

PF Judge Cheat Sheet

Your 4 Jobs as a Public Forum Judge

1. **Run the round**—time the speeches, take notes (flow), and evaluate the round fairly.
2. **Decide who won the round**—Judge the round based on ***what you hear in the round***. As much as possible, set aside your opinions and outside knowledge so that neither team is debating **you** implicitly. Also- if a team does not respond to an opponent's argument, then they have **conceded** that argument. Note - During the round, please do not engage in discussion of the arguments with the debaters - e.g., you may not ask them questions about their arguments. Only after you enter your ballot (see below) may you discuss the Arguments.
3. **Award speaker points**—Award each speaker in the round speaker points ranging from 26 to 30. You may use half points. No two debaters may receive the same number of points. The winning team **MUST** receive the same or more total points in a round than the losing team. Consult the Easy Speaker Point Rubric.
4. **Provide written feedback on the ballot**—Please **focus on why you voted** for one team over the other. Which argument or arguments were most important? Why did you find the opponent's responses to those arguments unconvincing? Or - Perhaps both sides had good main points, but one side's arguments were more "weighty" than the other side's. Please be sure to provide **WRITTEN** feedback on the ballot, even if you also provide oral comments after the round. **That way, coaches can see what happened** (and the kids won't forget what you said). **YOU CAN GO BACK AND EDIT COMMENTS UNTIL THE END OF THE TOURNAMENT.**

What to do BEFORE the round

1. Watch your texts AND emails when the next round is due out. Tabroom will notify you.
2. Click START when you have all 4 of the debaters in the room and you are ready to begin the round. Your ballot will appear on tabroom. There will also be a timer for you to use.
3. Make sure to indicate the **correct Sides and Order** of the teams on the ballot. Some tournaments will use coins and have students flip them in the room. Others will use Tabroom's online coin flip and the debate teams will select sides and speaking order without the judge's involvement. Ensure your online ballot displays the team speaking first above the team speaking second, and toward the LEFT side of each team's listing, it specifies the side they will defend (PRO or CON).
4. Be sure you know which team is which. Before the round starts, verbally confirm the team designations. For example, "I have Dexter on the PRO speaking 1st, and Saline on the CON speaking 2nd".
5. Write the team designations at the top of your notes (flow) sheet. So - in the above example, you would write "Dexter - PRO" in the upper LEFT corner of your PRO flow sheet and "Saline-CON" in the upper LEFT corner of your CON flow sheet. Write down which debater is speaking first and second on each team so that you can properly award speaking points after the round (blue shirt Ben, green sweater Jinxuan, black tie Sasha, bow tie Adyn).

What to do DURING the round

1. Listen to what the debaters say. **Write notes on your Flow Sheet**, and keep track of whether arguments are carried through the debate or not, and if they are refuted by the opposing team.
2. Time the speeches, crossfire, and prep time. The speech order and time allocation for each are on the ballot—scroll down. It is your job to keep track of how much prep time each team uses and to let the teams know when they have exhausted their time. Each team gets 3 minutes of prep during the round. Students may say, "I'll take running prep" which means that they will tell you when to stop and then you subtract the amount of time used from their time remaining.
3. Students may time themselves for speeches, crossfire, and prep—BUT your time is official.
4. Don't ask questions of the students about their arguments or evidence. You may only do so AFTER the round is over.
5. Do remind them which speech is next (especially for the novices), eg. "Next we'll have a 4-minute rebuttal from the Con."
6. Do remind **students to ask questions in the crossfire** and to make sure that they take turns asking and answering questions. Some debaters want to **"respond to their opponent's answer,"** but that **IS NOT allowed.**

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7. Notice if debaters bring up completely **new arguments in the Summary or Final Focus** speeches. They **MAY bring up new evidence** supporting previously presented arguments, but they may **NOT make brand new arguments** in the last two sets of speeches.
8. Be professional, kind, and educational.

What to do AFTER the round

1. Enter your decision when the round concludes. Do so **BEFORE speaking** to the debaters and **BEFORE entering your written comments** on the ballot (that's step 7 below).
2. Select the winning team from the drop-down at the bottom of the ballot by clicking on the radio button indicating their side of the resolution. Enter points for each speaker.
3. **Click the SUBMIT** button at the bottom, right corner of the ballot.
4. **IMMEDIATELY, click the green CONFIRM** button ensuring that your entries are correct.
5. At some tournaments, judges should disclose their decision after they enter their ballot into Tabroom. At others, disclosure may be up to the judge's discretion or not allowed. Consult tournament personnel if you are not sure.
6. **AFTER YOU HAVE SUBMITTED YOUR BALLOT**, thank the debaters and congratulate them on a good round. You **MAY or MAY NOT give BRIEF oral feedback**. If you do give oral feedback, remember that you **MUST** still write comments on the ballot.
7. **AFTER THE STUDENTS HAVE BEEN DISMISSED FROM THE ROUND**, enter your written comments. Enter comments explaining your selection of the winner in the REASON FOR DECISION box on the ballot. If you have specific comments for either team, enter those comments in the other comment boxes. You may **revise your comments until the end of the tournament** - although we suggest that you not wait too long because you may not remember details from the round.

Speaking Order with Times

1st speaker team A constructive 4 min

1st speaker team B constructive 4 min

Crossfire 3 min

2nd speaker team A rebuttal 4 min

2nd speaker team B rebuttal 4 min

Crossfire 3 min

1st speaker team A summary 3 min

1st speaker team B summary 3 min

Grand Crossfire 3 min

2nd speaker team A Final Focus 2 min

2nd speaker team B Final Focus 2 min

Each team has 3 minutes of prep to use during the round.