



We the People  
THE CITIZEN AND THE CONSTITUTION

## FACILITATOR-TIMER JOB DESCRIPTION NATIONAL FINALS 2019

Coordinators and volunteers designated as facilitator-timers on Saturday, April 27, and Sunday, April 28, will serve in this role for two half-day shifts. Please check the Judge and Facilitator Schedule to ensure that you are aware of your schedule both days.

Any questions regarding your assignment may be addressed during the Facilitator-Timer Orientation session on Friday, April 26, at 4:15 p.m., Rm. 849, Fourth Floor, North Building, National Conference Center. **THIS IS A DIFFERENT ROOM FROM LAST YEAR.**

### Judges' Briefings

Facilitators-timers need to attend all judges' briefings. When all three judges and the facilitator are present, Center staff will distribute the score sheets for each panel. On Saturday, April 27, and Sunday, April 29, the briefing will be held in room 372 on the fourth floor of the North Building at the National Conference Center. The morning briefings will begin at 8:30 a.m., and the afternoon briefings will begin at 1:45 p.m.

### Facilitator-timer Procedures

- Accompany a panel of three judges during judges' briefings, hearings, and scoring.
- Map out the route judges will take from room to room before the judges' briefings begin.
- Come to room 372 on the fourth floor of the North Building at the National Conference Center and be prepared for check-in at the start of the Judges' Briefing.
- Receive the score sheets, a time sign, and a stopwatch during check-in.
- We recommend handing the judges their score sheets for the first class just before leaving the briefing room and for subsequent classes before entering each new room. Some judges like to keep their score sheets from class to class. Work with their preferences but also use your discretion.
- Leave for the hearing rooms with plenty of time but be sure not to lead your group into the hearing room early.
- Introduce yourself as you enter the room and walk toward your timer's chair at the front of the room. Continue your introduction as your judges follow you toward their table. Introductions should be short. Here is an example:
  - *"Hello, Illinois! My name is George Civics. I've been the We the People coordinator for the state of Rhode Island for all 27 years of the We the People program. I wish you well today. Your judges will now introduce themselves."*
- Allow the head judge to take over. He or she will ask everyone in the room to be seated, will request that the judges and then the students introduce themselves, and then will read the question of the day in its entirety.
- Begin timing after the head judge *finishes* reading the entire hearing question *and* the students begin their formal presentation.
- After three minutes of the formal presentation, hold up the one-minute warning sign. Make sure that students and judges see it.

- After four minutes, flip the sign over and call “Time!” If students fail to use the entire allotted four minutes for their formal presentation, the follow-up questioning period should begin and it will not be necessary to call “Time.” Judges may allow students a minimal amount of time to finish their statement before they begin asking follow-up questions. The head judge should ask students to put away their notes.
- Allow the stopwatch to run during the entire hearing including the follow-up questions. After nine minutes (five minutes into the follow-up period), hold up the one-minute warning sign.
- After ten minutes, flip the sign over and call “Time!” Allow additional time if judges request it to compensate for any situation that has taken undue time from a group’s presentation during the allotted ten minutes. In this case, the head judge will notify the timer of the extra allotment. Otherwise, when you indicate that time has expired for either the four-minute presentation or the six-minute follow-up question period (eleven minutes on Monday), judges should stop speaking and the head judge should make sure that students also stop.
- Return to room 372 on the fourth floor of the North Building at the National Conference Center after the session (seven classes) is completed to return score sheets from that session. **You will pick up the next set of score sheets at that time.**
- After the second set of seven classes, return to room 372 for judges to complete their scoring. Ask judges to stay in the room until the scoring team has approved their score sheets.
- Return stopwatches and signs to room 372.

#### **Additional Facilitator-timer Responsibilities**

- Remind judges to introduce themselves to the students, if necessary.
- Keep track of the score sheets at all times.
- Maintain the overall time schedule.
- Ensure that the proper amount of time is allowed for each presentation but do not start before the scheduled time.
- Report any concerns about judges directly to Robert Leming.

#### **Scoring**

Each judge fills out a score sheet for each group judged. Judges retain the score sheets for all groups during their first session of the day and may revise scores anytime during that session. At the end of the first session, score sheets must be checked and turned in to the scorekeepers. **At the end of the second session, judges may request score sheets from the first session be returned to them to make changes.** When the score sheets have been turned in after the second session, it is not possible to revise scores.

Facilitators must ensure that

- each box on the score sheet has been filled in
- a score has been placed in the tiebreaker box
- all scores are legible
- all numbers are whole numbers
- all cross-outs or eraser marks are rewritten clearly and initialed
- that each judge has signed every sheet.

Scorekeepers will also check this information after facilitators turn in the score sheets.

***Judges and facilitators must not leave until all score sheets have been checked and accepted by scorekeeping staff.*** Center staff will let you know when you may leave. All scores are confidential and must not be discussed with anyone other than members of the panel.