

*Jefferson County Public Schools
Office of Academic Competition*



*Mayor's Cup
Coaches' Guidebook and
Hosting Manual*

Visit us online at: http://www.jefferson.k12.ky.us/Departments/AcademicsActivitiesAthletics/Academic_Compition.html



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Welcome to the JCPS Mayor's Cup Competition!



PURPOSE

The purpose of the Jefferson County Public Schools' Mayor's Cup is to provide a showcase for the academic accomplishments of Jefferson County elementary students. The material used in the competition is reflective of the curriculum being taught in the schools. It is designed to encourage students to increase their knowledge in all subjects by being an active participant in the local school program.

WHAT ARE THE COMPONENTS OF THE MAYOR'S CUP COMPETITION?

There are eight events in Mayor's Cup. The two team events are Quick Recall and Problem Solving. The other events are for individual students. Three individuals from each school may take written assessment tests in each of the areas of math, science, social studies, language arts, and fine arts/humanities. Three students from each school may also participate in the English Composition event.

HOW IS THE COMPETITION ORGANIZED?

The coordinator of academic competition for JCPS organizes the Mayor's Cup competition. Approximately 55-65 JCPS elementary schools compete each year in the program. These schools are divided into districts of 3-4 schools. Each district competition is run as a separate event. Two schools from each district are asked to host each year. The written assessment (WA) host is in charge of administering the written assessment tests and the English composition. The Saturday host is in charge of the Problem Solving (PS) and Quick Recall (QR) events.

IS THERE ANY COST INVOLVED?

There is no fee charged to schools for participation in Mayor's Cup. The Office of Academic Competition provides all awards and most of the materials for competition. (PS teams each provide their own materials for their team's presentation.) WA (Monday) host schools are reimbursed up to \$35.00 for expenses. Saturday host schools receive \$250.00, which is transferred into the school's general fund about one month prior to the competition date. In addition to the \$250.00, Saturday host schools receive up to \$150.00 per school to pay competition planners and coaches for their prep time for hosting the competition. Paid quick recall coaches are not eligible to receive any part of this \$150, since they are expected to assist with Mayor's Cup as part of their salary. Normal JCPS procurement procedures apply to the use of those funds. Most Saturday host schools use the \$250.00 to pay for the custodian on duty that day. Any expenses incurred above the allotted amount are the responsibility of the host school.



HOW ARE DISTRICTS DECIDED?

In the fall, as soon as we know what schools will be participating in Mayor's Cup, participants are arranged in districts of three or four schools. Some districts will change, while others may be the same as the previous year. We use several factors in determining districts for Mayor's Cup, including the previous year's written assessment scores, state test scores, student population and geography, to get the schools as evenly matched as possible. Academic coordinators from each school meet in September or early October to approve the districts.

Despite these efforts, some teams will perform better than others within a district. That is because there are many other factors that determine the success of a team at Mayor's Cup. For instance, the quantity and quality of practice time, the experience level of the coaches, the experience level of the team members, and the amount of time team members commit to independent study of practice materials. Schools that have more students attend Summer Academic Competition Camp will also have an advantage at Mayor's Cup.

HOW OFTEN DO WE HAVE TO HOST?

Schools are normally only asked to host on a Saturday every 3-4 years. It depends on the composition of your district – how often schools drop in and out. The Office of Academic Competition keeps records of the hosts from prior years. The school within a district with the longest time since their last hosting date will host the upcoming year. Because of this method, schools with new personnel as coaches and academic coordinators may be asked to host. The Office of Academic Competition will guide the host schools through the hosting process as much as possible to make the job easier.

WHEN DO SCHOOLS REGISTER?

At the beginning of the school year, the Office of Academic Competition sends out a letter to elementary school principals, which contains an enrollment form for the school. The principals let us know at that time if their school will participate in the league and in Mayor's Cup. They also send in the names of an academic coordinator and team coaches. These are due in September. The school academic coordinator receives all mailings from the office and distributes this information to the coaches.



Each school should have only ONE person designated as academic coordinator. Assigning only one person to that position keeps the communication path clear and straight-forward.

In late January or early February, District Entry Forms for Mayor's Cup are sent to the academic coordinators at each school. Individual student names for each event are listed on this form. The school's academic coordinator sends one copy each of this form to the written assessment host school, to the Saturday host school and to the Office of Academic Competition (FAX 6647.) The academic coordinator keeps another copy of his/her school's form as well for future reference. Changes to this form can be made at any time prior to the competition event. However, once the event has begun, no more changes can be made. All changes need to be sent to the host schools. All district entry forms are due to hosts and to the academic office by the posted date in February. It is important to turn these forms in on time as a courtesy to the host schools. They need the Mayor's Cup entry forms to begin planning the event.

ELIGIBILITY

Any student legally and continuously enrolled in the participating school on or before the date of the Mayor's Cup competition is eligible to represent that school. Students any age through grade five may compete. The principal must sign the district registration form verifying the eligibility of participating students.

Students may participate in a MAXIMUM of three events; however, a student may only participate in TWO individual written assessments (i.e., two individual events and one team event OR one individual event and two team events).

GENERAL RESPONSIBILITIES OF THE SCHOOL ACADEMIC COORDINATOR:

- Must be trained as a quick recall official.
- Receive and disseminate information from the Office of Academic Competition about academic competition to others, especially coaches and principals, within the school.
- Act as moderator or judge at practices (optional), the quick recall league matches, and at tournaments - or recruit and train someone (such as a parent volunteer) to perform that duty.
- Coordinate the school spelling bee (elementary and middle school only) - or recruit someone (such as a parent volunteer) to perform that duty should the school choose to participate.
- Is responsible for acting as contest manager when their school hosts Mayor's Cup.
- Maintain equipment and/or acquire new equipment for quick recall-available from the office of academic competition (485-3492).
- Take care of all the paperwork (with input from coaches) involved with league and tournament registrations.
- Report league scores to the office of academic competition by 10:00 a.m. on the day following a league match.
- Promote academic team membership within the school. (i.e. send written notices about results of recent matches to the office to be announced to the school, help advertise tryouts, etc.)
- Assist coaches with obtaining practice quick recall questions, and other needed study materials for academic teams. The Office of Academic Competition can supply some of these materials upon request. There are also outside sources that sell quick recall materials.
- Act as an evaluator for problem solving competitions as necessary.

GENERAL RESPONSIBILITIES OF A SCHOOL QUICK RECALL COACH:

NOTE: As of the 2011-2012 school year, Elementary Quick Recall Coach is a board paid position)

- Elementary coaches must be trained by the JCPS Office of Academic Competition.
- Hold team tryouts.
- Teach students the rules of quick recall.
- Hold practices at least one day a week during the playing season. Coaches teach and reinforce the core content material needed to be successful in competition during practices. Study materials should be provided to team members. Inform students of opportunities, such as academic camps.
- Take teams to league matches during the league season.
- Work (or recruit other volunteers) to prepare students for challenging written assessment tests. Written assessment tests cover the five subject areas of math, science, language arts, social studies, and fine arts/humanities. Tests from past years are helpful for this. Call the office (3492) if you are new and do not have these. We will send them to you.
- Take teams to Mayor's Cup.

- Act as a quick recall official at Mayor's Cup as needed.
- Assist the Academic Coordinator with hosting responsibilities.

GENERAL RESPONSIBILITIES OF A SCHOOL PROBLEM SOLVING COACH:

- Elementary school Problem Solving coaches are trained by the Office of Academic Competition.
- Hold tryouts-recruit team members.
- Hold practices regularly.
- Teach the problem solving process to their teams, assist students with research on the current year's topics, and provide practice scenarios. Some practice scenarios are available from the Office of Academic Competition. However coaches are encouraged to come up with their own practice scenarios on the current year's topic.
- Elementary coaches may take their team to one optional league presentation prior to Mayor's Cup.
- Take teams to Mayor's Cup in March.
- Act as an objective and unbiased evaluator for problem solving competitions.
- Assist the Academic Coordinator with hosting responsibilities as necessary.

HOW DO I PICK MY QUICK RECALL TEAM?

How you choose your team is up to individual coaches. Some schools have tryouts. Others allow all students who want to compete to join the team. Since many of the students you will work with have never played before, it's best if you let students play a few practice sessions before having official tryouts to let them get used to the equipment and the rules. You may want to keep stats of the students who try out. Record which students buzzed in and how often they were correct/incorrect.



However, don't base your whole decision on buzzer speed. Some students aren't as fast on the buzzer, but have the necessary knowledge and are very helpful for bonus questions. These may also be your best written assessment people, so you want to keep them on the team to prepare them for the tests. Some coaches give the past year's written assessment test to all the students trying out to help them decide on team members. Remember to think about building your team for next year as well. Keep those promising younger students on the team! All students enrolled in your school are eligible for participation in Mayor's Cup. This includes primary students.

HOW DO I RUN A QUICK RECALL PRACTICE?

There is no limit to how many students you can have on your quick recall team. However, too many can make practices unmanageable. You need at least 10. That way at practices you can play two teams of 4 and have a computer operator and a spotter to simulate a real match situation. In a normal match only 4 can play at a time. So you don't want so large a team that half of them hardly ever get to play. Be careful not to cut all your younger players. After all, they are next year's starters and the more practice they get this year, the better your team will be the following year. Think about building for the future!

The more time students have to practice on the buzzers the better. Although your team may be too large to have everyone on the buzzers at once, you can have students participate by writing down all the answers they know as you read the questions. You can also have some informal sessions where students share buzzers. Have your students learn a "list" each week. Find out early on which students are better in the different subjects and build on those strengths. Have your science students learn a list of science laws, while your social studies students learn the amendments to the Constitution, and your math students learn the

prime numbers less than 100. Then ask numerous questions about those lists at the next practice and praise those who obviously studied. Keep stats of who buzzed in and how often they were correct/incorrect at practices. This will help you decide who to start in the first league match. Watch what happens during bonus questions as well. Who do the students listen to during bonuses? These students may not be hot on the buzzer, but can be very helpful for bonus questions.

Vary your practices a bit. You may want to start with everyone sharing buzzers and all tossup questions to ask questions about the lists they were supposed to learn. Then after 15 minutes of that, do practice matches with real game rules. Mix the students up often to make it more competitive. Move students in and out of the captain's position until you find a student or two who fits the role. Good captains listen to all suggestions from teammates during bonuses and make an informed choice about which answer is correct. It is a high-pressure job. If they pick the wrong answer, they may have to take some heat from teammates. Choose someone who can handle that pressure with grace. (And by the way... train your students to be team players and be forgiving of the captain for his/her wrong choices!)

Participate in all the league matches. No matter how much you practice together at your school, you never know how your kids will do in a real match until they actually do it. There's no substitute for this experience. Kids take league matches seriously, and their scores get published in the newspaper. They will show their "real stuff" at league matches. A quick recall team must play in the league in order to be eligible to play at Mayor's Cup.

Train all of your team members to run the buzzer system. Start with training a few of the older students. Then have *them* train the younger ones. The goal is to have all your team members know how to set up and run the equipment so you don't have to fool with it! This also gives you more choice about whom you want to play in a match. That same student won't always get stuck being the computer operator all the time.



Have the moderator who will represent your school at Mayor's Cup come to practices to learn the rules and get more experience reading the questions. High school and even some middle school quick recall players are excellent moderators and often enjoy reading for elementary students. Contact a nearby high school quick recall coach to get names of potential students. Some of these students need service hours and have a true love of the game, so don't neglect this important resource.

Teams are asked to use an existing computer at their school with the buzzer systems. Some laptops in the system do not work with the Inquisitor system well. If you are have trouble getting your laptop to run INQ software, try this:

The offending application is called PENABLE, the pen for the tablet PC. To disable this application do the following: From the Desktop click START >>SETTINGS>>CONTROL PANEL> >SYSTEMS> >HARDWARE> >DEVICE MANAGER> >HUMAN INTERFACE DEVICES. Find the PENABLE application. Click the GENERAL tab on the PENABE application-should default to this tab. At the bottom of this window it will say "Device Enabled." Change this to "Do not use this device."

This procedure sounds more involved than it actually is. Users will need to be logged in as an ADMIN to gain access to the CONTROL PANEL.

Most non-Mac laptops or desktops with USB ports will work for INQ. Some projectors will interfere with the software working properly, as well. If you are getting error messages, try unhooking it from your

projector and see if that solves the problem. For assistance with your buzzer system, call 485-3492. Janet Morris will come to your school to fix the problem and replace broken parts. If you know what needs replacing, you can pony the broken parts to us at the VanHoose Annex, and we will pony you replacements back.

HOW DO I PICK MY PROBLEM SOLVING TEAM?

Problem Solving (PS) team members must be able to work cooperatively without adult intervention. That makes choosing the right team members extremely important and very difficult. You want students with some leadership ability as well as students who are creative and think outside the box. Students who are interested in current events and issues of the day enjoy the research that is necessary for PS. Because this is a presentation-style event, students with some acting/public speaking potential are a plus. No fewer than four and no more than ten students may participate in PS at Mayor's Cup. Large teams tend to get off task and get less accomplished if they do not have particular roles to fill within the group. Keep that in mind when you are training your team.



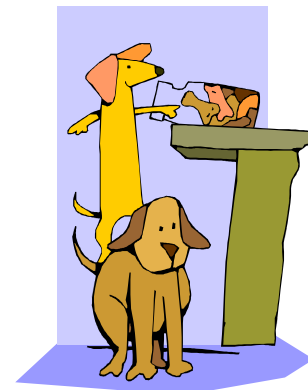
"Bossy" students can be a detriment to a PS team. Please don't confuse bossiness with leadership ability. Bossy students cause arguments among the team members and inspire hard feelings. Good leaders listen to the ideas of others and can evaluate the best course of action to take after hearing many different views. They elicit positive responses from the people they work with and inspire cooperation. Good leaders have a knack for making everyone in the group feel important and their ideas appreciated. They also know when to take a back seat to someone else with more knowledge about a given subject when necessary. As you can imagine, good leaders are hard to find. As a PS coach, your job is to train students to have these important life skills.

The Problem Solving competition involves a team of 4 to 10 students, including students who help with art work and props. No more than 10 students may enter the preparation room. As many as 10, but no fewer than 4 students must make the oral presentation. Teams may NOT use microphones in the competition.

HOW DO I RUN MY PS PRACTICES?

At first, students need to get familiar with the PS process. Use the PS booklet as a guide to teach your students all the steps in PS. There are practice prompts at the back of the PS booklet to get your team started. However, these are very simplified "beginner" prompts, so it is important to take things up a notch as your practices progress by using former Mayor's Cup prompts or by writing prompts of your own from the current year's topic. Have them create and act out a skit for several of those prompts. Give your team feedback on their performance. A portion of each practice should be devoted to research on the current year's topic. The topic is selected by vote in the fall at the initial meeting. Give your team homework to find an article about the topic to bring to practice each week. Have the person who brought the article summarize it for the group. You may want to create a booklet that contains their research info. (Remember, students are not allowed to bring research materials with them into the competition room at Mayor's Cup. They are also not allowed to use research materials found in the room on that day. That means they need to know their subject very well before the day of competition.) Lead discussions about the topic to find out which students are most knowledgeable about the topic.

Participate in the practice session. One scenario based on the topic will be used for a practice session before Mayor's Cup. (Note: The scenario for Mayor's Cup will not be the same as the practice scenario.) Schools who are interested may choose to take part in a practice PS session. There will be no more than 5 schools at a site. The session will take place after school, just as the quick recall league does, usually in late February. Because it is after school, students will be given less time (60 minutes) to prepare (as opposed to the 75 minutes they are given for Mayor's Cup) in the interest of getting students home in time for dinner! However, the prompt will be less complex. All teams will prepare for the first hour. Then they will watch each other present. Each team will get their 3-7 minutes to present. No part of the presentation can be prepared in advance. Coaches and one additional judge from each school will get the opportunity to score presentations and hopefully work out any questions about the process/correct procedures before Mayor's Cup. The score sheets for each team will be given to that team's coach to take back with them. This feedback will help them prepare their team for Mayor's Cup. This informal practice session may be the only opportunity your team will have to observe other teams present before Mayor's Cup.



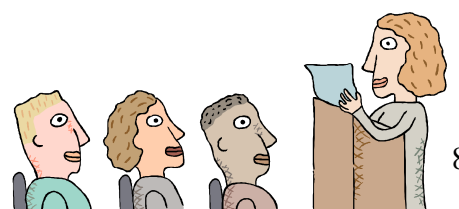
ELEMENTARY LEAGUE PLAY

The quick recall league begins in January. Your elementary team will be scheduled to play 3-4 matches within the five-week time period. You *will* receive the questions for the week your quick recall team is scheduled to be off. However, they will arrive after the other schools are scheduled to play to preserve question security.

Questions for the QR league are sent to the host schools in advance, but are not to be opened until the visiting school arrives on the day of the competition. They are addressed to the academic coordinator. **No school may list more than one academic coordinator because this can lead to confusion about who is to receive league questions.** Questions may only be opened by the judge and moderator directly prior to a match. The judge and moderator have no longer than 10 minutes to read over the questions and discuss pronunciation. The host school normally provides the moderator. The visiting school provides the judge. However, if one person or the other feels more confident as the moderator, they can decide to switch jobs. Students may serve as computer operators and spotters, but it is suggested that you try to get a middle or high school quick recall team member for these positions until your team feels confident running the computer system. Many will perform this function for service hours. Parents can act as scorekeepers, computer operators and spotters as well. Parents who wish to act as moderators or judges must attend training.

The date on the quick recall schedule will always be the Wednesday of that week. However, the two teams scheduled to play each other are free to change the date of the match to any convenient date that week to accommodate different schools' schedules. **It is the responsibility of the host school to call the visiting team's coach in advance to confirm the date/time of the match.** It is not necessary to provide snacks/refreshments for these matches. This is a financial burden for some schools and causes delays in the starting time. Students should bring their own snacks from home and eat them on the way to the match, or while waiting for the visiting team to arrive.

Host schools should have the buzzer system set up before the visiting school arrives and should post signs (or students) at the front door to direct the visiting team to the competition room. Visiting schools must



bring their buzzer systems in case the host schools system fails. Host schools provide paper for league matches, but students should bring their own pencils. Team members should have a name tag that is visible to the moderator and judge. The person who will be captain should have a special marking on the name tag designating him/her as captain. These name tags can be paper tents or something of a more permanent nature, depending on the coach's preference. The name tags are for the judge and moderator, so they can determine if the person recognized by the spotter is the person who actually responded. League matches do not go into overtime. If there is a tie at the end of the match, the score is reported as such and both teams are declared winners.

REPORTING LEAGUE SCORES

All league match results should be emailed (janet.morris@jefferson.kyschools.us) or faxed (6647) to the Office of Academic Competition as soon as possible in order for them to appear on the website. The host school is responsible for reporting match scores by 10:00 a.m. on the day following the competition.

TRANSPORTATION - Academic Coordinators must take care of all paperwork required by the district in regard to transporting students to matches. Any JCPS employee or volunteer who transports students needs to have an Auto Insurance Affidavit on file. You can get these forms from your school secretary.

WHAT IS ACADEMIC CAMP?

Academic Camp is offered each summer to students who want to improve their written assessment scores and quick recall skills. At camp students entering grades 5 through 12 attend two academic classes of their choice and play quick recall every day. The camp runs for one week in May. Brochures are distributed to coaches each year at Mayor's Cup. There is a fee to attend Academic Camp, however academic camp scholarships are available to free and reduced lunch students. Students must be recommended by their counselor or coach and go through an application process to qualify for a scholarship. When recommending students for scholarships, schools should consider the whole school population, not just members of the current academic team. This is an opportunity to reach students with potential, who have not previously participated in academic competition.

WE'RE READY...IT'S TIME FOR MAYOR'S CUP...





Hosting the METRO Louisville Mayor's Cup

OFFICIALS

In order to participate in the Jefferson County Mayor's Cup, schools must provide adequately trained officials to staff the competition.

EACH PARTICIPATING SCHOOL must provide the following coaches and officials. In most instances, the coaches or officials may perform more than one duty.

- **QUICK RECALL COACH:** This person is responsible for choosing and practicing with the quick recall team and accompanying the team to all matches. The QR coach may NOT be a quick recall official (such as a judge or moderator) as he or she must be with the team when it plays. This person may act as a written assessment proctor. This person may also act as the second problem solving judge at Mayor's Cup since these events take place at different times on Saturday.
- **QUICK RECALL MODERATOR OR JUDGE:** This official should be trained and **KNOW** the rules of quick recall. Often this is your academic coordinator at your school. He or she is responsible for acting as a moderator or judge at the league matches and at the Saturday competition of Mayor's Cup. This person must attend the QR meeting held on the Saturday morning of competition to review the rules and peruse the questions. This person often acts as the inquiry panel representative at written assessments and attends the Mayor's Cup planning meeting. This person cannot be a problem solving judge because of the time conflict with reviewing quick recall questions on Saturday.
- **QUICK RECALL SCOREKEEPER OR SPOTTER:** This official may be a parent or older student and should **KNOW** the rules of quick recall. The coach and moderator/judge may not serve in this capacity. The scorekeeper fills out the official score sheet and is not to be confused with the computer operator, who keeps the unofficial score that is visible to the audience. The spotter is responsible for announcing the school and the name of the student who buzzes in on tossup questions. Often these positions are filled from people in the audience at a match because very little training is needed to perform these jobs.
- **PROBLEM SOLVING COACH:** The PS coach should be a teacher who is willing to use the presentation method of problem solving (see problem solving manual) in the classroom. After using it in the classroom as a teaching tool, the PS coach selects the team and practices with them using the topic for Mayor's Cup to prepare for competition. The coach may choose to bring his/her team to a practice session prior to Mayor's Cup. The coach also acts as a judge on the date of the competition. This person cannot act as a PS proctor because that job occurs at the same time as PS judging.
- **PROBLEM SOLVING JUDGE:** The PS judge (along with the coach) is responsible for judging the problem solving presentations on the Saturday of Mayor's Cup competition. He or she should be familiar with the Problem Solving Manual, the score sheet and the topic prior to the competition. Judges should attend the training provided by the Office of Academic Competition. **NOTE: Each**

school must provide 2 judges at Mayor's Cup even if their school does not have a PS team competing. Problem solving judges cannot also be PS proctors. The two jobs occur at the same time.

- **PROBLEM SOLVING PROCTOR:** The PS proctor accompanies the team (not one from his or her own school) to the preparation room and stays until time for that team to present. There must be one proctor for every problem solving team. The proctor should not interfere or assist with the teams' preparations, but must ensure that the PS rules are followed, for example, ensuring that no research materials are accessed while in the preparation room, and that teams only use the materials listed in the rule book. A parent can fill this position since it requires no advance training other than a short orientation on the day of the event.
- **WRITTEN ASSESSMENT PROCTOR:** The proctors must accompany the students to take the written assessment on the first or second Monday in March. They help pass out tests, ensure that Answer sheet sheets are filled out correctly, time the tests, and collect materials at the end. This can be the quick recall or PS coach. However, the academic coordinator cannot hold this position because s/he needs to attend the Mayor's Cup planning meeting occurring at the same time as the testing.
- **ENGLISH COMPOSITION GRADER:** The English composition grader must be prepared to score and rank a maximum of 12 English compositions between the written assessment competition date in March and the Saturday competition date. He or she should also be available to meet with the other English composition graders on the Saturday morning of the competition. If the composition scorer cannot be there on Saturday, s/he may send a replacement representative or notes about why s/he ranked the compositions the way s/he did. If the scorer sends no notes and does not send a replacement representative, s/he gives up the right to have a say in the final ranking of composition winners. This person can be the quick recall coach because there is no time conflict with other quick recall events. Composition scorers should be teachers with training in the writing process.

In addition to the aforementioned officials, the **HOST SCHOOLS** must provide a **HEAD SCOREKEEPER**, who is in charge of organizing the results of all the events throughout the day and filling out the report forms, and a **HEAD JUDGE FOR PROBLEM SOLVING** (this may be the host school's PS coach or judge). The Head scorekeeper works with the chief official to ensure the scores are correctly reported for each event and added correctly for the awards ceremony. They help assemble the coaches' packets as well.

The Office of Academic Competition provides a **CHIEF OFFICIAL** on the Saturday of competition.

The Mayor's Cup entry form asks the schools to provide information on adults who will act as proctors, English composition graders, inquiry panel, quick recall officials and problem solving judges for district competition. The contest manager (usually the academic coordinator at the school) must contact each of these people individually and confirm their participation.

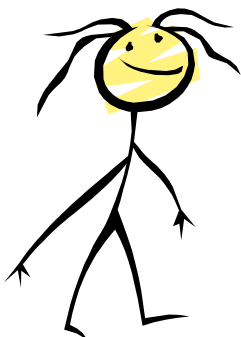


REMINDER ABOUT VOLUNTEERS:

All academic coordinators and coaches are expected to follow district guidelines regarding record checks for volunteers. Any JCPS employee or volunteer who transports students needs to have an Auto Insurance Affidavit on file. You can get these forms from your school secretary.

WRITTEN ASSESSMENT HOSTING RESPONSIBILITIES

The WRITTEN ASSESSMENT (WA) host school is generally responsible for...



- Administering the written assessment tests and English composition
- Providing a place for the written assessment inquiry panel to work
- Delivering the answer sheets to the Office of Academic Competition after testing. They are hand-delivered, not put in the pony.
- Copying and distributing the student compositions to each school's representative for scoring and delivering the composition registration form to the Saturday host school.
- Providing the space for the Saturday planning meeting which includes the quick recall/PS tournament draws (The Saturday host school representative actually runs this meeting.)

WHAT ARE THE WA SPACE REQUIREMENTS?

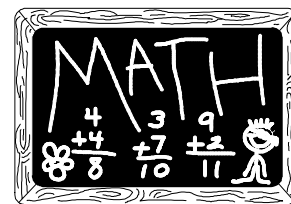
| Event | Space |
|--|--|
| Registration | Lobby or foyer - 2 tables |
| Written Assessments | Two to four classrooms, or one very large room. |
| Composition | One classroom |
| Written Assessment Inquiry panel | Classroom with internet access or library |
| Planning meeting | Classroom (The Saturday host runs this meeting. You just provide the space.) |
| Area for students to wait for instructions | Cafeteria |

WHAT EVENTS HAPPEN PRIOR TO THE SATURDAY OF MAYOR'S CUP?

Written assessments and English composition are given on a Monday in March at the host school location only – over a week prior to the problem solving and quick recall Saturday date. The event must occur after school on that date. Written assessment tests cannot be planned during the school day as this causes hardship for too many schools. Tests may not be given at a different time than the designated testing window and must be taken at the host location.

INDIVIDUAL WRITTEN ASSESSMENTS:

Participating schools may enter THREE individuals in each content area (math, language arts, science, social studies, and fine arts/humanities). Elementary students are given a written assessment containing 40 multiple-choice questions. Students have 45 minutes to complete this assessment.



Students may use any calculator EXCEPT a graphing calculator on the math test.

Students are not required to have a calculator to take the assessment. The calculator may NOT be shared among students. The participants or participating schools must provide their own calculators. The host school may have a few extra on hand in case a student forgets or brings the wrong type of calculator, but this is not required.

Written assessments are scored on the number of questions answered correctly among the 40 multiple-choice questions. The four individuals with the highest scores in each content area are awarded medals. If ties occur, all those tied receive duplicate awards and duplicate school points towards an overall school win.

All written assessments are taken using pre-gridded answer sheets. Please do not change the ID numbers on the forms at any time during testing. Those numbers are for office use only. The answer sheets are to be delivered to the Office of Academic Competition for scoring. **The tests are scored using an Apperson Scanner. Therefore it is extremely important that students are instructed by the proctors on the correct way to fill out the answer cards.** Any question marked incorrect on the answer sheet by the machine that has an erasure mark is double scored by hand. This is to ensure that mistakes are not made in the scoring process due to machine error. Answer cards are returned to the host schools before the Saturday competition with any additional medals for ties. The Office of Academic Competition provides a written report of the written assessment points awarded to each school in this mailing as well. Points for individual testing are added to school scores by the head scorekeeper according to these results. In the event of ties in individual events, each student receives the full number of school points for that place. All awards are given following the team competitions at an awards ceremony at the Saturday host school.

ENGLISH COMPOSITION



English composition is “on-demand” writing and is graded using holistic scoring. **It takes place at the same time as the written assessments during the first testing session.** All students who are competing in English Composition must write during the first test session in order to give the WA host school time to copy the compositions for the scorers from each school. Students have 45 minutes to complete the writing. Each participating school may enter **THREE** individuals in English composition. All writing activities are consistent with Kentucky writing portfolio assessment.

Immediately following the first test session, the WA host school makes 3-4 copies of all (9 or 12) of the compositions and gives these copies to a representative from each of the 3-4 participating schools. The school representative is responsible for delivering the compositions to the grader (one from each participating school). No student names are visible on these copies – only the code given at registration. A list of these codes is given to the Saturday host school before they leave on Monday. The graders have until the Saturday of the team competition in which to grade and rank the papers. On the morning of the Saturday competition, the graders convene at the host school and determine the composite scores for each student. The graders must reach consensus on the winning compositions.

Students may use a dictionary and/or thesaurus. They may NOT use an electronic dictionary and/or thesaurus. Each student must provide his/her own dictionary and/or thesaurus. The host school is NOT responsible for providing reference material.

All students receive a writing booklet that has been coded on each page prior to the competition. When the student registers for the competition, the registrar assigns that number to the student. **After registration, the**

registration list with the Eng. Comp. codes is placed in a sealed envelope and given to the Saturday host school representative. After the writing activity has been scored and ranked by the judges on Saturday, the envelope is opened and the number on the writing book is matched to the name of the student. If the writing papers remain tied after consensus by the judges, then the individuals are declared tied and each person is recognized. In Mayor's Cup competition, the top four students receive medals. School points are awarded in the same manner as written assessment.

WA REGISTRATION INSTRUCTIONS

- Have the testing rooms set up the way you want them before the students arrive.
- Have all the pencils to be given out at registration sharpened in advance.
- Set up a table in the entry hall clearly marked with "Mayor's Cup Student Registration." Have two people manning that registration table. (This should not be the contest manager.) Place the sign high and behind the registration table for easy visibility.
- Copies of the Mayor's Cup district entry forms should be available at the registration table for the volunteers to reference.
- Before students arrive for registration, have the registrar write the names of the students competing on the appropriate sign in form in pencil. Use the district registration forms to create these master lists. Assume the student signed up will be testing that day. Once registration begins, if an alternate is used, simply erase the original name and replace it with the alternate.
- Have the student initial the form next to his/her name. Give him/her the scantron(s) for the appropriate test(s). (Some students will take more than one test and must initial more than one sheet.) Have the student put his/her name on the scantron(s) immediately. Also give the student a sharpened pencil to use and a participation ribbon. The scantrons are pre-gridded and can only be used for the subject and school written on the scantron form. If a scantron is damaged, there are a few extra empty scantrons. Please replace the damaged form by gridding in the exact same numbers onto the new form from the old and rewriting the subject and school name.
- For English composition, give the student a ticket with the ID # on it that matches the spot where their name appears on the sign in form, and a pencil. Their name will **ONLY** appear on the registration form. It should not be on the ticket or on their writing piece. **THIS FORM IS THE ONLY MEANS TO IDENTIFY THE ENGLISH COMPOSITION STUDENTS. PLEASE MAKE SURE IT GETS INTO THE HANDS OF THE SATURDAY HOST SCHOOL'S CONTEST MANAGER.** The Saturday host will need to take this form with them when they leave on Monday.
- Set up a separate table labeled "Officials" for coaches and proctors to sign in. The official's registration table needs the page of the district entry form for each school with officials listed. Have the official initial beside their name when they arrive. Give each official a yellow ribbon to wear. All left over yellow ribbons go to the Saturday host after testing is completed on Monday. They will need them to give to their moderators, judges, etc. on Saturday. Coaches who are not serving in any other official capacity, such as proctor or inquiry panel member, do not receive yellow ribbons.
- Give each team coach an equal number of the left over blue ribbons once registration is over for their team members who didn't participate in written assessments.

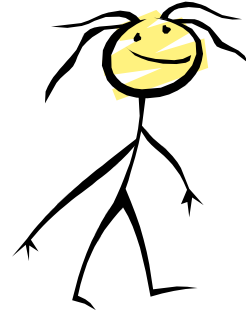
- Keep a copy of all sign in/registration forms for your records and give the originals to the Saturday host school at the end of testing on Monday. The English composition sign in sheet is VERY important for the Saturday host school to have.

WHEN WILL WE RECEIVE ALL THE MATERIALS WE NEED FOR WRITTEN ASSESSMENT HOSTING?

The Office of Academic Competition will send you the required materials for WA hosting. You will receive this packet about one week prior to the date.

WA Hosting Materials Provided:

- Instructions for registration of students and officials
- Sign-in sheets for all written assessments and English composition
- 45 or 60 pre-gridded answer sheets (depending on whether you are a 3 or 4 school district)
- Instructions for English composition proctors
- Instructions for English composition graders
- Draw sheets for problem solving and quick recall
- Inquiry forms for the written assessment inquiry panel
- Instructions for written assessment proctors
- Sealed envelopes with 9 or 12 copies of each written assessment. **TO BE OPENED BY THE PROCTOR AND CONTEST MANAGER AT TEST TIME.**
- Sealed envelope with copies of the test answer keys for the inquiry panel. **TO BE OPENED AFTER THE FIRST TEST BEGINS.** Please do not allow any discussion of test materials in the same room where the testing will be taking place. Coaches may take a copy of each answer key with them after testing is complete.
- Enough pencils for each student to have ONE. Please have them keep the same pencil for the second test. Students may keep the pencils after the testing session.
- Participation ribbons for each student (blue) and for officials (yellow). Divide the blue ribbons up equally among the schools after registration. Coaches can keep any extras to give to the kids who are only participating on Saturday.
- Packet with copies of the tests for each coach.



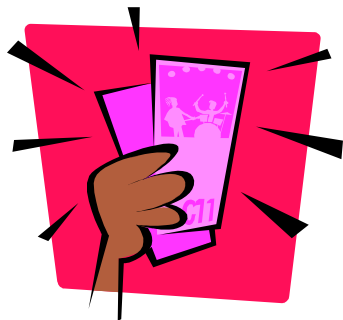
Please tell the other coaches: If you have your quick recall and PS students in written assessments and you want them to wear the ribbons again on Saturday, get them to write their names on the back in pencil and collect them until then so they won't be lost.

All extra ribbons (for officials-yellow) and pencils should be given to the Saturday host on Monday when written assessments are complete. They will need them!

Each coach should take a copy of all the tests and answer keys with them at the end of the session. Used tests should be divided among the participating schools. There are enough answer keys in the inquiry panel packet for each school to receive them.

Please do not return used tests to the Office of Academic Competition.

INSTRUCTIONS FOR REGISTRATION



The written assessment answer sheets are pre-gridded with an ID number that represents a certain school and subject test. The subject and school name is listed on each answer sheet. As students sign in, they are given the answer sheet that corresponds with their school and test subject. Some students will test in two subjects and will receive two answer sheets. Please instruct students not to bend or fold them and to put their first and last names on them right away. As an alternative, you can put the students' names on the score sheets for them before they arrive using the information from the district entry forms. Be aware, though, that there may need to be changes as alternates may be used on that day. Therefore, use pencil to write the names on the answer sheets. If an answer

sheet is somehow mutilated, bent or otherwise rendered unusable, please make sure the pre-gridded number, school and subject get copied exactly onto a new score sheet for that child. The numbers are important for machine scoring purposes.

When students register, they should be given an answer sheet with the name of the test they are taking written on it – math, science, language arts, social studies, and/or fine arts/humanities and their school name. If they are taking two written assessments, they should be given two answer sheets. The proctor will check these answer sheets when handing out tests to make sure each child is receiving the correct test and using the correct corresponding answer sheet. If taking two tests, it makes no difference which test a student takes first (except for composition.) The amount of time for each test is the same.

If a student is taking English composition, he/she will be given a ticket with an ID #. **No name is written on composition tickets or on composition papers. This scoring process is anonymous.** The student will use the ID # to identify their composition. The registrar or contest manager will keep the registration sheet with the students' names and ID #s. The WA host then puts this sheet in an envelope with the original compositions and gives the envelope to the Saturday host for safekeeping. One copy of the ID #s and student names should be faxed to the Office of Academic Competition as a back up (6647). On Saturday, the registration sheet will be used to identify the students only after the final rankings are complete. **VERY IMPORTANT! TAKE REALLY GOOD CARE OF THIS SIGN IN SHEET. IT IS THE ONLY IDENTIFICATION YOU HAVE FOR WHO WROTE WHICH COMPOSITION.**

Either bring a copy of the English composition registration paper to the Office of Academic Competition when you deliver the answer sheets, or fax a copy. Be sure that the Saturday host school has the original English composition sign-in sheet with the ID# AND the original English compositions. The original written compositions will be returned to the individual schools along with other competition materials on Saturday.

INSTRUCTIONS FOR THE WRITTEN ASSESSMENT INQUIRY PANEL

Written assessment tests are designed to be challenging. Although some questions may seem above grade level for your students, keep in mind that the purpose of the test is to determine which students have the most knowledge in a given subject. Students are not meant to get perfect scores on written assessment tests.

Each school may send up to two people for the written assessment inquiry panel on the day of written assessments. They will be given a sealed packet with

the written assessment tests inside after the first test begins. The job of the inquiry panel is to find any

errors in the written assessment tests and fill out an inquiry form about the errors discovered.



Inquiry panel members may file inquiries on the following:

- The incorrect answer is marked on the answer key.
- There is more than one possible answer among the choices given.
- The correct answer to the question does not appear in the answer choices.

Inquiry panel members may not file inquiries on the difficulty level of a question, nor on whether a question belongs in a given subject area.

Although information about typographical errors is appreciated, if the typo doesn't interfere with the meaning of the question, the question will not be thrown out.

Inquiry panel members will be placed in a separate room away from where the testing is taking place. Discussions about test questions may not take place outside of this room. The WA host will send in the inquiry forms to the Office of Academic Competition with the student answer sheets.

The Office of Academic Competition will review all inquiries and make adjustments to the test keys/scoring as necessary.

Coaches/academic coordinators may serve on the inquiry panel before or after the planning meeting is over.

INSTRUCTIONS FOR WRITTEN ASSESSMENT PROCTORS JCPS LOUISVILLE METRO MAYOR'S CUP

Students have 45 minutes to answer the 40-question multiple-choice assessment. Students will not be allowed to leave and re-enter the testing room unless accompanied by a proctor or another contest official after testing begins. For those taking two tests, this is true between tests as well. **Students should not be allowed to discuss anything between tests.** It is recommended that students take a restroom break before initially reporting to the testing room. The test answer sheets have their school name and the subject written on them. The students received these at registration. Make sure the test you give to the student corresponds with the answer sheet they are using. This is especially important for students taking two tests. It makes no difference which test a child takes first if he/she is taking two tests. Students from the same school should be separated. Also, try to keep some distance between students who are taking the same subject test.

Proctor Materials:

| | | |
|-------------------|--------------------------|----------------------|
| Instruction sheet | Written assessment tests | Answer sheets |
| Timing device | Extra pencils | Scratch paper (math) |

- Students may use a calculator on the math test. Graphing calculators are **NOT** allowed.
- Distribute pencils, scratch paper and answer sheets. Keep the desks clear of extraneous items. Students may have a book to read to fill the time when they are finished, but it should be kept beneath the desk until they finish the test.
- Remind the students to write their **FIRST AND LAST NAME** on the answer sheet. Their **SCHOOL NAME** and **ASSESSMENT TEST SUBJECT** should already be on the answer sheet. Answer sheets have pre-gridded numbers. Please **DO NOT ERASE OR CHANGE THE GRIDDED NUMBERS ON THE ANSWER SHEETS**. They are for office use only and represent the subject and school written on each scantron.
- Distribute tests. As you pass out the tests, ensure that the student has the appropriate answer sheet for that test in front of them. If taking two tests, please have the student put the other answer sheet beneath his/her seat until the second session to avoid confusion.
- Students should leave the test face down on the table until all tests are distributed and the proctor tells them to begin.
- Students who finish before time is up should sit quietly and wait until the session is over.
- Give a 5-minute warning after 40 minutes.
- When the 45 minutes are up, instruct the students to put down their pencils.
- As you collect the answer sheets, make sure that each student put his/her first and last name on the answer sheet. Look for stray marks and incorrectly filled in answer sheets, as these can affect the scoring.
- Any student taking just one test should be dismissed from the testing room at that time. Those taking two tests must stay in the room and should not communicate with other students between tests. If a student needs to go to the restroom between tests, he/she should be escorted by an adult to ensure no conferring with other students.

READ THESE INSTRUCTIONS TO THE STUDENTS:

- You have 45 minutes to complete this assessment. We will give you a 5-minute warning after 40 minutes. This test is designed to be difficult, so just do your best.

- You should have written your first and last name on your answer sheet at the registration table. If you did not, do so now. Your school name and the subject of the test you are taking are already on the front of the answer sheet. If you are taking two tests today, be sure to check that you are using the correct answer sheet for the test you are given. Do not erase or change any of the pre-gridded numbers on your answer sheet, as these will be used for scoring purposes.
- For all of the questions, determine which of the answer choices is the BEST answer. You may write on the actual test, but be careful not to make stray marks on your answer sheet. Be sure that the number of the question on the test matches the number on your answer sheet. On the answer sheet, make a pencil mark through the letter in the space provided for the answer you choose. Make sure you draw a straight line through the space. Do not circle or put an "x" or check mark. An example of how to mark answers is given in top section of the answer sheet.
- If you have to erase, be sure to erase completely. Do not make stray marks or fold the answer sheet.
- If you have any questions during the test, raise your hand, and I will come to you. I can only answer procedure questions. I cannot help you read or answer any item on the test.
- If you finish before time is up, you can go back and check your answers or read a book quietly until time is called.
- Are there any questions? (Answer any questions.)
- You may begin. (Start timing at this point. If using a watch, write down the beginning time to help you remember.)



AFTER THE FIRST TESTING SESSION ENDS

- Students who are taking only one test may leave the testing room immediately upon completion of the test.
- Students who are taking two tests are not allowed to leave the testing room between tests. Students may only leave and re-enter the testing area if accompanied by a proctor or another contest official. Conversation between testing sessions is not allowed.
- If you look around and notice that all students have finished the first test in less than the 45 minutes allowed, ask, "Does anyone wish to use the remaining time to look over your answers again?" If not, and you know that no additional students from the written composition room will be joining you for the second testing session, you may begin the second testing session at that time.

INSTRUCTIONS FOR ENGLISH COMPOSITION PROCTORS JCPS LOUISVILLE METRO MAYOR'S CUP

Elementary students have 45 minutes to write an English composition following the instructions on the composition prompt. Compositions are all written during the first testing session on the WA Mayor's Cup date. Composition does not take place in the same room as the other written assessment tests because the student instructions are different.

1. Before the composition competition, proctors obtain the instruction sheet, prompts and papers on which to write the composition from the contest manager. Students will be given a pencil when they sign in; however, it is a good idea to have some on hand.
2. When students sign in for English composition, they will be given a ticket with a number. They **DO NOT PUT THEIR NAMES ON THE PAPER**. At the time of the assessment, proctors should admit students to the testing room, checking tickets as students arrive. Allow the students to keep their ID#

number until they have recorded it on the composition paper. Students should be seated with one desk or a space between them and individuals from the same school should NOT sit together.

3. Distribute pencils and English composition forms to students. Lay composition prompts and answer sheets face down. After all are distributed, students may turn their papers face up.
4. Instruct students to write their ID# on the prompt and all extra sheets of paper.
5. Announce to students that they have 45 minutes to complete the assessment.
6. Give a five-minute warning after 40 minutes.
7. When the 45-minute time is up, ask students to hand in their written work. Collect the ticket with the ID# on it at the same time you collect the papers. Be sure that the student's ID# is on all papers. The packet contains four pages, if students require more, extra pages are provided, just paperclip them to the rest. Check again to be sure the student's ID# is on every sheet.

READ THE FOLLOWING INSTRUCTIONS TO STUDENTS:

- You have 45 minutes to complete this composition. We will give you a five-minute warning after 40 minutes. You may use a dictionary or thesaurus.
- Please write your ID# on the prompt and all other papers. Do NOT put your name or school on the paper. (Wait while the students perform this task.)
- Please write inside the lines on the paper. Do not write on the back of the paper. Ask for additional sheets if necessary.
- Keep in mind that the composition scorers will receive only a Xerox copy of your composition. Please write dark enough so that a good copy can be made for the scorers.
- Use all that you have learned in your language arts class about the writing process to complete this assignment. Keep in mind your purpose and audience.
- If you have a question, raise your hand, and I will come to you at your seat. I can only answer questions about the directions. I cannot help you read and understand the prompt.
- If you finish before the time is up, turn your paper face-down on the desk and sit quietly until the time is up. You may read a book while you wait for time to be called.
- I will tell you when to begin. Are there any questions? You may begin.

MAYOR'S CUP

INSTRUCTIONS FOR ENGLISH COMPOSITION SCORERS

The host school will make three or four copies (depending on the number of schools in your Mayor's Cup district) of each composition. Each school grader will grade all (9 or 12) compositions. The composition authors are completely anonymous to the scorers. The compositions contain only ID#s as identifiers. **The written assessment host school MUST put all of the originals in an envelope and give them to the Saturday host along with the sign-in sheet with ID#s so that compositions can be identified on Saturday.** Before the compositions are copied, the contest manager should double check the ID# against the sign-in sheet. The WA and Saturday hosts are responsible for keeping the sign-in sheet with the ID#s confidential. Compositions can only be identified by the ID# on Saturday morning.

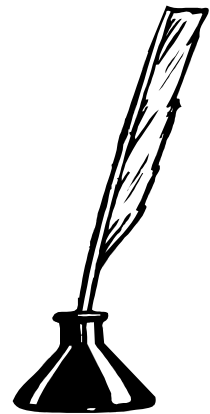
Graders may grade the compositions any time between the WA competition and the Saturday competition. All graders will have a ranking sheet and should follow the instructions for the scoring guide.

Read the compositions. You may write on the papers if you have suggestions for the writer. Using "English Composition Form for Scorers," make a few notes to help you when discussing the papers with the other graders. Follow the scoring criteria on the scoring rubric. After reading all of the papers, try to determine a ranking order from 1-12 or 1-9, depending on the number of students.

Bring all of the graded papers to the competition site on Saturday morning. Plan to spend about a half hour reviewing the papers with the other graders. If you cannot be there on Saturday morning, be sure that someone from your school returns the papers with any instructions that you might have regarding the ranking.

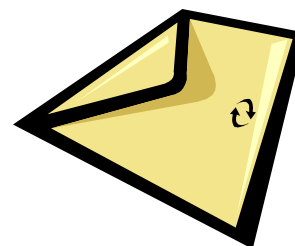
With the head scorekeeper, determine the rank for all students. If you cannot decide between the ranking of two papers, you may declare the papers tied for a position. Give all graded papers to the head scorekeeper.

Graded papers should be put in each school envelope and returned along with the original to the school in the coaches' packets at the end of the day.



FINAL INSTRUCTIONS - WHEN YOU ARE FINISHED WITH WA TESTING:

- After the first testing session, make 3 or 4 copies (depending on the number of schools in your district) of the English compositions. Before copying make sure the students followed directions and did not put their name or school on any of the pages. Their ID# should appear on ALL pages of their writing piece.
- Give one copy of each composition to each school to take to their composition reader. They also need to get the instruction packet for composition scorers to take with them. The composition reader from each school will read all 9 or 12 compositions and rank them. Be sure a time is set at the planning meeting for the composition readers to get together on Saturday morning to work on the final ranking. Usually this is at around 10:00.
- Distribute all extra copies of the written assessment tests equally among the three or four schools. Please do not send copies of tests back to the Office of Academic Competition.
- Paper clip written assessment test answer sheets from the same school and same subject together. Then put a rubber band around all of the answer sheets from one subject test.
- Put any inquiries about the test questions by the inquiry panel in an envelope with the answer sheets and registration forms for each test. Mark the outside of the envelope with the WA host school's name.
- The original English compositions should go in an envelope with the **VERY IMPORTANT ENG. COMP. REGISTRATION FORM** that you've heard so much about. **Give this packet to the Saturday host school representative for safekeeping.** A copy of this English comp ID sheet needs to be sent to the Office of Academic Competition as a back-up.
- **Bring** the envelope with the answer sheets in to the Office of Academic Competition between 7:30 a.m. and 4:15 p.m. on the Tuesday or Wednesday after written assessments.
- Send any extra pencils and extra yellow ribbons back with the Saturday host school representative.



Please do not trust the pony with the answer sheets and composition ID numbers! Mysterious things could happen to them.

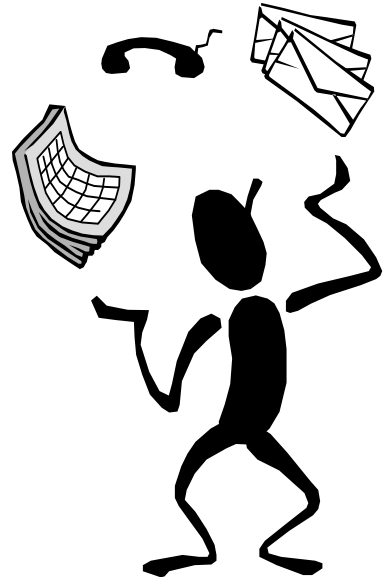
NOTE: We are located in the VanHoose Annex across the street and a little farther down Bishop Lane from the VanHoose Building. We are in the old bank building next to the Waffle House.

We will score the answer sheets at the Office of Academic Competition. Any question marked wrong that has an erasure mark will be hand scored at that time. The graded answer sheets will be returned to the Saturday host school. If the chief official and head scorekeeper should choose to do so, they can check the answer sheets over for scoring mistakes as well. They can use the host school's answer keys for this purpose. The host school will receive a report form already completed for the written assessment tests that were machine scored. There is no need to fill out another one. Simply put copies of these report forms in the coaches' packets and add the points earned to the teams' overall scores.

SATURDAY HOSTING RESPONSIBILITIES

The Saturday host school is generally responsible for...

- Running the planning meeting during Monday's written assessments
- Creating a program with the names of the students competing
- Running the PS competition in the morning
- Running the quick recall tournament in the afternoon
- Holding the awards ceremony after all events are completed
- Reporting results to the Office of Academic Competition
- Providing hospitality for judges and officials (not students or coaches).



SPACE REQUIREMENTS:

| Event | Space |
|---|--|
| Registration | Lobby or foyer - 2 tables |
| Planning meeting | Held in a classroom at the WA host's school. |
| Area for students to wait for instructions | Cafeteria |
| Problem Solving Preparation | Four classrooms |
| Problem Solving Presentation | Large Room for Audience |
| Quick Recall Judges' and Moderators' Meeting | Library or classroom with internet access |
| Head Scorekeeper and Chief Official (These two officials work together to assemble coaches' packets.) | Together in a central location. Library, office with access to the library, or classroom with internet access. |
| Quick Recall | Two classrooms-you may use two of the same problem solving prep rooms you used earlier. |
| Awards Ceremony | Cafeteria or gym |
| Hospitality Room | Space for officials to gather and have lunch. |

THINGS TO DO BEFORE MAYOR'S CUP SATURDAY:

- Talk to your principal about using the building on that Saturday and arrange for a custodian. Make sure there will be heat on in the building on that date. Keep principal apprised of your plans.

- Arrange with the other schools in your district to have someone bring a buzzer system *before* Saturday. Set it up to make sure it works ahead of time. Other schools should bring their "fishing tackle" box with their buzzer systems along *on* Saturday, just in case something goes wrong with a buzzer system and extra parts are needed. Arrange this at the Monday planning meeting. Computer needs should also be discussed at this meeting, since many schools only have MACs, and the INQ program won't run on their computers. There is also a problem with the software not always being compatible with Windows XP, depending on the version you have. Another school may have to bring their computer as well. If you have a new USB system, bring a laptop with the software already on it along with your silver box of equipment. Don't forget your power needs as well when choosing rooms for quick recall.
- Plan the hospitality food and drinks. Coffee (and pastries/muffins if possible) should be available in the morning. Lunch should also be provided to judges and officials (not students and coaches). This usually involves sandwiches, chips, salads, and drinks. Many times PTA and parents of team members will offer to make something for the hospitality room. This is one of the duties that you should delegate to another volunteer if possible. A parent of a team member could easily coordinate this for you.
- Receive and check district registration forms. Make sure no student is registered for more than three total events. Check district forms to be sure that the participating schools have identified officials for all of the categories. (Schools without problem solving teams are expected to provide two people to judge even if they don't perform.)
- Confirm officials - call or write to each person listed on the district registration forms as an official and confirm what you want them to do. Make an "official" list with the duties. Send this to each person on the list.
- Contact others in your building who might assist - PTA, parents, cafeteria personnel.
- Arrange for someone (principal, celebrity, etc.) to present awards.
- Make copies of the program. The covers are the same throughout the district. You create the inside only. We will send you an original cover to make copies from.
- Contact your chief official after you receive his/ her name if you feel you need your chief official at the planning meeting on Monday. (They are rarely needed at the planning meeting. Usually, they can answer any questions you might have about how to do the draws, etc. over the phone.)
- The day of written assessments, you should get all remaining pencils and official's ribbons (yellow) from the WA host school to bring back with you for use that Saturday. Also, take the OH, SO VERY IMPORTANT English composition registration form (with the students' names and ID numbers) and originals with you back to your school.
- **At the Planning Meeting:**
 - The planning meeting is the time to find out who feels most comfortable as moderators or judges. Schedule your best people in the most matches.
 - Ask coaches if they have any students with IEPs that need special consideration
 - Discuss which buzzer systems work best. Decide which schools' systems will be used and remind the other schools to bring their systems on Saturday as backups. Discuss computer needs as well. Computers with XP operating systems can be a problem with the older buzzer systems.

- Hold the draw for PS presentation times and quick recall bracket positions. Draw sheets are sent in the WA hosting packet, so they will be available at the WA hosting location for you that day. For quick recall, put the letters A, B, C, D (3-team districts only use A,B,C) in a box. Have the teams in alphabetical order draw a letter, which represents a position on the bracket. Place the letters back in the box and use the same method to draw PS presentation times. (The team with the letter A will present first, etc.)

QUICK RECALL THREE-TEAM DRAW

vs.

| Time | Match | Team | Team |
|--------|-------|-------------------|-------------------|
| 12:30 | 1 | A | B |
| 1:10 | 2 | Winner of Match 1 | C |
| 1:50 | 3 | Loser of Match 2 | Loser of Match 1 |
| 2:30 | 4 | Winner of Match 2 | Winner of Match 3 |
| **3:10 | 5 | Winner of Match 2 | Winner of Match 3 |

**Note: Match 5 is only necessary if the winner of match 2 loses in match 4.

QUICK RECALL FOUR-TEAM DRAW

vs.

| Time | Match | Team | Team |
|--------|-------|-------------------|-------------------|
| 12:30 | 1 | A | B |
| 12:30 | 2 | C | D |
| 1:10 | 3 | Winner of Match 1 | Winner of Match 2 |
| 1:10 | 4 | Loser of Match 1 | Loser of Match 2 |
| 1:50 | 5 | Winner of Match 4 | Loser of Match 3 |
| 2:30 | 6 | Winner of Match 3 | Winner of Match 5 |
| **3:10 | 7 | Winner of Match 3 | Winner of Match 5 |

**Note: Match 7 is only necessary if the winner of match 3 loses in match 6.

- Discuss any possible changes in the time schedule for Saturday. Districts with only three teams often make these changes since they don't need as long for each event.
 - If you plan to sell food/snacks to participants as a fundraiser, you may want to let the visiting coaches know, so they can tell their students to bring money on Saturday.
 - All discussions in the competition planning meeting are confidential.
 - Before everyone leaves that day, each school should have a schedule of events for the day that includes the times officials need to report for duty.
- **Programs:**
Once the registration forms are faxed to you, you can begin typing up the program for Mayor's Cup. The program can be as elaborate or as simple as you want to make it. My office will send you the cover to use for the program. The covers look the same no matter what site you go to throughout the county. You can make however many copies you need. You just type up the middle part of the program.

What to Include in the Program:

- Most schools just list the names of the schools and the names of the kids competing. You can get more elaborate and split all the kids up into who is playing on the quick recall team, PS, and written assessments if you want, but most hosts just list all the kids in one list under the school name.
- A general schedule for the day (with times and locations) is also important. Include room numbers where the quick recall matches will be held so parents can find them.
- You should write a thank you to your volunteers for helping out somewhere in the program. You may even want to mention some of them by name.
- It's nice to include a copy of the bracket for quick recall so people can write in the schools that play each other as the day goes on. (This varies depending on whether you are in a three or four school district.)
- If things are pretty spread out, include a map of the school so people can find their way around. It's not necessary to do that, though, if everything is close together. NOTE: You are much better off keeping everything as close together as possible. Saves a lot of steps as the day goes on!
- The program is a great job to delegate to a parent volunteer. If you have someone who asks you if there is anything they can do to help, suggest this.

Friday after school:

- Set the awards up on display in the area where the awards ceremony will take place. (If you have plenty of volunteers helping you on Saturday, you can have them set it up nearer the ceremony time.) Make sure they are placed on the table in an organized manner - in the order in which they will be handed out. You receive awards in two different deliveries. The extra medals for ties come in a separate batch than the trophies and the rest of the medals. We send exactly what you need based on your written assessment test results and they come in the packet with your test answer sheets. The report form with the results of written assessments is also included in the separate delivery with the extra medals. Make sure you know where both are. Keep the rubber band around the set of ten medals for the team events and hand them in a bundle to the team rather than separately. This will avoid the mistake of giving teams too many medals. TEAMS ARE ONLY GIVEN TEN MEDALS for quick recall and PS and may order extra medals for additional team members. If you accidentally give out more than ten medals for a team event, you will be short medals for individual events, so keeping the team medals bundled really helps!
- Set up your registration tables. Hang the signs telling who registers where. Prepare registration sheets.
- Hang signs that help people find the rooms where events take place.
- Make a poster with the quick recall bracket and hang it in a main hall. This can be hand written in marker. No need to get elaborate. Use this to fill in the names of the schools as results come in. The chief official and head scorekeeper can take care of updating this.
- Set up rooms for problem solving preparation and quick recall.
- Set up and test your buzzer systems to be sure they work properly. (Arrange to have the buzzer systems there in advance to avoid delays due to technical problems.)

Remember, when someone asks what he/she can do to help, whip out this list and assign him/her one of these things! "Delegate" is every host's favorite word.

WHAT COMES IN A HOSTING PACKET?

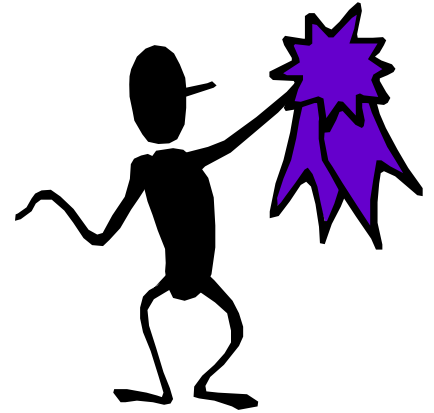
The Office of Academic Competition sends you most of the materials you need for the competition. Enough copies of each item are included for each event of the day. You will need to provide blank paper for each quick recall room. **Remember, none of the question sets or prompts included in this packet may be opened prior to the designated time on Saturday.** Approximately one week before the competition, you will receive the following materials:

HOSTING PACKETS CONTAIN:

1. Instructions for registration
2. Sign in sheets for all events
3. Sign in sheets for officials
4. Instructions for scoring events and score sheets for the head scorekeeper
5. Instructions for problem solving proctors
6. Envelope containing PS prompts, score sheets, and instructions for PS judges. **DO NOT OPEN UNTIL TIME FOR JUDGES MEETING.**
7. Sealed envelopes each containing the PS prompt, instructions, main problem forms, solution/action plan form, and criteria charts for the PS teams (one envelope per team). **STUDENTS MAY OPEN AFTER THEY GET TO THEIR PREPARATION ROOM.**
8. Sealed envelopes with quick recall questions for each round to be opened by moderators and judges – plus an envelope for the chief official. **DO NOT OPEN UNTIL TIME FOR THE MODERATOR AND JUDGES MEETING.**
9. Sealed envelope with enough extra sets of questions for the later quick recall rounds, so that each coach can receive them in their packets at the end of the day on Saturday. **TO BE OPENED BY THE CHIEF OFFICIAL AND HEAD SCOREKEEPER AS THEY PUT TOGETHER COACHES' PACKETS.**
10. Sealed envelope with quick recall tiebreakers **TO BE OPENED BY CHIEF OFFICIAL ONLY.**
11. Envelope with extra inquiry forms and score sheets.
12. Coaches' packet envelopes-already labeled with the school name and pre-stuffed with the extra award order forms and Academic Camp brochures.
13. Awards – hand-delivered to the host schools separately to avoid breakage.
 - 1 Trophy for the Dr. Melanie Onnen Good Sportsmanship award
 - Team trophies for quick recall. One each– 1st, 2nd, 3rd, and 4th (depending on the number of teams participating at your site, there may only be 1st-3rd.)



- Team trophies for Problem Solving. One each– 1st, 2nd, 3rd, and 4th (depending on the number of teams participating at your site, there may only be 1st-3rd.)
- 10 gold medals for the 1st place PS team
- 10 gold medals for the 1st place quick recall team
- 10 silver medals for the 2nd place PS team
- 10 silver medals for the second place quick recall team
- 1st place overall trophy for the school with the most points overall (There are no individual medals for overall winners.)
- 2nd place overall school trophy (There are no individual medals for overall winners.)
- Six 1st place gold medals for written assessments and English composition winners.
- Six 2nd place silver medals for written assessments and English composition.
- Six 3rd place large bronze medals for written assessments and English composition.
- Six 4th place small bronze medals for written assessments and English composition.



*Additional medals for ties in written assessments will be sent after the test scoring is completed in a separate delivery. Included will be the written assessment report form.

*Certificates for each student will be sent to your school in time for end of the year awards ceremonies at your school if they are not already included in your packet.

Pencils and ribbons are sent to the WA host site. Pick up any extra pencils and ribbons from the WA host after the planning meeting on Monday for use on Saturday.

COMPOSITE SCHEDULE FOR SATURDAY:

All coaches should share with the students and their parents the schedule for the day so they know when to arrive for events. Any potential changes to this schedule will need to be discussed at the Monday planning meeting.

On Saturday...

- Building should open at around 7:30-7:45. It really depends on how much you need to finish setting up that morning!
- Have the hospitality room person have coffee available for the officials' meetings. They really appreciate that!
- Your chief official should arrive at 8:00. If you have any questions, ask for any help you need from your chief official. They have had experience with tournaments, and many were chief officials last year. If they can't help you answer a question, call Janet Morris on her cell at 931-8393.
- PS proctors meet at 8:30 and are given their instructions and the packets for the teams. The schedule here is the suggested time frame for PS. If the district has only 3 teams, you may

want to move the start of lunch and quick recall forward a little. If so, this needs to be decided at the Monday planning meeting.

| PS Team | Registration | Orientation | Preparation | Presentation |
|---------|--------------|-------------|-------------|---------------|
| 1 | 8:50 | 8:55 | 9:00 -10:15 | 10:15 - 10:30 |
| 2 | 9:05 | 9:10 | 9:15 -10:30 | 10:30 - 10:45 |
| 3 | 9:20 | 9:25 | 9:30 -10:45 | 10:45 - 11:00 |
| 4 | 9:35 | 9:40 | 9:45 -11:00 | 11:00 - 11:15 |

- 9:30: PS judges meet with the head judge to go over the scenario, rules, and score sheet. The head judge (usually this is the host school's PS coach) runs this meeting with the chief official present in case questions arise.
- 10:00: The head scorekeeper meets with the composition graders to decide on the final ranking.
- 10:00: The chief official meets with the moderators and judges to go over the quick recall questions.
- 11:15- 12:30: There should be a break for lunch between PS and quick recall. The hospitality room should be set up with food for the officials sometime prior to this. This time may be earlier if there are only 3 teams competing in a district.
- 12:00-12:20: Registration for quick recall. For quick recall, it is acceptable for students who arrive after this registration period is over to participate in later matches. However, it is important that the officials at registration ensure that each team has at least 4 players present to begin round one. Less than four students present will result in a forfeit for the first round of play. If additional players to make up a full team of four do arrive by the beginning of the second round of play, the team plays as usual.
- Here are the suggested schedules for three team and four team districts. The tournament is double elimination.

THREE TEAM DRAW

vs.

| Time | Match | Team | Team |
|--------|-------|-------------------|-------------------|
| 12:30 | 1 | A | B |
| 1:10 | 2 | Winner of Match 1 | C |
| 1:50 | 3 | Loser of Match 2 | Loser of Match 1 |
| 2:30 | 4 | Winner of Match 2 | Winner of Match 3 |
| **3:10 | 5 | Winner of Match 2 | Winner of Match 3 |

**Note: Match 5 is only necessary if the winner of match 2 loses in match 4.

FOUR TEAM DRAW

| Time | Match | Team | Team |
|-------|-------|-------------------|-------------------|
| 12:30 | 1 | A | B |
| 12:30 | 2 | C | D |
| 1:10 | 3 | Winner of Match 1 | Winner of Match 2 |

| | | | |
|--------|---|-------------------|-------------------|
| 1:10 | 4 | Loser of Match 1 | Loser of Match 2 |
| 1:50 | 5 | Winner of Match 4 | Loser of Match 3 |
| 2:30 | 6 | Winner of Match 3 | Winner of Match 5 |
| **3:10 | 7 | Winner of Match 3 | Winner of Match 5 |

**Note: Match 7 is only necessary if the winner of match 3 loses in match 6.

The dates for Elementary Mayor's Cup must be strictly observed. No date of the contest may be changed in order to meet the needs of a specific individual or team. Sometimes due to severe weather, power outages, etc., the need for rescheduling events will arise. In such cases, the Office of Academic Competition should be notified.

- After the last quick recall match one student member from each team will meet with the chief official to vote for the winner of the Dr. Melanie Onnen Good Sportsmanship Award.



- Award ceremonies can begin as soon as the head scorekeeper completes the final report forms and the coaches' packets are prepared. The chief official can assist the head scorekeeper to get everything finalized. Plan for around 3:00-3:15, but if the extra quick recall round has to be played, it will be later.

INSTRUCTIONS FOR SATURDAY REGISTRATION

Set up a table in the front lobby. Place a sign behind the table that says "Team Registration."
Set up a second table designated as "Registration for Officials."

PROBLEM SOLVING:

PS students are given a certain time for their team to arrive for registration. Have the students write their names in the space provided. No more than ten students can register for a PS team. They must have at least 4 to compete. There are enough copies of the registration forms to have each school sign in on a separate form. Tell the students their preparation room number when they sign in. You may want to put up a sign that lists the preparation room numbers for each school. Have them report to that room immediately following registration. Their orientation will begin promptly at the listed time in the designated room. Students who are late for problem solving are not allowed to join their team once they have begun their prep time. No additional students are allowed to enter the room once they have begun.

The schedule for PS registration is below:

| PS Team | Registration | Orientation | Preparation | Presentation |
|---------|--------------|-------------|-------------|---------------|
| 1 | 8:50 | 8:55 | 9:00 -10:15 | 10:15 - 10:30 |
| 2 | 9:05 | 9:10 | 9:15 -10:30 | 10:30 - 10:45 |
| 3 | 9:20 | 9:25 | 9:30 -10:45 | 10:45 - 11:00 |
| 4 | 9:35 | 9:40 | 9:45 -11:00 | 11:00 - 11:15 |

QUICK RECALL:

From 11:45-12:00, Quick Recall teams register. Once again each team can register on a different sheet. Simply have the students write their names in the spaces provided as they arrive. (NOTE: If the participating schools decided to begin quick recall earlier because they have fewer PS teams, this registration time will be different. Allow about 15 minutes to register the students and to get them to the appropriate room to start the first match.) As long as a team has at least 4 students present at the time of registration, they may play in round one. Unlike for the other Mayor's Cup events, it is acceptable for students who are listed as being part of a quick recall team on the school's Mayor's Cup form to arrive after the registration time and still participate in quick recall rounds.

OFFICIALS:

Officials register as they arrive at their different scheduled times throughout the day. Have them sign in and list what position they are volunteering for that day, such as moderator/judge, PS proctor, PS judge, quick recall scorer, computer operator, etc.

PS proctors should be registered by 8:30- or their meeting time. They should report to their designated preparation rooms with all necessary materials prior to the student orientation time listed for the team they are proctoring. This way they are present to greet and supervise the students when they arrive. Coaches should make sure that students have all materials for the team presentation before they report to their rooms.

PS judges should be registered by 9:30, which is their scheduled meeting time.

Composition graders should be registered by 10:00- or their scheduled meeting time.

All **moderators and judges** should be registered by 10:00- or their scheduled meeting time.

Other quick recall officials can register at the same time as the quick recall students.

Send all officials to their designated meeting rooms when they sign in. You may want to hang a sign behind the table telling the times and locations of each meeting for officials, or include the information in the program. They also should be informed about where the hospitality room is located.

INSTRUCTIONS FOR CHIEF OFFICIALS

- The chief official should arrive at the school at 8:00 a.m. He or she is responsible for working with the head scorekeeper throughout the day. All question packets should be given to the chief official.
- At around 8:30 the PS proctors get their written instructions and packets for the teams from the chief official. PS judges meet with the head PS judge at 9:30 to go over the rules, score sheet, and scenario.



- At 10:00 a.m., the chief official will meet with the quick recall moderators and judges. The chief official will review the rules, answer questions concerning conduct and rules, and review the question sets with the moderators and judges. It is not necessary to read all question sets aloud. Moderators can read the questions silently and if they notice a problem with pronunciation or the answer, they should call attention to that question for the group to discuss.
- The composition scorers meet with the head scorekeeper at 10:00 a.m. to determine the final ranking. The chief official is not required to be present at this meeting. If everything goes smoothly, they simply turn in their final ranking to the head scorekeeper when they are finished. The chief official may be called upon to answer a question from this group, but they are instructed that if they cannot decide on a ranking between two essays to count them as a tie.
- The chief official may also assist the head scorekeeper with the problem solving scores if there is a question. There is a head judge for PS (usually the coach of the host school) who is in charge of averaging the judges' scores for a given team and assessing any penalties together with the head scorekeeper. Penalties are only assessed *once* to the final (averaged) score. Make sure more than one person looks over the math on the score sheets to ensure the addition was done correctly before results are recorded.
- Please keep in mind that individual sites may have a different number of PS teams and therefore may have adjusted the times for events. Please contact the contest manager to see if they are following this suggested schedule or one of their own creation. The meeting time for Moderators may have to be earlier if there are fewer PS teams to present.
- Normally, the meeting with the moderators and judges should last until around 11:15 a.m., giving the officials time to eat lunch before they begin their first match at 12:00 p.m.
- Assist the contest manager as necessary to assign officials. The first round of officials should be set in advance, but from then on, they need to be assigned based on where their team is playing. The moderator and judge should NOT serve in a room where their school is playing. Judges should always be adults. Moderators can be experienced high school quick recall team members as well as adults. The most experienced people should be used as moderators whenever possible. Scorekeepers, computer operators and spotters may be students.
- The chief official is responsible for distributing the quick recall questions. There are at least two question sets, two score sheets and four inquiry forms in each envelope. After the first quick recall match begins at 12:00, the chief official is responsible for judging the inquiries. REMEMBER! The decision of the Chief Official is final and cannot be appealed. You should have access to resource materials if necessary. If at all possible, you should be located in or near the media center, or in a location with Internet access. Quick recall, problem solving, and hosting manuals are all available on the JCPS academic competition

website (Elementary tab) for you to access if you have any questions. You can also Call Janet on her cell at 931-8393.

- Following or during the quick recall matches, the chief official should assist the head score keeper in checking the scores and totals before the awards are given. The chief official and the head scorekeeper work together to get the packets ready for each school.

These packets include:

- a copy of the written assessment report form (provided by the Office of Academic Competition)
 - final report form
 - all of their school's answer sheets from written assessments
 - the original compositions from that school and their score sheets
 - composition report form
 - the PS score sheets for their school and original written pieces from the PS competition
 - copies of the questions from each round of quick recall
 - order forms for extra medals/trophies (pre-stuffed in packets)
 - academic camp brochures to pass out to their team (pre-stuffed in packets)
- After all events are completed the chief official will meet with one student member of each team to vote on the Dr. Melanie Onnen Good Sportsmanship Award. Teams should discuss their vote with their coach prior to reporting to the chief officials' room. Students will write the name of the team they wish to vote for on a sheet of paper. They can vote for their own team if they wish. In the case of a tie, remind students of the criteria for the award and break the tie with another vote (between the tied teams only.) There can be no tie for this award.
- If there are questions raised during the competition that the chief official can't answer, call **Janet Morris** so that the problem can be addressed immediately. **Janet can be reached on her cell at 931-8393** all day. PLEASE CALL if you have questions!
- Trophies and (10) medals will be awarded to first and second place problem solving teams and first and second place quick recall teams. Trophies (no medals) will be awarded to the third and fourth place problem solving and quick recall teams. Written assessment and English composition medals will be awarded to first, second, third and fourth place individuals. 1st and 2nd place overall trophies are also awarded to the schools with the most accumulated points from all events. No medals are awarded to overall team winners. **It is best to go ahead and rubber band together the medals for the teams in groups of 10 before the award ceremony. Many teams have more than ten members and it is easy to lose count and accidentally give out too many medals to one team, leaving another short.** If 1st and 2nd place QR and PS teams have fewer than 10 students (the school's entry form has this information), they receive the number of medals for the number of kids on their team. All extra medals should be returned to the Office of Academic Competition.

LIST OF AWARDS

Each host school should have the following number (in parentheses) of awards to distribute to students in the afternoon.

Total:

11 Trophies: (1) Dr. Melanie Onnen Good Sportsmanship Award
(1) First and (1) second place overall - DO NOT GIVE MEDALS TO OVERALL WINNERS

(2) First, (2) second, (2) third and (2) fourth place for QR and PS

NOTE: If there are only three teams in your district, no 4th place trophies will be included in your mailing.

64 Medals: 1st Place - (10) QR gold and (10) PS gold
 2nd Place - (10) QR silver and (10) PS silver
 1st Place WA - (6) gold
 2nd Place WA - (6) Silver
 3rd Place WA - (6) Large Bronze
 4th Place WA - (6) Small Bronze

Ties: In WA, additional medals have been sent with the graded answer sheets if ties occurred. In the case of ties in PS and English Comp, additional medals will be sent from the office AFTER the competition. Each coach is instructed to send in an order form for their student who didn't get a medal. This form can be found in the coaches' packet you receive at the end of the day.

Chief officials don't usually give out awards.
Schools usually have a principal, counselor or a VIP help do this.



Suggested order to give out awards:

- 1) Written Assessment medals
 - Fine Arts/Humanities 4th place to 1st place.
 - Language Arts 4th place to 1st place
 - Math 4th place to 1st place
 - Science 4th place to 1st place
 - Social Studies 4th place to 1st place
 - English Composition 4th place to 1st place
- 2) Team trophies for PS 4th and 3rd place, 2nd place (trophy and 10 medals), 1st place (trophy and 10 medals.)
- 3) Team trophies for QR 4th and 3rd place, 2nd place (trophy and 10 medals), 1st place (trophy and 10 medals.)
- 4) Melanie Onnen Good Sportsmanship Award (trophy)
- 5) 2nd place overall winner (trophy only)
- 6) 1st place overall winner (trophy only)

INSTRUCTIONS FOR THE PS HEAD JUDGE



The host school should provide a **PS Head Judge** who is familiar with the rules. **The head judge MAY be the problem solving coach of the host school.** He or she should conduct the meeting of the judges before the competition and lead the discussion on the prompt, the clarification of rules and the score sheet.

Responsibilities:

1. Conducts the meeting of the judges before the presentations and is sure that all understand and agree on the rules. **Reminds the judges that they are NOT to discuss the scores they are giving with the other judges. All judges make independent and impartial decisions about scoring.** Judges who confer with other judges during scoring will have their scores thrown out for that team's presentation.
2. Indicates to the teams that they may begin their presentation.
3. Gives the signal to begin the introductions.
4. Collects the main problem from the team, after they have finished reading it.
5. Keeps the official time (3-7 minutes.) Time begins after receiving the team's main problem. Gives a "one minute remaining" warning after 6 minutes.
6. Collects the papers from the other judges. Judges may keep their sheets until all of the teams have presented and may adjust their sheets after the final presentation.
7. Takes the judges' score sheets and, with another coach, checks the addition on the score sheets. Throws out the top and bottom scores (not *literally*, they just don't count. These score sheets should be put in the coaches' packets at the end of the day with all the others.) Adds the other scores, divides by the number of score sheets remaining and rounds to the nearest whole number ($463/6 = 77.166 = 77$). If a penalty (see below) for time, use of wrong materials in presentation, number of students, or lack of written main problem has been given, subtract that number from the final averaged score.

PENALTIES

Teams will be penalized:

- 5 points (from the final averaged score) for having fewer than four students or more than ten making the oral presentation;
- 5 points (from the final averaged score) for going under the 3-minute or over the 7-minute time;
- 5 points (from the final averaged score) for not having a written main problem, criteria chart or solution.
- 5 points (from the final averaged score) for using materials in their presentation other than those listed in the problem solving manual. Please remember that items listed may be used in the presentation as well as in the preparation room. For instance, teams should not be penalized for using the calculator or ruler listed as part of their presentation.

PROBLEM SOLVING JUDGES' MEETING - AGENDA FOR HEAD JUDGE

Please cover all of the following with the PS judges in the meeting:

1. Explain the judging process:
 - a. Judges do NOT compare notes during the scoring of presentations. The head judge will issue a warning if judges confer about scores. If the judges continue to confer, their score sheets will not be considered to determine the final average score for that team.
 - b. Judges may keep their score sheets until all presentations have been made and can make adjustments as needed.
 - c. The head judge MUST ask the team at the end of their presentation when they created their skit, song, poem, etc. for their presentation. If the team indicates anything other than that day in the presentation room, the team will be scored low in content and creativity. These are called "canned skits" and are not allowed. Students are warned of the "No canned skit" rule in their directions packet. The way the team introduces itself is not considered in the scoring of the presentation, so "cute" introductions that are pre-prepared are fine. However, they should not have any impact at all on the scoring of the actual presentation.
 - d. Be consistent. If you score one team strictly, score them all that way. You should not show favoritism for your school's team, or disfavor to a rival's team. Remember, students will look to you as a model of fairness.
 - e. Don't fall into the trap of scoring the most entertaining skit the highest, and ignoring the teams with the best ideas. Good solutions are more important than cute skits!
 - f. **Main problems must be specific to the scenario and narrow down the topic in order to be scored high.** Teams that do not narrow down the topic should be scored lower in #2 of the "Content" section and in "Overall Content." For instance, if the topic is Bullying, a team that narrows the problem down might choose cyber-bullying as their main problem and come up with solutions about how to deal with that. Another team may choose to focus on alleviating the stress the bullied students are feeling that is creating the health problems and stomachaches, etc. at school.

A team that *doesn't* narrow the focus will have a main problem something like this:
Because students are being bullied at Middleboro Elementary School in the year 2030, how might we decrease the amount of bullying so that kids will feel safe at school.

The above main problem is too broad and is not specific to the scenario they received. Therefore, they should be scored low.NOTE: This prevents teams from coming on Saturday with a canned skit and a main problem and solutions prepared in advance.
2. Make sure everyone is aware of your job responsibilities as head judge. They are listed in this hosting manual. Make sure they know that you give the one-minute warning at 6 minutes and that you (and only you) subtract the penalties after the scores are averaged.
3. Go over the scoring instrument. Answer all questions that may arise.

INSTRUCTIONS FOR PS PROCTORS

PROCTORS: Elementary students have 5 minutes for instruction and one hour and 15 minutes to prepare their Problem Solving assignment. Each team will need a separate classroom in which to prepare for the presentation. **Proctors are not allowed to give any assistance to students during preparation time nor interfere in the team's preparation process.** This includes mediating any verbal arguments that may arise between teammates.

FOOD AND DRINK ARE NOT ALLOWED IN THE PREPARATION ROOMS.

1. Before the time for preparation, proctors meet with the PS head judge to review the times and instructions. They obtain the materials from the contest manager or chief official.
2. Verify that at least four and no more than 10 students are present. No student will be able to enter the room after the preparation time has started.
3. At the team's preparation time, proctors should be waiting for the students in the assigned room with all necessary materials. At the time the orientation is set to begin, close the door, give the packet to the team and review the forms in the packet.
4. Review instructions with students.
5. Check to see that the students have the proper materials - no more than are allowed in the PS manual, but they could have fewer.

MATERIALS- Each team will provide its own materials. (Students may *not* use the box/container for their supplies as a prop for the presentation.) **Only the following materials may be used in the preparation and presentation:**



- | | |
|--|----------------------------------|
| 5 pieces of poster board (any color) | Tape |
| 5 pieces of 9 X 12 colored paper | Scissors |
| 10 sheets clean scratch paper (8 1/2" x 11") | Magic Markers -pencils - crayons |
| Dictionary and/or thesaurus | 3" x 5" or 4" x 6" index cards |
| Non-graphing Calculator | Glue stick |
| 12 inch ruler | Two plastic garbage bags |
| A roll of aluminum foil | |
6. Instruct students to write their school name on the main problem form, the criteria chart form and the solution/action plan form.
 7. Announce to students that they have one hour and 15 minutes to complete the assignment. Remain in the room with the students the entire time.
 8. Give a fifteen-minute warning after one hour. Give a five-minute warning after one hour and 10 minutes.
 9. Watch that students do not attempt to use reference materials, cell phones, or computers in the room in order to prepare for their presentations. Watch that students show respect for the classroom they are using. Students should not use or handle anything in the classroom that does not belong to them – with the exception of the pencil sharpener. Classrooms should be left neat and clean.

10. Proctors may not provide any assistance to teams other than answering questions about instructions. **DO NOT INTERFERE WITH THE TEAM'S PREPARATION.**
11. If discipline issues need to be addressed with the team in the room, walk to the door and open it. Get the attention of someone in the hall and ask for them to get the chief official to come to your room. This is the procedure should any situation arise that you do not know how to handle.
12. When the one-hour and 15-minute time is up, escort the students to the presentation room. Be sure that the school name is on the written forms. Wait with the students outside the presentation room until the head judge tells the students they may enter.

PS PROCTORS: READ THE FOLLOWING INSTRUCTIONS TO STUDENTS

- You have one hour and 15 minutes to prepare your presentation. You are not allowed to use research materials of any type while in this room. All research should have been completed with your coach during your team practice sessions. Use of cell phones is prohibited.
- No food and drink are allowed in the preparation rooms.
- You may only use the supplies listed in the problem solving manual to create props. You may *not* use the box or container that you use to store your materials as a prop. You may use one chair for each person on your team for your presentation if you like.
- We will give you a fifteen- minute warning after one hour and a five-minute warning after one hour and 10 minutes.
- Let's review the instructions. (Give a copy of the instructions to each team. Read the instructions that came in their packets aloud with the students.)
- You should write your main problem, criteria chart and solution, which is sometimes called an action plan, on the forms provided in the envelope.
- Canned skits-those prepared in advance- are not allowed. You are expected to create all parts of your presentation in the preparation room on the day of the competition.
- Remember! You should write a main problem that best fits the scenario topic. Your main problem should NOT contain a solution, but it should contain a purpose. The criteria chart should be filled out completely and the solution/action plan should be written on a separate form. Use the forms provided in your envelope. Instructions are included with each form.
- You are to allow each member of the team to introduce him/herself before you give your presentation. The time for introductions is not included in your presentation time.
- If you choose, you may state your research that is **RELEVANT** to the prompt before beginning your presentation. The time for stating your research is not included in your presentation time.

- You are then to read the main problem you have written to the audience and judges. The time for reading your main problem is not included in your presentation time.
- Remember, you must have at least four students in your oral presentation.
- Please write your school name on the main problem, the criteria chart and the solution/action plan.
- You have 3-7 minutes for your oral presentation. Time begins after you hand a copy of your main problem to the head judge. Keep the second copy of your main problem to read at the end of your presentation.
- You are to reread your main problem and read your solution/action plan at the end of your presentation. This will conclude your presentation. The second reading of the main problem and the reading of the solution/action plan WILL be included in your presentation time.
- After you have made your presentation, you may sit in the audience as a group and watch the remaining presentations. (The proctor should sit with the team.)
- Remember to pick up your supplies after the presentations and straighten up the preparation room where you worked.
- If you have a question, ask me, your proctor. However, I may not give any assistance to the team either verbally or nonverbally regarding your scenario. A proctor may answer procedure questions only.
- You may begin.

PRESENTATION PROBLEM SOLVING GENERAL INSTRUCTIONS FOR STUDENT PACKETS

1. **You have 75 minutes** to write your main problem, to decide on a solution, and to decide how you will present your solution to the audience and judges in the most effective way. Your team must consist of no less than 4 and no more than 10 people.
2. Read the scenario. Choose a specific problem that your team wants to address from the scenario. (HINT: Although the problem you choose to solve should be related to the broad topic, the main problem is *not the same* as the broad topic you were given to research. Narrow it down!)
3. **Write your main problem** on the form provided.
4. **Choose your solution using criteria.** Use the blank chart provided.
5. Use the paper provided to write about your solution.
6. Prepare your presentation. Your **presentation** should include details about how your solution will be implemented. NOTE: Skits, songs, poems, or other presentation elements that you have prepared in advance of this preparation session are strictly forbidden. You may only use what you create today. Plan on the presentation **lasting between 3-7 minutes**. This time does not count introductions and the first reading of your main problem and purpose. Not everyone on the team needs to be in the presentation, but you must use at least 4 people.
7. Before beginning the presentation, have the team introduce themselves individually, or have one person introduce each member. Have a team member read the main problem and purpose and hand the form to the head judge. Keep a copy of the main problem to reread in your conclusion. Your 3-7 minutes begin at this time. The head judge will give you a one-minute warning after 6 minutes.
8. You may choose to make a poster of your criteria chart and explain how you reached your decision about your solution in your presentation, but it is not required. It is not appropriate to read the chart word for word. Should you decide to do this, give a BRIEF explanation only.
9. It should be obvious in your presentation that you have researched information on the topic by the choices you make. It is not required, but you may choose to include statistics in your presentation to support your decisions. However, you should NEVER make up fake research to try to impress the judges and only include research that pertains to the situation in the scenario.
10. Include a **strong conclusion** that summarizes your problem and solution **at the end of your presentation**.
11. Hand in your Criteria Chart and Solution/Action Plan to the head judge at the end. Smile and take a bow!



INSTRUCTIONS FOR THE HEAD SCOREKEEPER

Each host school must find a volunteer to act as head scorekeeper.

Generally, the head scorekeeper is responsible for:

- Meeting with the composition scorers to determine final placements in English comp.
- Recording all the scores on the report forms and making sure everything is mathematically correct. Double check math on the PS score sheets especially!
- Creating a poster with the quick recall brackets and up-dating it after each match. This should be posted in the hallway for parents, coaches and participants to reference.
- Working with the chief official to make packets for the individual schools that include copies of the report forms.
- Sending a copy of the report forms to the Office of Academic Competition.

Points should be awarded to a school as follows:

(In case of ties, award the earned points to both schools.)

**Individual Events-
Written assessment
and English composition**

| | |
|-----------------|--------|
| 1 st | 5 pts. |
| 2 nd | 3 pts. |
| 3 rd | 2 pts. |
| 4 th | 1 pts. |

**Team Events-
Problem solving
and quick recall**

| | |
|-----------------|---------|
| 1 st | 20 pts. |
| 2 nd | 15 pts. |
| 3 rd | 10 pts. |
| 4 th | 5 pts. |



- At approximately 10:00, you will meet with the composition graders to tally and rank the students. These were scored and ranked by a grader from each school prior to the meeting. The way the final ranking is determined is to take the rank for a particular student that was given to them by each grader and average them. After averaging each student's ranks, list them in order on a piece of paper. If any compositions end up with the same average, have the graders at the meeting reach a consensus on which paper should be ranked above the other. It is important that all the composition graders be in agreement with the final ranking. If no consensus can be reached, count it as a tie. Both students will then receive that place medal and the same number of points normally awarded for that place will be awarded to each school.
- The answer sheets from written assessment tests will be graded and returned to the host school before the Saturday competition. The scorekeeper will use the written assessment report provided to give the teams the proper number of points on the final report form. If there is a tie, the students will each receive that place medal and the same number of points normally awarded for that place will be awarded to each school.
- Following the Problem Solving competition, the head judge will bring all of the judge's sheets to the head scorekeeper. The scorekeeper and the PS head judge work together to average the scores received from all the judges for each team. The head judge will inform the head scorekeeper of any penalties that need to be assessed to a team. The penalty for going under or over the time limit is to subtract 5 points from their final averaged score. 5

points should also be subtracted from a team's final score for having the wrong number of students on the team presenting, for using illegal materials in the presentation, or for not turning in any one or several of the required written pieces including the main problem, criteria chart, and solution. (Please only subtract the 5 points *once* for missing any number of the required written parts.) Penalty points are subtracted from the team's final averaged score. The maximum penalty that can be subtracted from a team's final score is 20 points - 5 points for each of the four penalty areas. The teams will then be ranked according to the scores and the points are awarded to the schools according to the ranking. If two teams tie for first or second, they will each receive 10 individual medals and a team trophy. However, the extra trophy and medals must be ordered by one of the teams since they were not shipped in advance. Also, each school will be awarded the points for that place finish. In PS, points are awarded to 1st, 2nd, 3rd, and 4th place finishers. The third and fourth place teams do not receive individual medals for team members as the first and second place teams do. They only get a team trophy.

- Keep a record of the wins and losses for quick recall. Create a simple, hand-written poster with the brackets to hang in the hallway for the teams to reference. Update the teams on the poster after each match when results come in. This is a double elimination tournament. The winning and losing teams need to be recorded on the draw sheet/brackets. The head scorekeeper is responsible for seeing that the teams play according to the schedule. The schedule can be found in the hosting manual. Teams will be ranked according to their wins and losses. There will not be any ties for quick recall. Teams are awarded school points for 1st, 2nd, 3rd, and 4th places. Just as with PS, the quick recall teams in first and second place receive team trophies and individual medals (up to 10) for the team members. 3rd and 4th place teams only receive a team trophy.
- Record the correct number of school points in each category on the final report form as the event results come in. Add the school points and determine the 1st, 2nd, 3rd, and 4th place overall school positions once all results are in. Have the chief official check all the addition on the forms to make sure everything is accurate. Trophies are awarded to the 1st and 2nd place overall schools.
- Make 4 or 5 copies (one more than the number of participating schools) of the report forms, including the written assessment results form provided to you by the Office of Academic Competition and the final rankings for composition. One copy of all the report forms goes to the Office of Academic Competition. The other copies go to the coaches of the participating schools in their packets. You and the chief official get these packets together to give to the coaches.
 - These packets include:
 - The final report form
 - The written assessment report form sent by the Office of academic Competition
 - Composition report form
 - All of that school's answer sheets from written assessments
 - Order forms for additional awards (pre-stuffed)
 - The original compositions from the school and their score sheets

- PS original materials and score sheets
- Academic Camp brochures (pre-stuffed)
- Copies of the questions from each round of quick recall. Moderators and judges need to be instructed to return all questions to the chief official after each match, so the questions can be placed in these packets.

Call Janet Morris on her cell (931-8393) if you have any questions.

AWARDS PRESENTATION

Awards are presented at the end of the last quick recall match. The audience for this last match is usually large. Therefore it should be played in a large room or auditorium. You may want to have the awards ceremony in the same location as the last match and have everything lined up on tables behind ready to go. (See the Chief Official's section for a list of awards and order of presentation.)

Host schools should provide a microphone and podium for the awards ceremony. The head scorekeeper should prepare a list of the winning individuals, teams and schools, and have it in order and ready for the presenter. Awards should be arranged on the table in the same order as the list, so things go smoothly. Two or more people are usually needed to assist with handing out the awards as names are called.

Remember to give each coach his/her packet after the awards ceremony.

NOTE: Each coach is responsible for ordering the extra medals/trophies for his/her team in the case of ties that occur on Saturday. (Composition and PS winners are not determined until Saturday. Therefore it is impossible to know how many medals/trophies will be needed prior to that day. All other medals for ties have been delivered to the host school.) The host school *does not* have the responsibility of ordering extra medals for everyone. Medals for ties are free of charge.

KEEP TEAM EVENT MEDALS BANDED IN GROUPS OF TEN. 1st and 2nd place QR and PS teams only receive TEN medals. It is easy to give out too many if you try to give them to individual students, leaving you short medals later.

WHAT DO I SEND BACK TO THE OFFICE OF ACADEMIC COMPETITION AFTER MAYOR'S CUP IS OVER?

The Office of Academic Competition needs copies of the report forms from each host site. (FAX 6647) We need these as soon as possible after the competition ends. Fax or email the result forms, then put a copy in the pony.

Also send:

Sign in sheets with names of students on each quick recall and PS team

Any extra medals or trophies

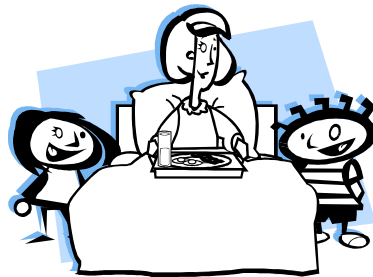
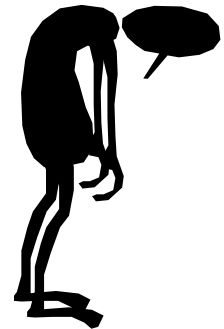
Results are published in the Courier Journal, and they have a deadline. So, your promptness in getting these results back to us is greatly appreciated. We also publish them on our website.

Visit us online at <http://apps.jefferson.k12.ky.us/academiccompetition/>.

DO NOT SEND copies of extra question sets, PS prompts, unused forms, etc. Distribute these items to coaches at the end of the day in their packets.

LAST HELPFUL HINTS

1. Calculators, dictionaries, thesauruses, and other materials should be provided by each school; however it would be courteous for the host school to have extras on hand.
2. Have tape, straight pins, name tags, etc. available.
3. Scrap paper is needed for quick recall matches.
4. Provide a calculator or two at the judges' table for PS.
5. Be aware that the written assessment host school must make copies of the English compositions in order to send them back with coaches the day of written assessments. This is why English composition must be given in the first hour.
6. Fill out sign-in sheets before students arrive on Monday and Saturday.
7. Remind coaches in writing that they are responsible for seeing that their students are supervised at all times.
8. Chief officials often work with middle and high school quick recall teams. Ask them if they have any students who would volunteer to help on Saturday for service hours. They make great computer operators and the high school kids are often wonderful moderators.
9. Confirm officials in advance. Be sure you have someone for each position.
10. Ask the PTA to help with refreshments, hospitality, registration, supervision, hosting, etc. If you have a friend or relative willing to help you out that day, take him/her up on it! An extra pair of helping hands is always welcome.
11. Feel free to call your chief official. The name and telephone number are provided before competition time. The chief official is not present on the day of written assessments, only on Saturday.
12. Enjoy the day and graciously accept the compliments on a job well done.
13. Call the Office of Academic Competition every time you have a question (3492). On the day of competition, **call Janet Morris on her cell (931-8393)**. Usually questions can be answered and conflicts avoided if you just ask.
14. Let your friends and family know that you will be tired at the end of the day. Let the family know that you expect to be pampered that night!
15. Keep your cool. Remember (and remind others) that it's all about THE KIDS! And they DO appreciate you, even if they don't always know how to express it.



MAYOR'S CUP FORMS

The remainder of this booklet contains the forms for Mayor's Cup. They are here as a reference only. The Office of Academic Competition sends you all the necessary forms (and the correct number of copies of each) for Mayor's Cup in your hosting packet.

Written Assessment Inquiry Form

Subject Test _____

Question # _____

Comments _____

Inquiry panel member's name _____

Inquiry panel member's school _____

Written Assessment Inquiry Form

Subject Test _____

Question # _____

Comments _____

Inquiry panel member's name _____

Inquiry panel member's school _____

**JEFFERSON COUNTY PUBLIC SCHOOLS
MAYOR'S CUP**

ENGLISH COMPOSITION FORM FOR SCORERS

Scorer _____ School _____

INSTRUCTIONS: After you finish grading all of the papers, rank them 1 through 9 or 1 through 12, depending on the number of papers. Your rankings will be compiled with the other readers to form a composite ranking for awards.

| ID# | Brief description to help you when discussing the papers with the other readers. | Rank |
|-------|--|------|
| 20601 | | |
| 20702 | | |
| 20803 | | |
| 20904 | | |
| 21005 | | |
| 21106 | | |
| 21207 | | |
| 21308 | | |
| 21409 | | |
| 21510 | | |
| 21611 | | |
| 21712 | | |

JEFFERSON COUNTY MAYOR'S CUP

LANGUAGE ARTS - WRITTEN ASSESSMENT SIGN-IN FORM

HOST SCHOOL _____

PLEASE PRINT!

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

JEFFERSON COUNTY MAYOR'S CUP

SOCIAL STUDIES - WRITTEN ASSESSMENT SIGN-IN FORM

HOST SCHOOL _____

PLEASE PRINT!

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

JEFFERSON COUNTY MAYOR'S CUP

SCIENCE - WRITTEN ASSESSMENT SIGN-IN FORM

HOST SCHOOL _____

PLEASE PRINT!

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

JEFFERSON COUNTY MAYOR'S CUP

MATH - WRITTEN ASSESSMENT SIGN-IN FORM

HOST SCHOOL _____

PLEASE PRINT!

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

JEFFERSON COUNTY MAYOR'S CUP

FINE ARTS/HUMANITIES - WRITTEN ASSESSMENT SIGN-IN FORM

HOST SCHOOL _____

PLEASE PRINT!

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

JEFFERSON COUNTY MAYOR'S CUP

ENGLISH COMPOSITION - WRITTEN ASSESSMENT SIGN-IN FORM

HOST SCHOOL _____

Registrar: As you give each student his/her ticket for English Comp, please write the Composition ID # on the ticket. That is the number he/she will use in place of a name on their composition.

PLEASE PRINT!

| | SCHOOL | STUDENT | COMP # |
|-----|--------|---------|--------|
| 1. | | | 20601 |
| 2. | | | 20702 |
| 3. | | | 20803 |
| 4. | | | 20904 |
| 5. | | | 21005 |
| 6. | | | 21106 |
| 7. | | | 21207 |
| 8. | | | 21308 |
| 9. | | | 21409 |
| 10. | | | 21510 |
| 11. | | | 21611 |
| 12. | | | 21712 |

**JEFFERSON COUNTY MAYOR'S CUP
OFFICIALS SIGN-IN FORM**

HOST SCHOOL _____

PLEASE PRINT!

| SCHOOL | NAME | POSITION |
|--------|------|----------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |
| 11. | | |
| 12. | | |
| 13. | | |
| 14. | | |
| 15. | | |
| 16. | | |
| 17. | | |

| SCHOOL | NAME | POSITION |
|--------|------|----------|
| 18. | | |
| 19. | | |
| 20. | | |
| 21. | | |
| 22. | | |
| 23. | | |
| 24. | | |
| 25. | | |
| 26. | | |
| 27. | | |
| 28. | | |
| 29. | | |
| 30. | | |

JEFFERSON COUNTY MAYOR'S CUP
PROBLEM SOLVING TEAM SIGN-IN FORM

HOST SCHOOL _____

PLEASE PRINT!

| | SCHOOL | STUDENT |
|-----|--------|---------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |

NOTE: No more than ten students per school can participate in the PS event.

JEFFERSON COUNTY MAYOR'S CUP
QUICK RECALL TEAM SIGN-IN FORM

HOST SCHOOL _____

PLEASE PRINT!

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

NOTE: A team must have at least 4 students present at the time of registration or they forfeit their first match. Additional team members may arrive after the time of registration and still play quick recall as long as they are listed on the team's Mayor's Cup Entry Form.

PS Criteria Chart Directions:

1. Ask questions that will help you decide on the best solution. These are called criteria. You may want to include criteria about the cost of the solution, the time it will take to do it, how safe the solution would be, how easy it would be to do, etc. Or you can ask questions that are more specific about your particular problem you are trying to solve.
2. Put only one of these questions in each box across the top of the chart. You can shorten it down to just a word or two to get it to fit in the chart.
3. Use superlatives (best, most, least, fewest) in wording the criteria questions.
4. List your five best solution ideas in the column down the left side of the chart. You can abbreviate, and you don't have to use complete sentences.
5. Ask each question at the top for each solution idea. Put a plus sign in the box if the answer is yes. Put a minus sign if the answer is no. It is okay to have more than one yes in a row, but try to pick the solution that fits the question best to put the plus sign by. Otherwise you'll have a hard time selecting the best solution.
6. The alternative with the highest total of plus signs is the solution you choose to work with for your action plan.
7. After you have developed your criteria chart (on your enclosed paper-there are two copies so if you mess one up, you have another!), you can choose to use it in your presentation if you like. You must hand a copy of your criteria chart to the judges at the end of your presentation along with your solution/action plan.

Sample Criteria Chart:

| <u>Criteria</u> | <u>1.</u> Easiest to do | <u>2.</u> Safest for teens | <u>3.</u> Quickest to implement | <u>4.</u> Most affordable | <u>5.</u> Most positive publicity for the cause | <u>Total number of points</u> |
|---------------------|----------------------------|-------------------------------|------------------------------------|------------------------------|--|-------------------------------|
| <u>Alternatives</u> | | | | | | |
| Prepare pamphlets | - | + | + | + | + | 4 |
| lawsuit | - | - | - | - | - | 0 |
| website | - | + | - | + | + | 3 |
| protest march | + | - | + | + | - | 3 |
| reprogram the chips | - | + | - | - | - | 1 |

School Name _____

Criteria Chart

Hand in this chart with your solution/action plan at the end of your presentation.

| <u>Criteria</u> └ | 1 | 2 | 3 | 4 | 5 | <u>Total number of points</u> |
|--------------------------|---|---|---|---|---|---------------------------------------|
| <u>Alternatives</u> └ | | | | | | |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |

Main Problem -Presentation Problem Solving

School _____

Directions:

Use the worksheet below to guide you through writing a main problem. Then write your main problem on the blanks at the bottom of the page. This gets turned in to the judges at the beginning of your presentation for them to refer to as you present. Also, write it on another sheet of paper (included in this packet) to use during the conclusion of your presentation.

1- Current Situation in Scenario: (Include time and place.)

Because... _____

2- Main Problem: (Use an action verb. State in question format.)

How might we... _____

_____?

3- Purpose: (Tell the reason why the problem you chose must be solved.)

So that... _____

MAIN PROBLEM:

JEFFERSON COUNTY MAYOR'S CUP FINAL RESULTS

HOST SCHOOL _____

PARTICIPATING SCHOOLS _____

PLEASE PRINT OR TYPE ON E-MAIL:

| ENG COMP | Student | School | Student (If ties occurred-list here) | School |
|----------|---------|--------|--------------------------------------|--------|
| 1st | | | | |
| 2nd | | | | |
| 3rd | | | | |
| 4th | | | | |

PROBLEM SOLVING

QUICK RECALL

| | | | |
|-----|--|-----|--|
| 1ST | | 1ST | |
| 2ND | | 2ND | |
| 3RD | | 3RD | |
| 4TH | | 4TH | |

FINAL POINTS

| SCHOOL | FA | LA | MA | SC | SS | EC | PS | QR | TOTAL | RANK |
|-------------------------------|----|----|----|----|----|----|----|----|-------|------|
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Total Points in this category | | | | | | | | | | |

NOTE: Total points for written assessment tests can be found on the report sent from the Office of Academic Competition with the extra medals for ties and the scantrons. If mistakes are found on that report, please make corrections in the chart above and report those corrections on the appropriate form.

Melanie Onnen Good Sportsmanship Award Winner _____

WRITTEN ASSESSMENT REPORT CORRECTIONS FORM

Every effort is made to accurately report the written assessment results to you. However, it is sometimes difficult to read a student’s name on their scantron, or the student may only write a first name. Corrections should include misspellings of student names if discovered. Also, the scantrons are pre-gridded with codes that represent the test subject and school. If there is a misuse of the pre-gridded scantrons, a student may be listed as attending the wrong school. If you find mistakes on the written assessment report form from the Office of Academic Competition, please explain the corrections below:

| | |
|---------|-------------------------------|
| Subject | Describe the correction made. |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

**JEFFERSON COUNTY MAYOR’S CUP
SCHOOL POINTS**

If there is a tie in overall school points, report that information to the Office of Academic Competition and duplicate trophies will be awarded.

School Points:

Written Assessments 1st-5 pts 2nd-3 pts 3rd-2 pts 4th-1 pt
Duplicate points for ties

English Composition Same as WA

Problem Solving 1st-20 pts 2nd-15 pts 3rd-10 pts 4th-5 pts
Duplicate points for ties

Quick Recall 1st-20 pts 2nd-15 pts 3rd-10 pts 4th-5 pts

**THIS INFORMATION IS NOT TO BE SHARED WITH ANYONE BEFORE
THE AWARDS CEREMONY.**

Make five or six copies. Send one to the Office of Academic Competition, give one to each participating school in their coach’s packet, and give one to the person presenting the awards.

ENGLISH COMPOSITION FINAL REPORT FORM
To be completed by the head scorekeeper.

HOST SCHOOL _____

HEAD SCOREKEEPER _____

Instructions: After the meeting with composition readers on Saturday morning, use this form to report the final ranking of the compositions.

| ID # | Student | School | Rank |
|-------|---------|--------|------|
| 20601 | | | |
| 20702 | | | |
| 20803 | | | |
| 20904 | | | |
| 21005 | | | |
| 21106 | | | |
| 21207 | | | |
| 21308 | | | |
| 21409 | | | |
| 21510 | | | |
| 21611 | | | |
| 21712 | | | |

POINTS EARNED FOR SCHOOL

| PLACE | STUDENT | SCHOOL | POINTS |
|-------|---------|--------|--------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Make five (5) copies.
Send one to the Office of Academic Competition
Give one to each participating school.

JEFFERSON COUNTY PUBLIC SCHOOLS
ELEMENTARY SCHOOL MAYOR'S CUP
QUICK RECALL REPORT FORM

DATE _____ Room Number _____

MATCH # _____:

WINNING TEAM _____ SCORE _____

LOSING TEAM _____ SCORE _____

COMMENTS: _____

Please return this form to the chief official after each match with the official score sheet and the used question sets.

**JEFFERSON COUNTY PUBLIC SCHOOLS
ELEMENTARY PRESENTATION PROBLEM SOLVING SCORE SHEET**

SCHOOL _____ JUDGE _____

Score: 10=Superior; 8 =Above Average; 6=Standard; 4 =Fair; 2 =Poor; 0 =Not Observed

| ORGANIZATION | 0 | 2 | 4 | 6 | 8 | 10 | TOTAL |
|---|----------|----------|----------|----------|----------|-----------|--------------|
| 1. Does the team have an introduction that states the main problem? | | | | | | | |
| 2. Is the presentation easy to follow? Is the body in logical and coherent order? | | | | | | | |
| 3. Does the body include concrete details, examples and/or illustrations to support the position? | | | | | | | |
| 4. Is there a conclusion that restates the position and brings closure to the presentation? | | | | | | | |

| STYLE | 0 | 2 | 4 | 6 | 8 | 10 | TOTAL |
|---|----------|----------|----------|----------|----------|-----------|--------------|
| 1. Can you hear the presenters? | | | | | | | |
| 2. Is the eye contact made during the presentation appropriate to the presentation format (i.e., eye contact with the audience, other team members, setting)? | | | | | | | |
| 3. Do students use correct grammar? Is the vocabulary appropriate? | | | | | | | |
| 4. Is the material presented without long pauses, verbal stumbling, and/or fillers (and, uh, well-uh, etc.) Is the presentation interesting to watch? | | | | | | | |

| CONTENT | 0 | 2 | 4 | 6 | 8 | 10 | TOTAL |
|--|----------|----------|----------|----------|----------|-----------|--------------|
| 1. Does the presentation clearly address the problem stated by the students? | | | | | | | |
| 2. Is the main problem written clearly? | | | | | | | |
| 3. Are the most important parts of the problem addressed? Do they stick to their purpose? | | | | | | | |
| 4. Are the facts presented accurate and pertinent? Do the students use facts and examples that clarify their position? | | | | | | | |

| CONTENT (Cont.) | 0 | 2 | 4 | 6 | 8 | 10 | TOTAL |
|--|----------|----------|----------|----------|----------|-----------|--------------|
| 5. Is the solution validated by the criteria chart? Are the critical facts presented in the solution (Who, what, how, etc.)? | | | | | | | |
| 6. Is the solution creative and/or original? Thought-provoking? | | | | | | | |
| 7. Does the solution show use of higher level thinking skills? | | | | | | | |
| 8. Are the visual aids clear and do they strengthen and support the presentation? | | | | | | | |

| OVERALL SCORE | 0 | 2 | 4 | 6 | 8 | 10 | TOTAL |
|---|----------|----------|----------|----------|----------|-----------|--------------|
| 1. How would you rate the overall <i>method</i> of presentation? | | | | | | | |
| 2. How would you rate the overall <i>content</i> of the presentation? | | | | | | | |

LIGHT BULB IDEA: Did the team present one or more ideas that are unique? Different from all other presentations? Something no one else thought of? If so, please give the team five extra points for a light bulb idea.
 Add your scores: Organization(40) ___ Style(40) ___ Content(80)___ Overall(20) ___Light Bulb(5) ___

TOTAL _____
 (185)

| |
|--|
| QUICK RECALL DRAW SHEET DOUBLE ELIMINATION WITH THREE TEAMS |
|--|

Teams draw for position A, B, and C. Place letters in a container and have the schools draw alphabetically for position.

| | | | |
|--------------------------------------|--|---|-----------------|
| ROUND 1 | ROUND 2 | ROUND 3 | ROUND 4 |
| Game 1: Team A –Team B Team C Bye | Game 2: Winner of 1 – Team C Loser of 1 Bye | Game 3: Loser 1 – Loser 2 Winner 2 Bye | Game 4: W2 - W3 |

Winner of Game #2 must win Game #4 or the teams play again. This is double elimination. A team must lose twice to be eliminated. There will be five sets of questions. Game #1 plays with Set 1; game #2 with set 2; game #3 with set 3; game #4 with set 4; and game #5 (if needed) with set 5. Coaches will receive copies of all question sets at the end of the day in their coaches' packets.

| | | | |
|---------|----------|-----------------------|---|
| ROUND 1 | ROUND 2 | ROUND 3 | ROUND 4 |
| C- BYE | | L1 _____ | |
| | C _____ | | W2 _____ (W2-W3) |
| A _____ | | | |
| B _____ | W1 _____ | | |
| | | L2 _____ (L1 - L2) | |
| | | | W3 _____ If winner of Game 2 loses Game 4 then you play Game 5. (A team must lose twice to be eliminated.) |

| PROBLEM SOLVING DRAW | | | | |
|-----------------------------|-----------------|-------------|-------------------|------------------|
| School | Student sign-in | Orientation | Preparation | Presentation |
| A. | 8:50 a.m. | 8:55 a.m. | 9:00 -10:15 a.m. | 10:15-10:30 a.m. |
| B. | 9:05 a.m. | 9:10 a.m. | 9:15 - 10:30 a.m. | 10:30-10:45 a.m. |
| C. | 9:20 a.m. | 9:25 a.m. | 9:30-10:45 a.m. | 10:45-11:00 a.m. |

QUICK RECALL DRAW SHEET

DOUBLE ELIMINATION WITH FOUR TEAMS

Teams draw for position A, B, C, and D. Place letters in a container and have the schools draw alphabetically for position.

| | | | |
|--------------|-----------------|---------------|-----------------|
| ROUND 1 | ROUND 2 | ROUND 3 | ROUND 4 |
| Game 1: A-B | Game 3: W1 - W2 | Game 5: L3-W4 | Game 6: W5 - W3 |
| Game 2: C- D | Game 4: L1 - L2 | | |

Winner of Game #3 must win Game #6 or they will have to play again. This is double elimination, so a team must lose twice to be eliminated. There will be five sets of questions. Games #1 and #2 plays with Set 1; games #3 and #4 with set 2; game #5 with set 3; game #6 with set 4; and game #7 (if needed) with set 5. Coaches will receive copies of all the question sets at the end of the day in their coaches' packets.

| | | | |
|-------------------|----------------------------|----------------------------|---|
| <u>ROUND 1</u> | <u>ROUND 2</u> | <u>ROUND 3</u> | <u>ROUND 4</u> |
| A _____ Game 1 | W1 _____ Game 3 (W1-W2) | | |
| B _____ | W2 _____ | | W3 _____ |
| C _____ Game 2 | | | Game 6 (W3-W5) |
| D _____ | L1 _____ Game 4 (L1-L2) | L3 _____ Game 5 (L3-W4) | W5 _____ If winner of Game 3 loses, these teams play again in Game 7. |
| | L2 _____ | W4 _____ | |

| PROBLEM SOLVING DRAW | | | | |
|-----------------------------|-----------------|-------------|-------------------|------------------|
| School | Student sign-in | Orientation | Preparation | Presentation |
| A. | 8:50 a.m. | 8:55 a.m. | 9:00 -10:15 a.m. | 10:15-10:30 a.m. |
| B. | 9:05 a.m. | 9:10 a.m. | 9:15 - 10:30 a.m. | 10:30-10:45 a.m. |
| C. | 9:20 a.m. | 9:25 a.m. | 9:30-10:45 a.m. | 10:45-11:00 a.m. |
| D. | 9:35 a.m. | 9:40 a.m. | 9:45-11:00 a.m. | 11:00-11:15 a.m. |

MAYOR'S CUP 2010

SATURDAY HOST TIME SHEET

Instructions: We have set aside \$150.00 per school to reimburse you for your time preparing for Mayor's Cup. It is extra service pay, so certified employees get \$10.00 an hour. Keep track of the time you spend setting up and working as competition manager on this form during the period of March 16th-21st. Although this funding is primarily meant to compensate competition managers, feel free to make copies of the form for JCPS employees who share Mayor's Cup planning with you. (Classified employees get their hourly rate for extra service, so keep that in mind when you turn in your time sheets.) Remember the total we can reimburse is \$150.00 per school, so please do not turn in more than 15 hours total for your school. Check classified employee's hourly rates to be sure you do not go above the allotted amount.

Name _____ **S.S. #** _____
(required for payroll)

Certified ____ **Classified** ____ **School** _____

NOTE: The time served must be during the week prior to Mayor's Cup.

| Date | Time Started | Time Ended | Number of Hours Worked |
|------|--------------|------------|------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

**JEFFERSON COUNTY MAYOR'S CUP
2011 REGISTRATION FORM - DUE FEBRUARY 25, 2011**

SCHOOL _____ **SCHOOL PHONE** _____
SCHOOL CONTACT _____ **HOME PHONE** _____
EMAIL ADDRESS _____

Students may compete in a maximum of three events - two individual and one team (QR or PS), or one individual and two team (QR and PS). Each school may send a maximum of three students in each individual event and one team in the team events. Mayor's Cup is open to all students regardless of physical ability. Students that are physically challenged or students with speech difficulties should be so listed on the registration form. In addition, the school must submit a letter or memo detailing the special need. We will do our best to accommodate the student with special needs, but given the nature of some of our events, it may not be possible in all cases. The Office of Academic Competition **MUST** be notified of all special needs students in advance.

PLEASE PRINT OR TYPE

NOTE: There are only two testing time slots on Monday. Students may not take more than two written assessments.

ENGLISH COMPOSITION

1. _____
2. _____
3. _____

FINE ARTS/HUMANITIES

1. _____
2. _____
3. _____

SCIENCE

1. _____
2. _____
3. _____

MATHEMATICS

1. _____
2. _____
3. _____

SOCIAL STUDIES

1. _____
2. _____
3. _____

LANGUAGE ARTS

1. _____
2. _____
3. _____

ALTERNATES

- | | |
|----------|-----------|
| 1. _____ | 10. _____ |
| 2. _____ | 11. _____ |
| 3. _____ | 12. _____ |
| 4. _____ | 13. _____ |
| 5. _____ | 14. _____ |
| 6. _____ | 15. _____ |
| 7. _____ | 16. _____ |
| 8. _____ | 17. _____ |
| 9. _____ | 18. _____ |

****You may list additional alternates on a separate sheet.**

**JEFFERSON COUNTY MAYOR'S CUP
2011 REGISTRATION FORM - DUE FEBRUARY 25, 2011**

QUICK RECALL

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

PROBLEM SOLVING

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

Alternates

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____

REMEMBER! Only ten awards per team in quick recall and problem solving will be given at the awards ceremony. If you need additional awards for larger teams, you can purchase them. You will be given a form to fill out and return to the Office of Academic Competition by the Saturday host at Mayor's Cup. Extra awards for ties on Saturday are provided free. Additional awards will be mailed to the local school.

Make copies of this form:

- 1. **Retain one copy for your files.**
- 2. **Pony or FAX one copy to the district host(s). There are different hosts for written assessments and Saturday - send one copy to each host school. If you are the host school for one day, be sure you send a copy of your form to the other host!**
- 3. **Every school - send or FAX (6647) one copy to the Office of Academic Competition, Van Hoose Annex.**

I attest that all students listed on this district registration form are legally and continuously enrolled in this school as of February 25, 2010.

Principal

School Representative

**JEFFERSON COUNTY MAYOR'S CUP
2011 REGISTRATION FORM - DUE FEBRUARY 25, 2011**

SCHOOL _____ **SCHOOL PHONE** _____

SCHOOL CONTACT _____ **HOME PHONE** _____

QUICK RECALL: Each school must have **THREE** officials in addition to the quick recall coach. They may be trained at the local school and should be familiar with the JCPS quick recall rules. It is preferred that moderators/judges be trained at a district level training session. The moderator/judge will have to serve in a room different from where their team is playing. Please keep in mind that these volunteers may not get to watch their own school play when recruiting for moderators/judges. The scorekeeper/spotter may serve in the same room as their team.

Coach _____ **Home Phone** _____

Moderator/Judge (One person) _____ **Home Phone** _____

Scorekeeper/Spotter _____ **Home Phone** _____

Computer Operator (May be a student!) _____

PROBLEM SOLVING: Schools with a problem solving team must provide a proctor, a judge and a coach for problem solving. **Schools without a problem solving team must provide two judges for problem solving.** The judges should be familiar with the topic and score sheet and must be available on Saturday morning of the competition.

Coach/Judge _____ **Home Phone** _____

Judge _____ **Home Phone** _____

Proctor _____ **Home Phone** _____

ENGLISH COMPOSITION: Each school must provide one certified teacher familiar with the writing process/scoring to grade a maximum of twelve papers. The compositions will be copied on the day of written assessments and may be graded at home. All graders must attend a one-hour session on Saturday morning of the competition to rank the participants or send another from the school to represent them.

Teacher _____ **Home Phone** _____

WRITTEN ASSESSMENT: Each school must provide one proctor and one certified teacher to serve on the inquiry panel on the day that written assessments will be given. The proctor will help supervise the students in the testing room and the inquiry expert will help review the written assessments. The inquiry teacher could be a coach or academic coordinator. Proctors can be parent volunteers.

Inquiry Teacher _____ **Home Phone** _____

Proctor _____ **Home Phone** _____

- Make copies of this form:**
1. **Retain one copy for your files.**
 2. **Send or FAX one copy to the district host(s). If there are different hosts for written assessments and Saturday - send one copy to each host school. If you are hosting one of the days, be sure to send a copy of your form to the other host school.**
 3. **Send or FAX (6647) one copy to the Office of Academic Competition, Van Hoose Annex.**

All officials listed on this form are willing and able to serve as recommended for Mayor's Cup and have been contacted by the school representative and approved by the school principal as having appropriate volunteer forms on file as required by the district.

Principal

School Representative

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