Participant ID#1 _____ ID#2 _____ ID#3 _____ ID#4 _____ ID#5 _____ ID#6 _____

Team ID#1 _____

CHAPTER TEAM

2016 & 2017 OFFICIAL RATING FORM **MIDDLE SCHOOL**

Team Written Test (10 points)

Record the scores of the six (6) team members in the boxes below. Calculate the average of their scores. Divide the average by five (5) for the score that the team will receive out of ten (10) points. Record the score in the column space to the far right.

#1	#2	#3	#4	#5	#6

SUBTOTAL (10 points)

Business Meeting Demonstration (170 points)

CRITERIA	Minimal performance 1-4 points	Adequate performance 5-8 points	Exemplary performance 9-10 points
Evaluators: Using minimal (1-4 points), adequate (5-8 points), or exemplary (9-10 points) performance levels as a guideline, record the scores earned for the event criteria in the column spaces to the right. The X1, X2, or X3 (or up to X5) notation in the criteria column is a multiplier factor for determining the points earned. (Example: an "adequate" score of 7 for an X1 criterion = 7 points; an "adequate" score of 7 for an X2 criterion = 14 points; an "exemplary" score of 7 for an X3 criterion = 21 points, etc.)			
Preparation for Meeting (30 points)			
Competition attire/poise (X2)	Appearance is untidy; grooming is lacking; clothing is not consistent in coloration and visual appearance; shoes are the wrong color; poise is missing.	Overall appearance is neat and consistent; grooming is good, and professional appearance is adequate.	Overall appearance is cohesive, polished, professional, and businesslike.
Placement of flags and officer symbols; officer seating (X1)	Flags are not placed in the correct order, and/or officer symbols are not in the correct order, and/or are not aligned properly on the table, and/or not all officers are seated in the proper arrangement, resulting in a disorganized and haphazard appearance.	Placements and seating are generally businesslike and professional, with some inconsistencies (e.g., flags are in the correct order but are not aligned with other aspects of the officer gear, and/or several of the symbols are in proper order but are out of alignment, and/or officers are seated in the proper arrangement, but the chairs are misaligned, etc.).	Flags are completely aligned and in proper order and placement; officer gear is placed in the correct order and in proper alignment on the table; the seating arrangement is precise, businesslike, and professional.
Knowledge of TSA (20 points)			
Opening ceremony (X1)	Many items of sequence and order are incorrect; officers make several mistakes.	Officers make few, if any, sequence and order mistakes, resulting in a fairly smooth opening ceremony.	The opening is smooth and efficient; everything progresses as it should.
Closing ceremony (X1)	Officers make several mistakes; creed recitation is sloppy; the effort is unpolished.	Appropriate procedures are followed, with some mistakes made (e.g., creed recitation).	The closing is outstanding, with no mistakes; the presentation is very polished and professional.
Knowledge of Parliamentary Procedure (120 points)			
Order of business (X1)	Order of business is incorrect; officers appear confused and unprepared.	Officers follow correct order of business, but some appear distracted or unprepared.	Officers follow efficient, orderly, and correct order of business.
Voting procedures (X1)	Several obvious mistakes are made in voting procedures.	Only a few mistakes are made in voting procedures.	All voting procedures are correct, smooth, and efficient.

Record scores in the column spaces below.

Knowledge of Parliamentary Procedure (continued)			
CRITERIA	Minimal performance 1-4 points	Adequate performance 5-8 points	Exemplary performance 9-10 points
Debate (exclude president) (X3)	Only a few officers participate effectively in the debate, which is loosely presented.	Most officers participate in the debate process, and they are generally convincing.	All officers participate in and present a very cohesive debate.
Parliamentary actions (X5)	Only one of the required actions is completed correctly.	Three of the actions are completed correctly, with adequate, but not inspiring, effort.	All five actions are completed correctly, with notable and inspiring effort.
Communication (X2)	Communication is unclear; some mumbling occurs and/or voices are too loud or too soft, and/ or problems occur with verbal expression (e.g., grammar, sentence structure, etc.).	Communication is generally clear, with appropriate volume of voices and only minor problems with articulation or verbal expression.	Communication is clear, concise, and easy to understand; voices are well modulated and speakers are articulate.
Chapter minutes (X2)	The format of the minutes is incorrect or not complete; poor grammar and spelling errors are evident.	The format of the minutes is generally correct, with few grammar and/or spelling errors.	The minutes are formatted correctly, are complete, and have no grammar or spelling errors.
			SUBTOTAL (170 points)

Rules violations (a deduction of 20% of the total possible points for the above sections) must be initialed by the evaluator, coordinator and manager of the event. Record the deduction in the space to the right.

Indicate the rule violated: _____

BONUS **For additional motions and parliamentary actions (by officers other than the president)** (X2)	Only one or two of the additional actions is/are completed correctly; the effort is uninspiring.	Three or four of the actions are completed correctly.	All five of the supplementary actions are completed correctly in an efficient and effective manner.
			SUBTOTAL (20 points)

TIME DEDUCTIONS (NO TEAM MAY GO BEYOND 17 MINUTES)

A five-(5) point deduction will be incurred for every thirty (30)-second interval over the allotted time. Multiply the number of intervals by five (5) and record the total deduction in the column to the right.

# of intervals X 5 = _____ (total deduction)

(To arrive at the TOTAL score, add any subtotals and subtract rules violation points, as necessary.) **TOTAL (200 points)**

Comments:

I certify these results to be true and accurate to the best of my knowledge.

Evaluator

Printed name: _____ Signature: _____