## SOUTH SHORE SEAWOLVES INVITATIONAL SCORING GUIDELINES

1. **Computer Based Scoring:** Please use the paper score sheet for recording raw scores, tiers, and tie breakers. Do not enter ranks, they will be auto-calculated. At a computer in the tournament HQ (second floor library), you will enter the raw scores into the computer based program by following the link provided by a score counselor.
2. **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. Ties should be broken before submitting grades in HQ.
3. **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.
4. **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.
5. **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*.
6. **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.
7. **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.
8. **Event Documentation**: Provide raw scores, all graded exams, and computerized rubrics for building events as soon as possible after your event is done. Help is available at the tournament HQ to grade or tally results.
9. **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 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 team number or provide event-specific scoring rubric

General score counseling process:

* Fill in the information in the counseling checklist
* 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: At the South Shore Seawolves Invitational, N=55, P=55, NS=56, DQ=57.

At the end of the tournament, each team’s head coach will be provided one copy of the final scores with their graded events.

\*This information based on the National Tournament documentation.

**SCORE COUNSELING CHECKLIST**

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

Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Bring these items to Score Counseling:
* Student answer sheets
* Attendance form
* Scoring sheet
* Build Event Rubrics
* Attendance form
1. How was the event run?
* Stations
* Written test
* Building Event
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
1. What factors contribute to the final score (e.g. # questions right, times, measurements, etc)?
2.  High score wins or  Low score wins
3. How were ties broken?
4.  High tiebreaker wins or  Low tiebreaker wins
5. 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:

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