

# PLAYOFFS CHAPERONES' CHEAT SHEET

## Before match begins:

- 1) View Confidentiality Agreement video sent by Vivienne.
- 2) Have everyone in the room sign the Confidentiality Agreement form via the Google Forms link sent by Vivienne.
- 3) Connect with Gallaudet via VP.
- 4) After connecting with Gallaudet judges, download the PowerPoint sent by Vivienne.
- 5) Review the match procedures with the team
  - a. 12 questions for Round 1, mix of MC, True/False, and short answer questions (**team round**)
  - b. 12 questions for Round 2, mix of MC, True/False, and short answer questions (**individual round**)
  - c. 3 questions for Final Round, presentation-style questions, we will expand on this before Final Round
  - d. Question will be shown, then the timer on the PowerPoint will start right after signer stops signing (team can start discussing before the signer stops)
  - e. The chaperone will countdown starting when the timer hits 5 seconds so that the Gallaudet judges know exactly how much time is left for the team to submit an answer.
  - f. Changes, strikeouts, and corrections must be clear. If the answer is unclear, the judges will not be able to accept the answer.
  - g. All proper nouns (names and places) must be capitalized and spelled correctly.
  - h. Names, book titles, and places must be spelled correctly (everything else should be spelled as close as possible to the answers)- **We will be more strict about this during the Playoffs.**
  - i. Only the Gallaudet judges will decide if answer is acceptable or not
  - j. Objections can still be made by any player (chaperones cannot object). Judges will then decide to accept or not.

- k. Dry erase board with the answer must be ready at the end of 20/25/30 seconds. We will not accept teams answers if they are attempting to decide between two dry erase boards after 20/25/30 seconds have expired.
- l. When team has given dry erase board to the person bringing the answer to the VP, the dry erase board cannot be taken back for last minute changes.

**Final Round:**

- 1) Students should already have viewed the Final Round Tips video sent to chaperones (in the Playoffs FAQ) in advance of the match. They are encouraged to practice before the match.
- 2) At the start of the final round, all three questions will be shown individually first then they will be placed on the same slide for the team to review. They cannot discuss the content of their answers with each other.
- 3) After deciding who will answer which question, we will start the final round.
- 4) For each question, the timer will start when the signer stops.
- 5) Students can use a dry erase board to write notes after the timer has started then use the notes to help them present their answer.
- 6) We will emphasize that students have TWO minutes to write notes AND present their answer.
- 7) We will give the scores for each student after all three have presented their answers.

**After match:**

- 1) We will announce all Nationals teams on Friday, December 14<sup>th</sup> at 12:00pm EST.