

Question Reader Responsibilities for Practice Rounds

Before the Competition

1. The coach should give you an envelope. Open and check for the following:
 - One set Practice Round Questions
 - One copy *Question Reader Responsibilities*
 - One copy *Judge Responsibilities*
 - Tournament Score Sheets* w/space for AC scoring
 - One Sample *Tournament Score Sheet*
 - Periodic Tables--to be placed one per table
 - Formulas Chart--to be placed one per table
 - Copy *Rules for the Commissioner's Academic Challenge*
 - Pencils
2. Familiarize yourself with rules, scoring and judges' responsibilities before the competition.
3. Duplicate enough copies of the question sets for all judges. At the conclusion of the competition, these copies are to be distributed to the team coaches.
4. Review the questions. Check on pronunciations.
5. Practice with the buzzer system at least once.

On Day of Competition

1. Check each team table for pencils, paper, periodic tables, formula charts, pass signs, and calculators.
2. Test all team buttons and buzzer system.
3. Insure there are chairs at the front of the room for all judges and scorers.

Pre-question Reading

1. Introduce yourself.
2. Welcome the participants and announce the team number assigned to each school.
3. Have the judges introduce themselves.
4. Have the scorers introduce themselves. Instruct team members to announce their number badge to the scorers after answering a question. In this way, scorers have accurate information for the score sheets.
5. Conduct a button check for each team.
6. Announce the beginning of the five-point round.

Question Reading Responsibilities

1. Begin each question by announcing the word "question." Do not identify the question by number or by subject area. Read the question as written. STOP reading the question when a team pushes its button.
2. Press the one-minute button upon reading the complete question. If the one-minute buzzer sounds, give the correct response and proceed to the next question. No points are awarded.
3. Recognize the team by number as indicated on the LCD screen. Press the 3-second button upon recognizing the team. Once the team begins its response, press the reset button. If the 3-second buzzer sounds before the team begins its response, the team loses points. Teams do not have to finish the answer, simply make a legitimate start—the syllables "Ah, ah, ah..." do not count!

4. If the answer given is correct, state “That is correct. Team ___ earns ___ points.” If the answer is incorrect, announce the correct response and state, “Team ___ loses ___ points.”
5. When in your judgment, it appears that the question will go unanswered, employ the Pass Option by asking, “Do the teams wish to pass?” If ALL teams raise their pass signs, press the reset button, give the correct answer and proceed to the next question.
6. Substitutions are allowed after every tenth question. Coaching is permitted only after questions #20 and #40 during the 2-minute break.
7. Before announcing the break, ask the judges to turn over their question sets. Control the 2-minute break with the built-in timer. At the end of the 2-minute break, have all participants take their seats and then announce the cumulative scores. The scorers should have these ready for you.
8. If scores are tied after the 15-point round, have a 2-minute break before beginning the tie-breaker question(s). Only those teams whose scores are tied will compete; the other teams should remain quietly seated. Have judges turn over their question booklets. Announce the 2-minute break during which substitutions and coaching are allowed by the participating teams. Conduct a button and calculator check. Read the first tie-breaker question. One point is awarded to the team which answers the question correctly, thus breaking the tie. One point is subtracted from the score for an incorrect answer, thus breaking the tie. If teams choose not to answer, read the second question. Tied scores not broken after two questions stand.

Use of Judges

1. Student scorers are not to take part in the decision-making process during challenges or other rulings.
2. The judges should alert you to the misreading of a word or a question.

Helpful Hints

1. Keep the competition moving and remember you are in control. Nothing happens until you ask a question.
2. Refrain from unnecessary comments or commentary. It is imperative to remain impartial as a question reader.
3. You may spell any word which may be difficult to pronounce unless the question asks for the spelling of the word.
4. If you err in pronunciation or misread a question, you should repeat the question. If a team pushes its button before you can do this, the question should be discarded. Discarded questions are not replaced. In short, the reader should not cause any team to lose points.
5. When the student response to a fill-in-the-blank or short-answer question is not a listed response, you should refer to the subject-area judge.
6. On a matching question, **the only acceptable** response is any correct combination of number/letter matching column to column.
7. On a multiple-choice question, the best response is the correct letter or the printed answer. Judges may elect to accept the alternate answer given; however, no clarification from the respondent will be requested or permitted.
8. A challenge can only be made by the active players (not a coach or an alternate) and **must** be made before the first word of the next question is read. A challenge may be announced after you announce “Question” but **must** be made before the first word of the question is read. If the last question before a break is challenged, the challenge must be announced before you announce the break.