

SCORING GUIDELINES

(For use with Excel-based scoring systems)

- Computer Based Scoring:** Please utilize the Excel-based (preferred) or paper score sheet for recording raw scores, tiers, and tie breakers. Do not enter ranks, they will be auto-calculated. Usage instructions are included on the sheet. It will reduce the chances of scoring errors and facilitate easy data transfer to the master scoring computer. Please use a descriptive name when saving the score sheet (e.g. OpticsDivC.xls). Printers and computers are available at the tournament HQ for you to utilize when finalizing event scoring.
- Tie Breakers:** All teams who participate and compete according to the rules must be scored and ranked. Please account for all teams and make every effort to break ties according to the event rules guidelines. If a tie can't be broken, award points according to the place tied and then skip the next place.
- Tiers:** Teams/devices that do not meet the requirements in the event rules must be allowed to compete if possible and are to be notified, scored, and ranked below those who met all of the specifications ("tiered"). Teams may be allowed to modify any device before it is impounded to bring it into compliance with the rules. Any modification must be completed before the end of the impound period.
- Participation Points:** Teams making an honest attempt to participate that cannot be assigned a raw score (e.g. safety hazard, mechanical failure, wrong dimensions, etc.) must be listed as a "P" for Participation as the raw score on the score sheet.
- No Shows:** If a team does not show up or does not make an honest attempt to participate, the team must be listed as a "NS" for No Show as the raw score on the score sheet. This includes teams who may be present but display no preparation for the competition.
- Disqualifications:** Teams that misbehave (including excessive use of improper or vulgar language), fail to abide by the Science Olympiad Code of Ethics, or cheat must be listed as a "DQ" for Disqualified as the raw score on the score sheet. This action will disqualify the affected student from participation and scoring in that event only. If any team is DQed, inform the student (and remind the student to inform their coach) as soon as a problem occurs or notify the coach immediately if it happens after students have left.
- Sort Orders:** Since different events are scored differently, be sure to indicate whether high scores or low scores are better, both for the raw score as well as for the tie breakers.
- Event Documentation:** Provide raw scores and any documentation (answer sheets, answer key, etc.) as soon as possible after your event is done. Help is available at the tournament HQ to grade or tally results.
- Score Counseling:** When turning in your scores, you will be asked to participate in a score counseling session to discuss the event results, using the following process and the checklist on the next page. Please plan on spending at least 20 minutes at the tournament HQ to go through the process, possibly longer if issues are found. If you send someone in your place to the tournament HQ, please be sure they know enough about the event to address questions or can quickly contact you via cell phone.

Prior to beginning score counseling:

- Complete Excel (preferred) or paper scoresheet
- Break all ties (except DQs, NSs, Ps)
- Include tiers if there are any
- Indicate either high or low score wins
- Indicate either high or low tie wins
- Order all tests by rank (not team #) or provide event-specific scoring sheet

General score counseling process:

- Fill in the information in the counseling checklist
- Show how the score was derived with a few tests
- Ensure all ties broken (if possible)
- Confirm the score and ties sort order (high or low wins)
- Confirm that the generated rank order agrees with sorted tests or event-specific scoring sheet
- Correct any issues and reconfirm if needed
- Print spreadsheet and verify and sign before leaving

Note: After the Awards Ceremony, scoring inconsistencies can be brought to the arbitrators and scores will be finalized according to the policy posted on the soinc.org website.

SCORE COUNSELING CHECKLIST

(For use with Excel-based scoring systems)

Note: PLEASE DO NOT LEAVE THE TOURNAMENT HQ UNTIL THIS HAS BEEN COMPLETED ENTIRELY

Event: _____

Division: B C

Supervisor: _____

Cell Phone Number: _____

1. Are you aware of any appeals? If yes, check for appeal's resolution prior to submitting scores.
2. Please check that the following are collected by the front desk:
 - Copy of test and key
3. Bring these items to Score Counseling:
 - Student answer sheets
 - Attendance form
 - Scoring spreadsheet
4. How was the event run?
 - Stations
 - Hands-on activities
 - Written test
 - Other _____
5. What factors contribute to the final score (e.g. # questions right, times, measurements, etc)?
6. High score wins or Low score wins
7. How were ties broken?
8. High tiebreaker wins or Low tiebreaker wins
9. Any DQs or teams ranked / placed below others? If yes, list the reason here or on the individual team score sheets and indicate if the student and the head coach have been notified.

Checklist to be completed by Score Counselor:

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|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> All information above filled in | <input type="checkbox"/> Click "Create rank sorted version of sheet" |
| <input type="checkbox"/> Show how the score was derived with a few tests | <input type="checkbox"/> Confirm that the order agrees with sorted tests or event-specific scoring sheet |
| <input type="checkbox"/> Copy the Excel file from supervisor to local computer or enter raw data into a new file | <input type="checkbox"/> Close the new sheet (sorted) that was opened |
| <input type="checkbox"/> Ensure all teams are scored | <input type="checkbox"/> Correct any issues and reconfirm if needed |
| <input type="checkbox"/> Ensure all ties broken (if possible) | <input type="checkbox"/> Save spreadsheet with a unique, meaningful name |
| <input type="checkbox"/> Ensure nothing is highlighted red (indicates errors) | <input type="checkbox"/> Print spreadsheet and have supervisor verify and sign before leaving |
| <input type="checkbox"/> Confirm the sort order (high or low value wins) | <input type="checkbox"/> Staple spreadsheet to checklist and transfer along with electronic file to master computer |
| <input type="checkbox"/> Confirm the ties order (high or low value wins) | |
| <input type="checkbox"/> Confirm tiers, if used, are correct | |
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