been scored, the reader then ranks the student writing based on the numerical scores recorded on the Composition Report Form (Appendix I). No composition booklets may receive the same total points or rank.
- f. Return all scoring materials, including Composition Report Forms, to the Contest Manager or Head Scorer.
- g. Composition scoresheets are reviewed for scoring errors. (See Appendix J)

NOTE: Please be sure that Composition Readers are aware of the format of the Composition Score Sheet. Remind them that it is front and back with the final tabulation located on the front. Also remind readers that tied scores on booklets must be broken



before determining the final rankings. The reader must review the booklets and break any tie/s with points.

At Regional Governor's Cup, if the same person is designated to serve as both FPS evaluator and Composition reader, that person is prohibited from scoring both events in the same day.

Task 9. Distribute and Return Competition Materials

1. If FPS scoring has been completed and severe weather has caused a delay resulting in the postponement of Saturday's awards ceremony, notification to FPS teams advancing to the State Finals at the Middle Grades and High School competitions should be made no later than the first Monday following the original scheduled awards ceremony. For the FPS teams advancing to the State Finals event complete the FPS State Finals Advancement Announcement form (Appendix J) and return copies of the team booklet and scoresheets on Monday. If no delay occurred in your Regional competition, make sure the following materials are returned to the schools following the awards ceremony:
 - Copy of the FPS team booklet
 - Copy of FPS scoresheets after reviewed for correctness

2. Return the following Composition materials to coaches following the awards ceremony:
 - Copy of Composition booklets
 - Copy of Composition scoresheets after review for correctness

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



THANK YOU!

A final word of advice:

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

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

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



John Bennett, Executive Director
jbennett@kaac.com
Quick Recall, Written Assessment

Brenda Darnell, Program Director
bdarnell@kaac.com
FPS, Composition, Hosting

The Kentucky Association for Academic Competition
113 Consumer Lane
Frankfort, KY 40601
502-223.0088 (phone)
502-223.0430 (fax)
E-mail: kaac@kaac.com

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



Chief Official:

Head Scorer:

Scoring Assistant:

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

FPS Proctors (may not evaluate booklets): Minimum-2 proctors monitor for 2 hours (MG/HS) and 45 minutes (EL) on Monday.

1. _____

2. _____

3. _____

4. _____

Composition Proctors (may not score booklets): 2 proctors monitor for 90 minutes (MG/HS) and 45 minutes (EL) on Monday.

1. _____

2. _____

FPS Evaluators: 1 evaluator for EACH FPS team. (Coaches may evaluate during Region.)

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Composition (may not be the Composition Coach in a 3-District Region): One evaluator from each District Champion's school scores according to the schedule determined at the Contest Planning Meeting. See Page 12 for additional instructions.

1. _____

2. _____

3. _____

4. _____



Appendix B – FPS Sign-in Form

**Future Problem Solving Sign-In Form
Regional**

Division: EL/ MG / HS



Please Sign-in teams in numeric order. Do not an ID number.

ID #	School Name	Names of 4 participating students			
001		1		3	
		2		4	
002		1		3	
		2		4	
003		1		3	
		2		4	
004		1		3	
		2		4	
005		1		3	
		2		4	
006		1		3	
		2		4	
007		1		3	
		2		4	
008		1		3	
		2		4	
009		1		3	
		2		4	
010		1		3	
		2		4	

Send copy to scoring team.

ID# 001 FPS

School: _____

ID# 006 FPS

School: _____

ID# 002 FPS

School: _____

ID# 007 FPS

School: _____

ID# 003 FPS

School: _____

ID# 008 FPS

School: _____

ID# 004 FPS

School: _____

ID# 009 FPS

School: _____

ID# 005 FPS

School: _____

ID# 010 FPS

School: _____

Appendix C - Composition Sign-in Form

Composition Sign-In Form-Regional

This form is printed from ASAP with
Composition ID numbers pre-assigned

Send a copy of ASAP downloaded Sign-in to scoring team.

ID# _____ Composition

ID# _____ Composition

Student Name: _____

Student Name: _____

School: _____

School: _____

ID# _____ Composition

ID# _____ Composition

Student Name: _____

Student Name: _____

School: _____

School: _____

ID# _____ Composition

ID# _____ Composition

Student Name: _____

Student Name: _____

School: _____

School: _____

ID# _____ Composition

ID# _____ Composition

Student Name: _____

Student Name: _____

School: _____

School: _____

ID# _____ Composition

ID# _____ Composition

Student Name: _____

Student Name: _____

School: _____

School: _____

Appendix D – Officials' Sign-in Form

FPS and COMPOSITION OFFICIALS' SIGN-IN FORM

Name	Comp	FPS	FPS Cert #	School

Appendix E – Guidelines for FPS Proctors

GUIDELINES FOR FUTURE PROBLEM SOLVING PROCTORS

120 Minutes for Middle Grades and High School

90 Minutes for Elementary

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

Tasks:

1. Prior to the scheduled start of the contest, proctors obtain the list of participating teams, competition materials, pencils and a timing device. Tell the students: **“Erased pens are not permitted. One line of written text may be written per line in the booklet. Additional lines will not be scored. NO CELL PHONES, SMART WATCHES or USE OF ANY UNAPPROVED ELECTRONIC DEVICES are permitted during the competition. Please turn off and put away. The student will be disqualified if non-approved devices are used during the competition.”**
2. At the scheduled time of the competition, proctors seat participants. No coaches are permitted in the room(s) during the competition. Coaches may proctor, but they may not proctor their own team. The coach is an impartial observer when proctoring other teams.
 - a. If teams are placed in separate rooms and only 2 proctors are used, proctors should share in the responsibility of checking on each team; it is not necessary to remain with the teams.
 - b. If the teams are all in the same room, the proctors remain with the teams.
 - c. No student is admitted late to FPS, nor is a student or team dismissed early.
 - d. Participants are allowed to use the restroom; however, the proctors need to make certain that they do not come in contact with others not involved in the FPS competition.
 - e. Proctors must NOT talk to each other while monitoring. Conversation between proctors can distract the students.
 - f. Proctors should **NEVER** engage team members in conversation during the competition.
 - g. Proctors should not permit excessive activity or noise by someone other than the participants during the competition. Cleaning the room, talking on the a cell phone, playing video games, etc. can be a distraction to the competitors.
3. Contest administration:
 - a. Students are allowed to use a dictionary/thesaurus, in either book or electronic form, and a calculator. Any non-programmable calculator may be used; however, teams cannot share the calculator with other teams. The host school is not required to provide any of these items.
 - b. Teams must write in pencil in the booklets provided. Colored pencils or pens are not

- allowed. Highlighter may be used to mark the Future Scene.
- c. Teams may use an unopened package of post-it type notes instead of scrap paper.
 - d. **The FPS category list, notes or other items are NOT permitted.** Proctors should examine the dictionary and thesaurus to ensure that no notes are written inside.
 - e. Distribute materials to students. Distribute scratch paper and pencils. Each team receives 4 copies of the Future Scene and one team booklet. **ANNOUNCE: NO CELL PHONES, SMART WATCHES or USE OF ANY UNAPPROVED ELECTRONIC DEVICES are permitted during the competition. Please turn off and put away. Any violation of this rule will result in disqualification.**
 - f. Instruct one student on each team to write their team ID number in the allotted space **ONLY** on the first page of the booklet. Instruct the students to write only on the front of the page. Information on the back page, outside the margins, or on additional pages will **NOT** be evaluated.
 - g. Announce one more time to **not** use any unapproved electronic devices (cell phone, smart watch, or any device that can be connected to the Internet) or your team will be disqualified.
 - h. Do **NOT** read the Future Scene aloud.
 - i. Announce that students are to begin. Start the 120-minute time interval (Middle Grades and High School) or the 90-minute time interval (Elementary). See appropriate FPS Recommended Time Guidelines that follows.
 - j. Do not dismiss teams that finish early; all students must remain in the contest room until all teams have completed their booklets.
 - k. At the end of the designated time interval, announce it is time to stop. Instruct students to put their pencils down.
 - l. Students keep the Governor's Cup pencil. Collect the team Future Scenes, booklets, scratch paper, and any other materials, including the ID number for each team.
4. During the contest, officials keep order in the contest room(s). While team members may talk, discourage excessive noise.
 5. **Return all collected items, including the Future Scenes, to the scoring room, where the Composition and FPS Coordinator affixes new codes on the team booklets.**

FPS Recommended Time Guidelines 120 Minutes for Middle Grades and High School

Proctors announce the following time frames at the major intervals to help the students pace themselves. These time frames serve as guidelines; the teams are free to work at their own pace.

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

BEGIN – You have 120 minutes to complete your booklet.

60 minutes have elapsed, 60 minutes remain.

110 minutes have elapsed, 10 minutes remain – All Steps should be complete. You should be finishing your booklet. **Please remember, if you submit a booklet with any information that identifies yourself, your team or your school, your team will be disqualified.**

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

STOP - 120 minutes have elapsed. Stop writing. Please put your pencils down and turn your booklets face down on the desk (table) and sit quietly while we take up your materials until you are dismissed. **Students may take all the items they brought into the room with them, but all competition materials and scrap paper must be collected and returned to the Contest Manager or Head Scorer. COLLECT THE FUTURE SCENES WITH THE BOOKLETS.**

Note: If you are running FPS and Composition competition concurrently, remind students that they are not to discuss the writing prompt with anyone.

FPS Recommended Time Guidelines 90 Minutes for Elementary

Proctors announce the following time frames at the major intervals to help the students pace themselves. These time frames serve as guidelines; the teams are free to work at their own pace.

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

BEGIN – You have 90 minutes to complete your booklet.

45 minutes have elapsed, 45 minutes remain.

80 minutes have elapsed, 10 minutes remain - You should be finishing your booklet. **Please remember, if you submit a booklet with any information that identifies yourself, your team or your school, your team will be disqualified.**

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

STOP - 90 minutes have elapsed. Stop writing. Please put your pencils down and turn your books face down on the desk (table) and sit quietly while we take up your materials until you are dismissed. **Students may take all the items they brought into the room with them, but all competition materials and scrap paper must be collected and returned to the Contest Manager or Head Scorer. COLLECT THE FUTURE SCENES WITH THE BOOKLETS.**

Note: If you are running FPS and Composition competition concurrently, remind students that they are not to discuss the writing prompt with anyone.

Appendix F – Guidelines for Composition Proctors

Guidelines for Composition Proctors
90 Minutes for Middle Grades and High School
45 Minutes for Elementary

Description: There are two or more proctors who distribute materials, keep an orderly contest room, collect materials and present the booklets to the Composition and FPS Coordinator for the assignment of new codes. Discussion with anyone near the participants must be avoided. **READERS MAY NOT PROCTOR.** Do NOT prompt the students with any information other than what is given in this guideline. If you do not know the answer to a question, please ask. Tell the students: **"Erasable pens are not permitted. One line of written text may be written per line in the booklet. Additional lines will not be scored. NO CELL PHONES, SMART WATCHES or USE OF ANY UNAPPROVED ELECTRONIC DEVICES are permitted during the competition. Please turn off and put away. The student will be disqualified if non-approved devices are used during the competition."**

Tasks:

1. Prior to the scheduled start of the contest, obtain the list of student participants, scrap paper, writing prompt, writing paper, Governor's Cup Competition pencils and a timing device. Students may use a blue or black pen if they so desire.
2. Count the above items and desks to confirm adequate numbers. Keep the writing prompt in the secure envelope until it is time to pass out the competition materials.
3. At the scheduled time of the competition, seat the participants. No student is admitted late to Composition, nor is a student dismissed early.
4. Competition administration:
 - a. Students are allowed to use a dictionary and/or thesaurus, in book or electronic form, in all divisions of Composition. A dictionary and/or thesaurus may **NOT** be shared among students. The host school is not required to provide any of these items. Student notes, style guides and other items are **NOT** permitted.
 - b. Distribute scratch paper and writing booklet, and then hand out the prompt (face-down). Students must be quiet from this point on.
 - c. Instruct students to write their ID number in the allotted space(s) on the first page ONLY.
 - d. **Read aloud any instructions** included with the prompt while students read the instructions silently. **Do not read the writing prompt aloud.**
 - e. Announce that students are to begin. Start the designated time interval.
 - f. **DO NOT INTERACT WITH THE STUDENTS UNLESS YOU ARE ASKED A QUESTION.**
 - g. Announce the time intervals as designated. (See next two pages)
 - h. At the end of the time interval announce that it is time to stop. Instruct students to put their pencils down and turn their writing materials face down.
 - i. Collect all competition materials, including the Composition Prompts, and the ID number for each student. Keep ID numbers separate from the writing booklets.
 - j. During the 90-minute interval (Middle Grade and High School) or 45-minute interval (Elementary), officials keep order in the contest room. Students who finish early **MUST** remain in the contest room until the close of this competition.
5. **Return all collected items to the scoring room, where the Composition and FPS Coordinator affixes the new code numbers.**

Composition Recommended Time Guidelines Middle Grades and High School

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

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

60 minutes have elapsed, 30 minutes remain.

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

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

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

Note: If you are running FPS and Composition competition concurrently, remind students that they are not to discuss the writing prompt with anyone.

Composition Recommended Time Guidelines

Elementary

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

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

30 minutes have elapsed, 15 minutes remain.

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

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

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

Note: If you are running FPS and Composition competition concurrently, remind students that they are not to discuss the writing prompt with anyone.

Appendix G – Guidelines for Composition Readers

Guidelines for Composition Readers

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

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

Tasks:

1. Obtain the prompt, writing booklets, scoresheets and Composition Reader Pre-scoring Form, Reader Report Form printed from the online scoring program, 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.

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 is an on each page 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 scores or rank.** Readers must break tied scores by reviewing the tied booklets points and reassigning the number of total points.
5. After each booklet has been read, scored, and ranked by each reader, the ranks of all readers are reviewed and tallied by the Head Scorer. Order of finish is determined by the lowest composite rank.

Appendix H – Composition Reader Report Form

Composition Reader Pre-scoring Form

Reader Name: _____

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

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

Signature of Reader

Date

Email Address

Phone

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

Composition Reader Report Form

This form will print from the online scoring program with the booklet numbers assigned to each reader

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. 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. Break tied scores with the points you assign. (With 125 points, no two booklets may receive the same number of points.)
4. Fill in the final rank at the bottom of each scoresheet.
5. In the Reader Report Form printed from the online scoring program, record the Total Points with the corresponding Booklet Code and Rank (ranks are listed in ascending order).
6. Feedback must be provided before submitting your scoresheets for review by the Head Scorer.
7. The Head Scorer will review your scoresheet to determine that the numerical scores awarded are consistent with the scoring rubric.

You must score booklets assigned by the online scoring program. No booklets may receive the same raw score or 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 I - FPS Pre-scoring Form (MG/HS ONLY)

FPS Pre-scoring Form (MG/HS ONLY)

FPS Coordinator

FPS Coordinator
Complete This Section

Region# _____

Booklet #	Steps 2, 4 & 5 Pages 5 & 10 Sent to KAAC	KAAC Returned to Regional Host	Step 2 Mandated Score 1 in Focus and Adequacy	Step 4 & 5 Mandated Score of 18 or below
#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Scan or fax Pages 5 and 10 of each FPS Booklet with New ID numbers written inside the boxes identified "For KAAC Official Use Only"

to Brenda Darnell at bdarnell@kaac.com or 502.2230430.

No scoring of the FPS booklets can begin without the returned notification that pre-scoring by the FPS trainers has been completed and returned to the host school.

The FPS Coordinator must verify total points and ranks for all booklets with any mandated pre-scored Steps 2, 4 & 5.

Return this form and the FPS scoresheets to the KAAC upon completion of the competition.

Return to KAAC

Appendix J – FPS and Composition Scoresheet Review

FPS AND Composition Scoresheet Review

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

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

1. The FPS and Composition Coordinator and Head Scorer have four (4) distinct tasks:
 - a. Determining that each booklet contains the correct code.
 - b. Verifying that the FPS scoresheet corresponds to the team booklet by reviewing the Underlying Problem in the team booklet with the Underlying Problem as it is written on each scoresheet.
 - c. Reviewing the computation of scores on the FPS scoresheet for each step and for each section of the Composition scoresheet, verifying that the numerical score is consistent with the scoring rubric.
 - d. Checking to ensure that the score for each is correctly totaled, and that the total for each step or section is correctly added for the "Total Points Earned."
2. The FPS and Composition Coordinator or Contest Manager will copy the first page of each booklet prior to applying the new code numbers.
 - a. These pages are kept secure by the FPS and Composition Coordinator or Contest Manager.
 - b. After all evaluation is completed, the FPS and Composition Coordinator and Head Scorer compare the new coded booklet and the first page of the original code with the KAAC code sheet to make certain the codes are correct.
 - c. Any mistake in coding will be obvious based on a comparison of the first page.
3. The FPS and Composition Coordinator and Head Scorer examine the scoresheet to determine that the numerical scores awarded are consistent with the scoring rubric.
 - a. If a score awarded is not consistent with the evaluation directions, the FPS and Composition Coordinator and Head Scorer circle the incorrect score, write the correct score and initial it. (e.g. In the Elementary division, 8 solution ideas were marked relevant and only 3 points were awarded; the correct number of points awarded should have been 8).
 - b. Only those scores awarded that are in conflict with the scoring rubric may be changed. The evaluator's determination of challenges, solutions, or any other subjective scoring cannot be altered in FPS. Composition scores awarded for form or genre, structure, etc. cannot be altered.
4. The FPS and Composition Coordinator and Head Scorer examine the scoresheet to verify that the numerical scores awarded in each step equal the points in "Total Points Earned" on the scoresheet. In 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. Pre-scoring by three (3) KAAC FPS trainers will be done on Steps 2, Step 4 and Step 5. These returned scores must be reviewed against the FPS score sheets for any differences by the evaluator's scores against the pre-scores. If differences exist, then errors of the pre-scored Underlying Problems, Step 4 and Step 5 the score sheets must be review by the evaluator and changed to reflect the scores assigned during the pre-scoring by the trainers.
7. Once scoresheets leave the contest site, no inquiry can be honored based on an error on the scoresheet.
8. Errors by the Head Scorer or FPS and Composition Coordinator on the report forms or tally forms retained by KAAC may be reconciled after the fact.

Appendix K – FPS State Finals Advancement Announcement

FPS STATE FINALS ADVANCEMENT ANNOUNCEMENT

For Middle Grades and High School Divisions Only

This form is completed if there has been a delay of your Middle Grades or High School division Regional’s awards ceremony and FPS scoring has been completed. Please complete and send to each school advancing to the Governor’s Cup State Finals 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 the Governor’s Cup State Finals competition. The order of placement and the awards will be announced at the Regional awards ceremony.

The top two teams advance to the Governor’s Cup State Finals competition. If more than two teams are listed, two or more teams were tied.

SCHOOL	CODES	

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



Calendar and Deadlines

Failing to meet these deadlines could result in disqualification.

Elementary Governor's Cup

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

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

Deadline for Entering Student Names Online –Monday, January 27

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

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

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

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

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

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

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

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

Middle Grades Governor's Cup

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

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

Deadline for Entering Student Names Online - Wednesday, January 8

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

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

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

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

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

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

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

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

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

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

High School Governor's Cup

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

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

Deadline for Entering Student Names Online – Wednesday, January 15

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

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

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

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

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

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

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

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

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

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

KAAC FPS Component Events

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

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

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

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

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

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

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

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

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

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

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

Junior Division FPS Awards, Scenario Writing Awards, Scenario Performance Awards, CmPS Awards Presented at State – Monday, March 16, Galt House, Louisville

Individual FPS results will be announced in April 2020

