

# FLORIDA FORENSIC LEAGUE MASTER BALLOT INSTRUCTIONS

**Tournament Directors**—Attach this page to computer-printed master ballots.

## Instructions to Judge:

1. Before the round begins, please be certain that you are in the correct room and that you have clearly indicated to the contestants if and/or how you will give time signals. You should only keep time if you have a reliable watch with a second-hand or a digital timer.

2. You should listen to the contestants in the order that is printed on the master ballot unless a student is double-entered (asterisks follow their name). During the round, be sure to fill in the spaces for each contestant's piece/topic and, if you kept time, the length of each performance.

3. After the round is over, fill in the results spaces on the master ballot table. Begin by ranking all of the contestants 1<sup>st</sup> – 6<sup>th</sup> or 7<sup>th</sup> (you should have as many different ranks as there were contestants in the round). **Ties in ranks are not permitted.** FFL events include a thirty second grace period. Contestants who speak beyond the grace period may not be ranked 1<sup>st</sup> on your ballot. The only exception to this rule is for overtime performances in elimination rounds. In elimination rounds only, if audience reaction caused the overtime, then you may choose not to penalize the contestant. Anytime a contestant is penalized for overtime, you should note that information on his/her critique sheet.

4. After you have finished the ranking process, each contestant needs to be assigned speaker points. Speaker points are a subjective measure of the overall quality of the round as well as how close a speaker was to the other speakers in the round. In this league, the scale is 80 (minimum) to 100 (maximum). Scores below 85 should be reserved for extreme circumstances. You do not need to automatically give the 1<sup>st</sup> place speaker a 100 but giving that speaker a low score (below 90) would indicate that the round was very, very weak. That may happen occasionally but not often. After you have awarded points to the speaker you ranked 1<sup>st</sup>, continue to award points to the other speakers in the order that you ranked them. The distance in the number of speaker points from 1<sup>st</sup> to 2<sup>nd</sup> should be indicative of how close the quality of the 2<sup>nd</sup> ranked speaker's performance was to the speaker you ranked 1<sup>st</sup>. A close round might only necessitate a one-point difference, while significantly lower-quality performances might necessitate a greater difference in point spread. **Ties in points are permitted—giving tied points indicates that you were unable to distinguish even a slight difference in performance.**

5. At the bottom of the master ballot, indicate whether or not time signals were given and affix your signature. When signing the master ballot, you are agreeing to the following statement:

“I certify that my assignment of speaker ranks and speaker points is a fair and accurate representation of the round I adjudicated. Performances at other tournaments and other intangible factors were given no weight in my judging of this round. I have written substantive comments on and signed all individual critique sheets.”

# FLORIDA FORENSIC LEAGUE

## MASTER BALLOT FOR IE/SPEECH EVENTS

**Tournament Directors**—Use this form if you are not generating master ballots from a computer program.

Round:            1        2        3        4        5        6        Q        S        F  
 Event:            UX     IX     OO     DI     HI     OI     DUO   GI     DEC  
 Judge Name: \_\_\_\_\_ Judge School: \_\_\_\_\_  
 Room #: \_\_\_\_\_ Special Notes: \_\_\_\_\_

Instructions to Judge:

1. Before the round begins, please be certain that you are in the correct room and that you have clearly indicated to the contestants if and/or how you will give time signals. You should only keep time if you have a reliable watch with a second-hand or a digital timer.
2. The tab room will tell you how to determine the order in which contestants should speak (there may be a random shuffle of ballots, or the order may be listed for you below). Contestants should be listed in the grid below in the same order in which they spoke in the round. During the round, be sure to fill in the spaces for each contestant's piece/topic and, if you kept time, the length of each performance.
3. After the round is over, fill in the results spaces on table below. Begin by ranking all of the contestants 1<sup>st</sup> – 6<sup>th</sup> or 7<sup>th</sup> (you should have as many different ranks as there were contestants in the round). **Ties in ranks are not permitted.** FFL events include a thirty second grace period. Contestants who speak beyond the grace period may not be ranked 1<sup>st</sup> on your ballot. The only exception to this rule is for overtime performances in elimination rounds. In elimination rounds only, if audience reaction caused the overtime, then you may choose not to penalize the contestant. Anytime a contestant is penalized for overtime, you should note that information on his/her critique sheet.
4. After you have finished the ranking process, each contestant needs to be assigned speaker points. Speaker points are a subjective measure of the overall quality of the round as well as how close a speaker was to the other speakers in the round. In this league, the scale is 80 (minimum) to 100 (maximum). Scores below 85 should be reserved for extreme circumstances. You do not need to automatically give the 1<sup>st</sup> place speaker a 100 but giving that speaker a low score (below 90) would indicate that the round was very, very weak. That may happen occasionally but not often. After you have awarded points to the speaker you ranked 1<sup>st</sup>, continue to award points to the other speakers in the order that you ranked them. The distance in the number of speaker points from 1<sup>st</sup> to 2<sup>nd</sup> should be indicative of how close the quality of the 2<sup>nd</sup> ranked speaker's performance was to the speaker you ranked 1<sup>st</sup>. A close round might only necessitate a one-point difference, while significantly lower-quality performances might necessitate a greater difference in point spread. **Ties in points are permitted—giving tied points indicates that you were unable to distinguish even a slight difference in performance.**

SPEAKER CODE	TOPIC/TITLE	TIME	RANK (1 – 7)	POINTS (80 – 100)

In this round, time signals: (circle one)                      WERE GIVEN                      WERE NOT GIVEN

I certify that my assignment of speaker ranks and speaker points is a fair and accurate representation of the round I adjudicated. Performances at other tournaments and other intangible factors were given no weight in my judging of this round. I have written substantive comments on and signed all individual critique sheets.

SIGNATURE: \_\_\_\_\_ SCHOOL: \_\_\_\_\_  
 (Please PRINT your name in the bottom margin if your signature is difficult to decipher).

**FLORIDA FORENSIC LEAGUE**  
**SPEAKER CRITIQUE SHEET FOR IE/SPEECH EVENTS**

Round:            1        2        3        4        5        6        Q        S        F  
Event:            UX      IX      OO      DI      HI      OI      DUO GI    DEC  
Speaker's Name: \_\_\_\_\_ Code: \_\_\_\_\_  
Room #: \_\_\_\_\_ Title/Topic of Performance: \_\_\_\_\_

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**JUDGE COMMENTS**

*Judges: Please use the space below to write substantive comments about the performance of the speaker. If you run out of room, continue your comments on the other side. It is important that you identify both areas of strength and areas for improvement. Also, please make sure that you justify the ranking you gave to the speaker (tell them what they could have done to earn a higher ranking and/or higher points). Questions regarding rules of the event may be answered in the FFL Judging Manual or by the tournament official at the ballot check table.*

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**RANKS & POINTS**

*Judges: See the Master Ballot or the Florida Judging Manual if you have questions about assigning ranks & points.*

This speaker earned a rank of \_\_\_\_\_ out of \_\_\_\_\_ speakers in this round. (Ranks are 1 – 6/7; no ties)

This speaker earned a total of \_\_\_\_\_ points in this round. (Points are 80 – 100; ties are permitted)

Judge Signature: \_\_\_\_\_ School Name: \_\_\_\_\_

(Please PRINT your name in the bottom margin if your signature is difficult to decipher).