

APPRAISER GUIDE

The Appraiser Guide will help Appraisers understand and prepare for their very important role at the Destination ImagiNation Tournament.



Points of Interest: This Guide contains information about:

- Appraiser Basics
- Appraiser Roles
- Appraising at the Tournament
- Scoring

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Contents

Appraiser Guide	2
What is Destination ImagiNation?	3
The Two Components of the DI Program	3
The Destination ImagiNation Tournament	4
Appraiser Basics	5
The DI Philosophy of Awarding Points	5
The Level Playing Field	5
Difficult Decisions	5
The Appraisal Team	6
Basic Requirements for Appraisers and Officials	6
The Qualities of a Great Appraiser	6
Number of Appraisers at Each <i>Team Challenge</i> Site	6
Number of Appraisers at Each <i>Instant Challenge</i> Site	7
Appraiser Roles	8
The Head Appraiser	8
The Prep Area Appraiser	8
The Team Challenge Appraiser	9
The Number Cruncher or Appraisal Team Organizer	10
The Structure Check-In Appraiser (Challenge E: Hold It!)	10
Support Officials:	11
Timekeeper/Announcer	11
Doorkeeper	11
Appraising at the Tournament	12
Team Choice Elements	12
Team Clarifications at the Tournament	13
Sticky Notes	14
Some Sticky Suggestions	15
A Sticky Vocabulary	16
Appraiser Questions for Teams	17
Scoring: Rubrics	18
Rubric 1: Evaluating the Creativity of the Solution or Presentation	18
Rubric 2: Evaluating the Creative Use of Materials	19
Rubric 3: Evaluating Teamwork	20
The Tale of the Invisible Appraiser	21
How to Use the Deduction Worksheet	22

Educational Goals of the Program

Destination ImagiNation is an educational program in which student teams solve open-ended Challenges and present their solutions at Tournaments. Teams are tested to think on their feet, work together and devise original solutions that satisfy the requirements of the Challenges. Participants gain more than just basic knowledge and skills—they learn to unleash their imaginations and take unique approaches to problem solving.

GOALS

- Foster creative and critical thinking.
- Learn and apply creative problem solving methods and tools.
- Develop teamwork, collaboration, and leadership skills.
- Nurture research and inquiry skills, involving both creative exploration and attention to detail.
- Enhance and apply written and verbal communication and presentation skills (both impromptu and sustained).
- Promote the recognition, use, and development of many and varied strengths and talents.
- Encourage competence in, enthusiasm for, and commitment to real-life problem solving.

METHODS

- Young people of similar age work on teams of up to 7 members over an 8-12 week period.
- Experiential Education is employed to effectively engage participants in learning.
- No Interference is allowed from anyone outside of the team.
- Adult Team Managers act as facilitators to a team.
- Experienced trainers in all Affiliates provide Team Manager training.
- Problem solving skills are cultivated by using tools.
- Open-ended *Team* and *Instant Challenges* appreciate creativity.
- Individual and team strengths are promoted by *Team Choice Elements*, based on Multiple Intelligence Theory.
- *Instant Challenges* engage participants in rapid-fire critical thinking.
- *Team Challenges* engage participants in sustained problem solving.

ASSESSMENT

- Tournaments are a celebration of what the team has accomplished and the process learned.
- Solutions are evaluated, and Reward Points are a component of *Team* and *Instant Challenges*.
- Appraisers are trained to reward the process that the team has experienced.
- *Tournament Data Forms* provide opportunity for teams to culminate their experience.
- Special Awards are given for exceptional creativity, teamwork and innovation.
- At the end of the Destination ImagiNation season, teams have an active reflection time.

Appraiser Guide

THANK YOU for volunteering to participate in the Destination ImagiNation program as a Tournament Appraiser. As a DI[®] Appraiser, you are part of a large team of people who are dedicated to helping our young people learn creativity, teamwork and problem solving skills. You are also an important part of a smaller team - the Appraisal Team for a *Team Challenge* or an *Instant Challenge* at a DI Tournament. This Guide has been prepared to help you, as an Appraiser, understand and prepare for your very critical role at the Tournament.

What is Destination ImagiNation?

Destination ImagiNation fosters the development of creative thinking, teamwork and problem solving skills. The emphasis of DI is on the “process,” the learning that takes place all year as the teams prepare their Challenge solutions.

Every state, province, or country affiliated with Destination ImagiNation is known as an Affiliate Organization. The director is known as an Affiliate Director (AD). Very often, the Affiliate organization is large enough to have Regional Tournaments prior to their Affiliate Tournament. The number of Regions within each Affiliate varies widely from 0 (Affiliate Finals only) to 20. Each Region has a Regional Director (RD) or Co-Directors. In most Affiliates, the Regional and Affiliate Finals Tournaments are held between February and April of each year. The Destination ImagiNation season concludes with the Global Finals Tournament, which takes place in May of each year.

The Two Components of the DI Program

The Destination ImagiNation program asks teams to creatively solve two different kinds of Challenges, each with its own purpose and educational focus. The two Challenges, or components, are called the ***Team Challenge*** and the ***Instant Challenge***. Teams present their solutions to both Challenges at a Regional or Affiliate Tournament.

Team Challenge

The Destination ImagiNation *Team Challenge* is a Challenge teams work on over a long period of time, usually several months. This year, Destination ImagiNation presents seven *Team Challenges* (six competitive Challenges and one Rising Stars![®] noncompetitive Challenge), and each team generally chooses one Challenge to solve. The *Team Challenge* is made up of two parts, the ***Central Challenge*** and ***Team Choice Elements*** (except for a yearly Improvisational Challenge, which does not include *Team Choice Elements*). The projectOUTREACH Challenge requires teams to develop and implement a Project in which the team works on a solution to a real-life community problem. Each year the Challenge has a different theme. Teams must document the process used to develop and implement their Project and make a Presentation about their Project at the Tournament.

Central Challenge

- Purpose: Encourages development of creative problem solving skills, teamwork, and creative process over a sustained period of time (usually several months).
- Educational Focus of *Central Challenge*: The project undertaken by the team is academically based and focuses on one or more of the following areas: Technical/Mechanical Design, Structural/Architectural Design, Science, Theatrical/Literary/Fine Arts, Improvisation.
- Each of the competitive *Central Challenges* involves a research component.
- One or more of the competitive *Central Challenges* involves an improvisational component.
- One or more of the *Central Challenges* involves an international and/or intercultural theme.

Team Choice Elements

- Purpose: Encourages participants to discover and showcase their collective interests, strengths, and abilities as a team and as individuals, and allows them to develop that showcase over a long period of time.
- Educational Focus of *Team Choice Elements*: Based on the educational theory of multiple intelligences, which in part emphasizes allowing participants to find their own best ways to present what they have learned.
- Allows teams total freedom to develop elements of their own choosing.
- Allows teams to highlight areas of strength that are not brought forth in the *Central Challenge* requirements.
- Allows and encourages teams to recognize and make the most of each individual's abilities/interests.

Instant Challenge

The Destination ImagiNation *Instant Challenge* is a Challenge that teams are asked to solve in a very short period of time at their Tournament, without knowing ahead of time what the Challenge will be.

- Purpose: To put team's creative problem solving abilities, creativity, and teamwork to the test in a short, time-driven Challenge.
- Educational Focus of *Instant Challenge*: The team's use of creative problem solving strategies, assessment and use of available materials, and teamwork under tight time constraints.
- Encourages teams to develop creative problem solving and time management strategies, performance and improvisational techniques.
- Develops the ability to quickly assess the properties of provided materials, and learn how to manipulate materials creatively for a unique solution.

The Destination ImagiNation Tournament

The DI Tournament is a culminating **CELEBRATION** of what the teams have learned throughout the year. It celebrates their teamwork, creative problem solving, time management and the skills they have learned on the way to their Challenge solution.

A DI Tournament is not apart from the process; it is A PART OF the DI process.

A Tournament:

- Is the celebration of every team's solution, regardless of their score
- Is fair and consistent
- Has officials who understand and honor the DI process
- Considers every team a winner

When we say every team is a winner, what do they win?

They have won the ability to:

- Have self-confidence to generate options
- Learn to take focused risks
- Make decisions with efficiency
- Take action with a positive outlook

The DI process is not just for kids! One of the great benefits for adults who are participating in DI as an Appraiser is the opportunity to learn the same skills DI teaches the young people on teams.

Appraiser Basics

The DI Philosophy of Awarding Points

Every person on every Appraisal Team must be aware of the Destination ImagiNation philosophy of awarding points! In the Destination ImagiNation program, it is the job of the Ap**PRAISE**rs and Officials to AWARD each team as many points as possible. The emphasis should be on what the team members *did* produce, not on what they did not produce.

Those who have volunteered to be Appraisers have the privilege of being an integral part of the process for the teams. Appraisers who understand the goals of the program and who can elevate and celebrate the accomplishments of each team through conversation, gestures, interest, and supportive appraising will give the teams and themselves the best experience possible at the Tournament.

The Level Playing Field

The term “level playing field” describes the way we would like all participants to approach the competitive aspects of the Tournament. It means that every team is accorded the same interest, respect and enthusiasm from the Appraisers who evaluate their efforts, but it also means that *no team can be given an advantage over any other*.

Sometimes, for one reason or another, a problem or glitch occurs during the team’s Presentation that costs a team some points. Sometimes this is heartbreaking for members of the Appraisal Team, and sometimes certain Appraisers find it difficult to not award the team more points than they have, in fact, earned. It is very important that Appraisal Teams understand that to ‘look the other way’ in order to allow the team to keep unearned points is, in effect, *removing points from every other team*. When this happens, the playing field is no longer level, but tipped in favor of the team who had the problem.

At the same time, it also occasionally happens that, because of a scoring ambiguity, a team must be awarded points that one or more Appraisers feel the team doesn’t ‘deserve.’ In this situation an Appraiser might feel that he or she should *artificially* level the playing field by withholding points from that team in other areas, sort of a ‘vigilante’ kind of scoring. Just as it is unacceptable for an Appraiser to award points a team does not deserve, it is equally unacceptable for an Appraiser to withhold points a team legitimately earned.

It is up to Challenge Masters and Head Appraisers to be sure that the Appraisal Team does its job: **Keep the Playing Field Level**. Award all the points that a team has legitimately EARNED. Never award ‘sympathy’ or ‘hard luck’ points, and never withhold points in a ‘vigilante’ way.

When awarding points, teams should not be compared to each other. They should be evaluated only against the scoring criteria in the Challenge.

Difficult Decisions

Sometimes there is more than one way to understand a Challenge requirement. Destination ImagiNation urges Appraisers to interpret Challenge requirements always in the broadest way. DI truly subscribes to the notion that “if it doesn’t say you can’t, then you can.” The only things that team members, Appraisers and other Officials have in common are the written materials: the *Rules of the Road*, the Challenge and *Published Clarifications*. For some solutions, there is sufficient uncertainty in the wording of the Challenge that it is not clear whether a team’s solution meets the requirements of the Challenge. In these situations the team should receive the benefit of the doubt, and an appropriate number of points should be awarded by the Appraisal Team.

The Appraisal Team

The Destination ImagiNation *Team Challenge* Appraisal Team consists of seven or more people: A Challenge Master and/or Head Appraiser, at least four Appraisers who evaluate the entire *Team Challenge* (*Central Challenge PLUS Team Choice Elements*), a Prep Area Appraiser and at least one Support Official (Number Cruncher/Appraisal Team Organizer and Timekeeper/Announcer). The *Instant Challenge* Appraisal Team consists of at least 2 Appraisers in each competition room, supported by many Support Officials. **Please see this year's *Instant Challenge Appraisal Packet* for details about appraising *Instant Challenge* at a DI Tournament.**

Basic Requirements for Appraisers and Officials

Exceptions to these requirements shall be at the discretion of the Affiliate, Regional, or Tournament Director.

1. Destination ImagiNation Appraisers and Officials must be at least 18 years of age or older.
2. Destination ImagiNation Appraisers and Officials are no longer enrolled in high school.
3. Destination ImagiNation Appraisers may not appraise the Presentation of a team for which they have served as Team Manager.
4. Destination ImagiNation Appraisers may not appraise the Presentation of a team that includes their own family member(s).
5. All Destination ImagiNation Appraisers and Officials must attend an official Appraiser Training and be certified to appraise or officiate.

The Qualities of a Great Appraiser

A great Appraiser:

- Enjoys working with young people and has a good sense of humor.
- Is committed to learning as much as possible about the assigned Challenge and is not afraid to ask questions if she or he doesn't understand something.
- Is punctual and honors the commitment to attend training and the Tournament.
- Is comfortable working as part of a team.
- Doesn't mind getting down on the floor to examine a creation or to get a better view of a Presentation.
- Is fair: Is able to appraise without bias towards or against specific teams and/or themes.
- Appreciates creativity in all its forms.
- Is able to go long intervals without breaks.

Number of Appraisers at Each *Team Challenge* Site

Each *Team Challenge* site needs:

	1	Challenge Master: Trains the Appraisal Team and oversees all Presentation Sites for his/her specific <i>Team Challenge</i> during the day of the Tournament.
OR	1	Head Appraiser: Supervises the Appraisal Team for one specific site.
	1 or more	Prep Area Appraiser: Checks teams and prepares them to present.
	4 or more	Team Challenge Appraisers: Evaluate required elements in <i>Team Challenge</i> solutions.
	1 or more	Number Cruncher or Appraisal Team Organizer: Sorts and organizes all team-related score sheets and paperwork; may enter scores into computer at Presentation Site or may send score sheets to the Score Room for tabulation.
	(2)	(Hold It! Only) Structure Check-In Appraisers: Checks teams' Structure for compliance with Challenge requirements; may appraise specified elements of the Structure, as required in Challenge.

Number of Appraisers at Each *Instant Challenge* Site

- 1-3 **Check-In Officials:** Check in each team as they arrive for the *Instant Challenge* or Simulation part of the Tournament. If no Holding Room is used, also responsible for overseeing waiting teams.
- 1-3 **Holding Room Officials:** If a Holding Room is used at the Tournament, oversee teams waiting to enter their *Instant Challenge* room.
- 2 ***Instant Challenge* or Simulation Appraisers in Each Competition Room:** Appraises the teams' *Instant Challenge* Presentations.
- 1 **Timekeeper in Each Competition Room:** Times the Challenge Presentations (for most *Instant Challenges* that do not have timing complications, an Appraiser can also be the Timekeeper).
- 1-3 **Chill Out Room Officials:** If a Chill Out Room is used at the Tournament, oversee teams as they privately discuss their experience after they have completed their *Instant Challenge* or Simulation.

Appraiser Roles

The Head Appraiser

The Job: Every Destination ImagiNation *Team Challenge* Appraisal Team must have a Head Appraiser. The Head Appraiser is the site facilitator who helps ensure the smooth running of one Presentation Site. The Head Appraiser is responsible for supervising the entire Appraisal Team at the site, and must be thoroughly familiar with the Destination ImagiNation program rules, as well as the specifics of the *Team Challenge*. In most cases the Head Appraiser, rather than the Challenge Master, is the person who presents and explains the Raw Scores and possible deductions to the Team Manager. Depending upon the Tournament, the Challenge Master may also serve as the Head Appraiser.

Qualities of a great Head Appraiser: Has experience in overseeing Appraisal Teams; is friendly and has a sense of humor; has great leadership qualities; is diplomatic; is fair; enjoys children and young people; is well-organized; is a great listener.

Principal Duties: The Head Appraiser will:

1. Check the Presentation Site, making sure all conditions for the site have been met. Make an effort to keep spectators from interfering with or getting in the way of the teams, their creations, and the Appraisers' area.
2. Make sure no Appraiser or Support Official who is part of the Appraisal Team will be evaluating any team which contains a family member, or for which he/she has served as Team Manager.
3. Check the Appraisal Packet for guidelines on how to divide up scoring elements among Appraisers, and make sure that every scored element is appraised or scored by more than one person. Reassign or 'double up' some members of the Appraisal Team in the event that there are not enough Appraisers or Officials for the site.
4. Return the Raw Scores to the Team Manager and one Team Representative. See *Rules of the Road* for information on this procedure.
5. Receive all appeals or questions of concern at the *Team Challenge* site. See *Rules of the Road* for information on this procedure.

The Prep Area Appraiser

The Job: The Prep Area Appraiser is responsible for greeting the team members and Team Managers at the Presentation Site, relaxing them and checking that required elements of the solution such as props, paperwork, etc., are in order and in compliance with rules. This Appraiser is the first Tournament Official the team meets, usually just before the team's Presentation. It is VERY important that the Prep Area Appraiser is able to set a team at ease.

Qualities of a great Prep Area Appraiser: Has experience working in the Prep Area OR has demonstrated experience and competence as an Appraiser; enjoys children and young people; is diplomatic, friendly, and has a sense of humor; is level headed and calm; is gentle and patient; is well-organized; knows the rules in the Challenge and the *Rules of the Road*; is fair and understands the concept of keeping the playing field LEVEL.

Principal Duties: The Prep Area Appraiser will:

1. Set up the Prep Area. See below for specific information.
2. Collect and check all paperwork, props and other required items listed on the Prep Area Checklist. The Prep Area Appraiser will also check for potential safety issues and use of prohibited items (See "*Safety*" section of the *Rules of the Road*).

3. Inform the team about the layout of the site, including site boundaries, location of the Appraisers and Officials, the electrical outlet, etc. Point out the Timekeeper/Announcer and any other Appraiser or Official assigned a specific function. Inform the Team Managers and any non-performing team members where their designated seats are located, and indicate where and to whom the Team Manager and the designated Team Rep should return after the Presentation to receive the team's Raw Scores. Most of this information will come from an examination of the Presentation Site and a talk with the Head Appraiser.
4. Be the advocate for the team! The Prep Area Appraiser is, in many cases, the first Appraiser or Official the team will encounter at the Tournament. The team will probably have many questions, from "How much time before we perform?" to "Are the Appraisers nice?" Expect the unexpected and understand that the most important part of the job is putting the team at ease and answering their questions.

The Team Challenge Appraiser

The Job: Since most *Team Challenges* are comprised of the *Central Challenge* and the *Team Choice Elements*, a *Team Challenge* Appraiser is a person who evaluates some or all of the required elements of a team's Presentation, including *Team Choice Elements*. Every item on the score sheet must be evaluated by at least two Appraisers, but all Appraisers should not appraise all elements. Prior to the start of the Tournament, the Challenge Master and/or Head Appraiser will determine which elements will be evaluated by each Appraiser.

Qualities of a Great Team Challenge Appraiser: Enjoys children and young people; is friendly and curious; appreciates technical and artistic creativity in all its forms; is sincerely interested in the creative process and in understanding the efforts of the team members; is fair and consistent; can maintain a consistent level of enthusiasm throughout a long day of Presentations.

Principal Duties:

1. Observe the team's Presentation, moving around if necessary, in order to see all of the intended elements of the Presentation.
2. Appraise their assigned items using criteria listed on the *Team Challenge* score sheet. Some elements are objective in nature; for example, awarding the team points for a requirement such as a light that must turn on. Other elements are subjective in nature and will require evaluation. An example of a subjective element is one in which an Appraiser may need to evaluate the originality and innovation of an item. All *Team Choice Elements* are subjective. Scoring rubrics have been developed to assist Appraisers in the subjective evaluation of some types of scoring areas. They can be found in the Appraiser Guide.
3. Interact with the members of the performing team following the team's Presentation in order to learn as much as they can about those elements of the team's solution that they are assigned to Appraise.
4. Ask questions and seek additional information in a positive and friendly way. See the Appraiser Guide for information on questioning teams, as well as examples of good questions.
5. Write positive comments about the team's Presentation on 'sticky' notes provided at the work table. These comments, along with the team's Raw Scores, will be passed on to the Team Representative and the Team Manager by the Head Appraiser. See the Appraiser Guide for sticky note suggestions.
6. Participate in decisions about potential special awards (*DaVinci*, *Renaissance*, *Spirit of DI*, *projectOUTREACH Torchbearer Award*) to be given to teams.

➡➡➡ APPRAISING SUBJECTIVE ITEMS

- ★ In the case of subjective assessments, it is critical that the Appraisers learn as much as possible about those elements of the team's solution from team members following the Presentation.
- ★ Appraisers must not discuss their evaluations with one another. This is to ensure that each Appraiser's opinions are his or hers alone, free of the influence, perspectives, or persuasion of anyone else.
- ★ Appraisers should evaluate similar elements consistently throughout the day. The rule of thumb is, "If something seems unusually creative in the morning, you must continue to appraise it the same way in the afternoon, even if you have seen many such items by that time."
- ★ Appraisers must not evaluate by comparing team to team, but rather they must award points based on where the team's efforts are in terms of the Appraiser's own internal criteria for that element.
- ★ Appraisers should not be looking for what ISN'T there, but for what IS.

The Number Cruncher or Appraisal Team Organizer

The Job: A Number Cruncher or Appraisal Team Organizer should be assigned to every *Team Challenge* Appraisal Team. The job of the Number Cruncher is to collect, organize, and scrutinize all paperwork from each team's Presentation and prepare the paperwork for the Score Room. The Number Cruncher will tally and enter Raw Scores on the team's copy of the Master Score Sheet. Sometimes there will be a computer at the Presentation Site and the Number Cruncher will enter the Appraiser's scores directly into the Scoring Program. All Number Crunchers must attend training in both their Challenge and in Score Room procedures.

An Appraisal Team Organizer (ATO) is used instead of a Number Cruncher when all scores are computed and input into the Scoring Program in the Score Room. The ATO collects, checks and organizes all paperwork from each team's Presentation and prepares it for the Score Room. The ATO does no score tallying or computer input at the Challenge Site.

Qualities of a Great Number Cruncher or ATO: Must be committed to accuracy; is well-organized; thorough; is not afraid to ask questions if she/he doesn't understand a procedure, a scoring category, or the legibility of an Appraiser's handwriting or numbers; if a computer is used to enter scores at the Presentation Site, must be comfortable working with computers and with the Scoring Program.

Principal Duties:

1. Collect and sort all paperwork for each team's Presentation.
2. Tally numbers on each Individual Appraiser Score Sheet and transfer averages to Master Score Sheet. OR enter all scores into computerized Scoring Program before paperwork is transferred to Score Room.
3. If an ATO is used, prepare all paperwork for transfer to the Score Room, where it will be tabulated.

The Structure Check-In Appraiser (Challenge E: *Hold It!*)

The Job: This special Appraiser is in charge of checking all Structures for compliance with the *Team Challenge* requirements. This usually involves weighing and measuring the Structure and sometimes evaluating the design. Specific instructions for this role can be found in the Appraisal Packet for Appraisers for Challenge E: *Hold It!* Please note that if the Challenge includes a subjective scoring item that is to be appraised in Structure Check-In there should be at least two Appraisers assigned to this role.

Qualities of a Great Structure Check-In Appraiser: Must be calm, patient, and friendly; must understand that he or she should NEVER touch the team's Structure; must understand the specific procedures for this Challenge.

Support Officials:

Destination ImagiNation *Team Challenge* Appraisal Teams run more smoothly if there are enough volunteers to staff non-evaluative support positions. Whenever possible, it is recommended that Appraisal Teams also include the following Officials:

Timekeeper/Announcer

The Job: The Timekeeper/Announcer must keep accurate times according to the specifications in the *Team Challenges*. He or she should attempt to keep the Appraisal Team on schedule updating them on how they are keeping to the posted schedule. The Timekeeper/Announcer introduces each team to the Appraisers and the audience. Aside from noting the team's time for scoring purposes, the Timekeeper/Announcer does not appraise any aspect of a team's Presentation.

Qualities of a Great Timekeeper: Clearly understands the time limitations of the *Team Challenge* being appraised; is able to focus on keeping time without being distracted by the entertaining aspects of the Presentation; is comfortable using a stopwatch, countdown timer or other timing device; is upbeat, enthusiastic and personable; is not afraid to speak loudly in front of an audience; has a loud, clear voice that carries across large spaces if there is no microphone; is able to maintain energy and enthusiasm throughout the Tournament day; understands that the last team of the day deserves the same attention as the team that presented first; is entertaining but never forgets that it is the TEAMS – not the Announcer – that should be the center of the audience's attention!

Principal Duties:

1. Must be careful to use the same general introduction for all teams. It is NOT necessary that the Announcer follows exactly the same script for each team. The announcer may personalize the introductions for each team, but every team must be introduced with the same spirit and attention.
2. Must introduce the Team Manager(s) and any non-performing team members to the audience prior to the Presentation.
3. Should ask all members of the team to take a bow at the conclusion of the Presentation.
4. Should set the tone for the Presentation with his/her enthusiasm and personality.
5. May amuse the audience between Presentations, but regardless of innate talent, should never be so captivating as to overshadow the teams.

Doorkeeper

The Job: The Doorkeeper's job is to ensure that 'limited access' Presentation Sites (such as auditoriums or classrooms) remain quiet and secure during a team's Presentation. Some sites, such as large gyms, are considered 'open access' sites in which audience members are free to come and go quietly throughout Presentations. Other sites, however, are considered 'limited access' sites, in which the audience may come and go only BETWEEN Presentations. The Doorkeeper serves the important function of securing the audience entrance to such sites when so directed by the Head Appraiser or Announcer. At times this requires a diplomatic touch and a sense of humor.

Qualities of a Great Doorkeeper: Understands the importance of securing the doors of limited access Presentation Sites; is not intimidated easily; is diplomatic and confident in this role; has a sense of humor.

Appraising at the Tournament

Team Choice Elements

1. What is the purpose for having teams produce *Team Choice Elements*?

A: *Team Choice Elements* provide teams with an opportunity to showcase some of their strengths other than those that may be required in order to solve the *Central Challenge*. It is the one area of the Challenge in which teams have complete creative control. The team will determine what areas of specialty/strength they would like to select and highlight during their Presentation. These showcased creations represent what teams consider their best work.

2. Is it possible for a team to present both *Team Choice Elements* simultaneously?

A: YES – as long as each item is a 'stand alone' item that could be evaluated on its own, separate from the other item. For example, a team could present two *Team Choice Elements* simultaneously – a song with a dance – It would be relatively easy to identify each part and score them separately. BUT if a team wants the words of the song and the melody scored as two *Team Choice Elements*, the team must realize that it will be difficult for the Appraisers to thoroughly appreciate each item. That is a risk the team takes. If and when this situation arises, Appraisers should just do their best!

3. Could a *Team Choice Element* include more than one specific item?

A: Yes. According to the *Rules of the Road*: A *Team Choice Element* could include more than one specific item: For example, the team has written Flamenco music, choreographed a Flamenco dance and designed and created a Flamenco dance costume for a character. The team wants all of these items (original Flamenco music, dance and costume) evaluated as one *Team Choice Element*. As long as these items are not being specifically scored elsewhere in the *Team Challenge*, the team can list these items on their *Tournament Data Form* to be scored as a *Team Choice Element*. In this example, the Team would need to determine the best way to write the *Team Choice Element* to incorporate all three items in an understandable way for the Appraisers. The team must also be aware that, just as the costumes in the above example were ALL scored when the team was not specific about the exact costume they wanted to be scored, if one of the aspects of the Flamenco items is not as strong as the other parts of it, it could affect their *Team Choice Element* score.

4. Can a team's *Team Choice Element* be something that is attached to or a part of a required prop or item?

A: Yes. According to the *Rules of the Road*: A *Team Choice Element* may not be a specific item that is required in the *Central Challenge* that is already being evaluated. A *Team Choice Element* MAY be a single unique PART of a required item, as long as an Appraiser can identify it by itself. Here are three examples.

- a. A 'vehicle' is a required scoring item in the *Central Challenge*. The team may not list the entire vehicle as a *Team Choice Element*. However, the side of the vehicle might feature artwork painted by the team. The team may ask that the artwork on the vehicle be evaluated separately as a *Team Choice Element*. The artwork is part of the vehicle and is evaluated as part of the vehicle, and it can also be easily identified and evaluated as a stand-alone item for a *Team Choice Element*.
- b. The same vehicle is being scored for overall technical design. A team may ask that a specific design element, such as the vehicle's braking or steering system, be evaluated separately as a *Team Choice Element*. In this case, the braking or steering system would be appraised as a *Team Choice Element* and for its contribution to the overall design of the vehicle, just as in a Challenge that is scored for Overall Effect, everything in the Presentation is evaluated as a whole, despite individual items being evaluated.
- c. A Challenge may require a piece of scenery. The team creates a backdrop of a kitchen to fulfill its scenery requirement. For one of its *Team Choice Elements*, the team creates a working mechanical clock on the wall of the kitchen scenery. The clock is part of the scenery and is evaluated as part of the scenery, and it can also be easily identified and evaluated as a stand-alone item for a *Team Choice Element*.

Team Clarifications at the Tournament

When a team has a question about something in the Challenge or in the *Rules of the Road*, they may write for a Team Clarification. The team's Clarification questions are answered by the International Challenge Masters and these answers are sent to the team. Team Clarifications are not shared with any other team because the questions often contain details about a team's planned Challenge solution.

The answers to all Team Clarification questions come from the Challenge, the *Rules of the Road*, and the *Published Clarifications*. The ICMs always cite the specific sections of the Challenge or the rules in their answers. Because the Challenge and rules do not change from team to team, a Clarification answer to one team applies to all teams participating in the Challenge at a Tournament. The following two scenarios are provided to help guide Appraisers:

1. A team asks a Clarification question about whether they are allowed to use a fog machine in their Presentation. The ICMs' answer indicates that the team may not use a fog machine. The team has brought a copy of this Team Clarification to the Tournament and has presented it to the Prep Area Appraiser. At the same Tournament another team plans to use a fog machine in their Challenge solution, but has not asked for a Team Clarification. **Does the first team's Team Clarification apply to the second team?**

A: The International Challenge Masters always cite the pertinent section of the Challenge or the *Rules of the Road* in their Clarification answers. The *Rules of the Road*, Safety Guidelines and Restrictions states: 'Smoke or fog machines are not allowed.' The rules do not change from team to team, so Team Clarifications apply to every team participating in the Challenge at the Tournament. The Prep Area Appraiser must tell the team they cannot use the fog machine, but should not tell them that this is because another team had a Team Clarification that bans the use of fog machines. Instead, the Appraiser should use the Clarification as a guide to find the section in the *Rules of the Road* that prohibits the use of fog machines. The Appraiser should cite this section, and not the Team Clarification when working with the team. It is the *Rules of the Road*, and not the Team Clarification, that bans fog machines.

2. Imagine that there is a Challenge called "Big Wheel," which requires teams to create a vehicle that they can drive. A team submits a Team Clarification that asks if the vehicle that they are required to create can have three wheels instead of the usual four. The Challenge does not say they may not do this, but it also doesn't say they may. The ICMs respond by citing the section of the Challenge that states that the team may do this since the Challenge does not say it can't. Because of the way the Challenge is written, the Appraisers expect to see a four-wheeled vehicle. The team brings the vehicle and the Clarification to the Tournament, and the Appraisers, who had not imagined such a solution, evaluate it as highly creative.

Later in the day, another team at the same Tournament brings a two-wheeled vehicle. They had not asked for a Clarification. However, because the other team had a Clarification that "allowed" their 3-wheeled vehicle and this team does not, the Appraisers assume that this team's vehicle is illegal because they did not have "permission" to do it via a Clarification. They issue the team a deduction for Illegal Procedure. Is this the correct thing to do?

A: No, a deduction is not the correct thing to do. All Team Clarification answers come from the Challenge, the *Rules of the Road*, or the *Published Clarifications*, and the ICMs must cite these sources in their answers. Because the Challenge and rules do not change from team to team, a Team Clarification applies to all teams at the Tournament. In this case, since the Challenge does not require a specific number of wheels on the vehicle, "If... it doesn't say they can't do something, then they can!" is the relevant rule. The team should be told that they are allowed to have any number of wheels on their vehicle, not because there was a Team Clarification for another team that allows it, but because it is allowed in the Challenge.

Sticky Notes

Appraisers are expected to write brief, positive comments on sticky, Post-it® type notes for each team. These notes are then attached to the team's copy of the Master Score Sheet or to a sheet specifically created for Post-it notes and returned to the team, with the scores for their Presentation, by the Head Appraiser or Challenge Master. The sticky notes are an important part of Appraiser feedback for teams; to most young people, words are often more meaningful and rewarding than score numbers. Appraisers must do their best, through their sticky notes, to let the teams know that the Appraisers were watching their Presentation closely and that they appreciate the team's effort. Appraisers must be sure, however, that their sticky notes are appropriate and do not mislead teams.

Sticky Notes **MUST NOT**:

- **Give teams any expectation about their score** "This is the best vehicle I've seen all day!"
- **Be critical** "If you had put more effort into your vehicle, it would have probably worked."
- **Make suggestions** "Your team should talk louder during your Presentation!"
- **Provide Interference** "You should fix the vehicle's steering system before the next Tournament."

Sticky Notes **MUST**:

- **Be positive** "You should be proud of yourselves for all your hard work."
- **Be specific** "You must have had fun making your costumes!"
- **Be kind** "Thank you for sharing all your hard work with us!"
- **Let them know you were paying attention** "Your use of backward rhyming was very interesting!"

Appraisers must be careful to not write sticky notes about items that are scored in the Challenge. If the *Central Challenge* has "Teamwork" as a scored element, or if a team asks the Appraisers to score their teamwork as a *Team Choice Element*, Appraisers should not write "Great teamwork!" or "I like how your team worked together!" as sticky note comments. In the same way, if the costumes are being scored in the Challenge, or if a team asks the Appraisers to score the costumes as a *Team Choice Element*, Appraisers must not write sticky notes that might lead the team to have unrealistic expectations about their score for costumes.

Some Sticky Suggestions for Appraisers:

Appraisers can get sticky note ideas during the Presentation, when they are talking to the team after their Presentation, or even as the team is leaving!

- ★ *During the Presentation:* Have a blank sticky note out and ready to make a note during the Presentation - as long as making the note will not distract you from watching the rest of the team's Presentation.
- ★ *When talking to the team after their Presentation:* Pay attention to the elements the team is particularly proud of or excited about -- these might be the basis for a rewarding sticky note.
- ★ *As the team cleans up and leaves:* If you do not yet have a sticky note written, look up at the team and their props, costumes, etc. to remind yourself of some specific detail from the team's solution on which you would like to comment.

Some Sticky Suggestions

<p><i>I really enjoyed your Presentation!</i></p> <p><i>Thank you for sharing it with us!</i></p>	<p><i>It looks like you really worked hard!</i></p> <p><i>You should be proud of yourselves!</i></p>
<p><i>I really liked how you made me _____!</i> <i>(laugh, think, etc.)</i></p>	<p><i>You must have had fun building the _____!</i></p> <p><i>Thanks for sharing it with us!</i></p>
<p><i>Great effort on the ___! I enjoyed it!</i></p>	<p><i>Good work! You surprised me with the _____!</i></p>
<p><i>Your use of ___ was very interesting!</i></p> <p><i>Good work!</i></p>	<p><i>It looks like you learned a lot when you made the _____! Good effort!</i></p>
<p><i>I learned a lot from your Presentation!</i></p> <p><i>Thanks for sharing!</i></p>	<p><i>Your team looks like you have a lot of fun together!</i></p>
<p><i>Your Presentation was fun to watch!</i></p>	<p><i>Great enthusiasm!!</i></p>
<p><i>This was a very thoughtful Presentation!</i></p>	<p><i>Woo hoo! You had my foot tapping to your music!</i></p>

A Sticky Vocabulary

The following words can be used to inspire Appraisers who may get “stuck” as they try to create good, positive sticky notes for teams.

funny
clever
thoughtful
striking
interesting
charming
witty
think
proud
building
creating
entertainment
difficult
original
passionate
unusual

amusing
enjoyable
enthusiastic
stimulating
lively
merry
thought-provoking
fun
worked hard
rhyming
energy
sewing
melodic
skillful
animated
out of the ordinary

delightful
exciting
pleasure
colorful
stirring
entertaining
laugh
sharing
effort
painting
interaction
constructing
beautiful
ingenious
pleasant
eye-catching

Appraiser Questions for Teams

After each team's Presentation, Appraisers must go to the Presentation Area to look closely at the team's creations and to talk with the team about their props, devices, costumes, performance and any other detail of the team's Presentation that would help the Appraisers to AWARD POINTS. The teams have worked for months on the details of their Presentation, and the Appraisers must honor this work and commitment by looking closely at all the elements of the Presentation.

Because of the tight Tournament schedule, Appraisers must be efficient with their questioning and be sure they are able to glean as much information as possible from the team, while at the same time celebrating the process of discovery and learning that is embodied in the team's Presentation. Although sometimes the interview makes Appraisers aware of instances of Interference which must be dealt with according to the *Rules of the Road* and with the help of the Deduction Worksheet, the primary goal of questioning the team after the Presentation is NOT to try to catch Interference. The questioning process is designed to allow the team to share details that might otherwise be overlooked or to show how a Challenge element "was supposed to" work, if it was not successful during the Presentation.

In order to be efficient and to get the best information from the most knowledgeable sources, Appraisers should ask specific team members questions about the elements they had a hand in designing or creating. It might be helpful to provide Appraisers with some questions they might use when talking with teams after their Presentations. Although different Team Challenges generate specific questions, some generic sample questions are:

- **Who designed (thought up, built, crafted) this item?**
- **What are you most proud of?**
- **How did you think of the theme for your play?**
- **What steps did you go through to create the _____?**
- **Tell me more about this (costume, prop, device, background, music).**
- **How is this supposed to work? Can you show us?**
- **What kinds of tools did you learn to use?**
- **What was your favorite thing you did this year?**
- **How did you think up the interesting _____?**
- **How is this device powered (controlled, steered, etc.)?**
- **How did you get this background effect?**
- **Is there anything else you want to tell us about?**

Scoring: Rubrics

Rubric 1: Evaluating the Creativity of the Solution or Presentation

This rubric has been provided to help Appraisers determine into what point range an aspect of a solution or Presentation falls. Appraisers do NOT have to use this tool; however, Appraisers MUST appraise teams consistently throughout the Tournament. If this rubric is used by a given Appraiser, it should be used throughout the Tournament; if an Appraiser uses another evaluative method, that method and its standards should be employed throughout the Tournament.

RUBRIC FOR EVALUATING CREATIVITY OF SOLUTION/PRESENTATION

Qualities	1-30 points
<ul style="list-style-type: none"> • Creativity is present and it's somewhat enhanced • The solution applies • Attempt at application • Solved with marginal addition 	1-8
<ul style="list-style-type: none"> • Creativity is present and it's relevant • There is a theme • The solution is complete • Solved with related elements 	9-16
<ul style="list-style-type: none"> • Creativity is present and it's integrated • There is synthesis • Chiefly original work • Solved with integration 	17-23
<ul style="list-style-type: none"> • Creativity is there and it's innovative • AHA! WOW! • Unrelated elements synthesized to create a new idea • Solved by innovation 	24-30

Rubric 2: Evaluating the Creative Use of Materials

This rubric has been provided to help Appraisers determine into what point range the creativity of the team's use of materials falls. Appraisers do NOT have to use this tool; however, Appraisers MUST Appraise teams consistently throughout the Tournament. If this rubric is used by a given Appraiser, it should be used throughout the Tournament; if an Appraiser uses another evaluative method, that method and its standards should be employed throughout the Tournament.

RUBRIC FOR EVALUATING THE CREATIVE USE OF MATERIALS

Qualities	1-30 points
<ul style="list-style-type: none">• Some materials are used in common ways• Minimal integration of materials into Presentation	1-8
<ul style="list-style-type: none">• Materials are used, but few in unusual ways• Materials are rarely combined• Some integration of materials into Presentation	9-16
<ul style="list-style-type: none">• Materials are used, several in unusual ways• Several materials are combined, but rarely more than once• Presentation is enhanced by one or more materials	17-23
<ul style="list-style-type: none">• Most materials are used in unusual ways• Many materials are used in combination, several more than once• Materials are integrated into Presentation in humorous, unusual ways. Presentation more exciting because of the creative use of materials.	24-30

Rubric 3: Evaluating Teamwork

This rubric has been provided to help Appraisers evaluate the teamwork exhibited by the team. Appraisers do NOT have to use this tool; however, Appraisers MUST appraise teams consistently throughout the Tournament. If this rubric is used by a given Appraiser, it should be used throughout the Tournament; if an Appraiser uses another evaluative method, that method and its standards should be employed throughout the Tournament.

When observing **Teamwork**, the following elements become evident:

1. Cooperative Spirit:
 - Positive attitudes and reinforcement of all team members
 - Absence of negativism.
2. Team-Identified Roles:
 - Tasks may be divided equally among the team
 - A leader's role is identified immediately or at some point in time.
 - Roles may have been pre-assigned prior to arrival at Challenge site.
3. Acceptance of Ideas of Others
 - Sharing of ideas
 - Acceptance of ideas of others
4. Diversity of Ideas
 - Numerous ideas
 - Ideas discarded and implemented
5. Ability to work through disagreements in a constructive rather than destructive manner.
6. Ability to work on a solution together utilizing the combined skills of all team members.
7. Ability to come to consensus for the purpose of solving a problem.

RUBRIC FOR EVALUATING TEAMWORK

Qualities	1-30 points
<ul style="list-style-type: none"> • Dominating individual who limits participation of others • Cooperation is minimal • Little sharing of ideas 	1-8
<ul style="list-style-type: none"> • Some evidence of individual team member roles • Some cooperation • Some evidence of accepting ideas of others 	9-16
<ul style="list-style-type: none"> • Acceptance of team roles above average • Good cooperation • Sharing and acceptance of ideas of others 	17-23
<ul style="list-style-type: none"> • Leadership and team roles are easily identified • Diversity of skills mutually respected and evident • Team dynamics are exemplary 	24-30

The Tale of the Invisible Appraiser

or

“Why Appraisers need to use the entire scoring range!”

Meet three Appraisers, Bob, Mary, and Ted

They will be evaluating four teams today. For the purpose of this demonstration, they will be scoring only six subjective items. Each item is worth 1-30 points, using Uniform Subjective Scoring.

ITEM	Actual Value	USS 1-30 value	Bob USS scores: 1-30 scale				Mary USS scores: 1-30 scale				Ted USS scores: 1-30 scale			
			Team A	Team B	Team C	Team D	Team A	Team B	Team C	Team D	Team A	Team B	Team C	Team D
	Up to	Up to												
1	20	30	27	15	5	12	25	22	15	5	27	25	25	27
2	20	30	22	17	8	14	15	25	5	18	26	25	26	26
3	15	30	24	13	6	12	10	20	6	14	28	26	24	25
4	20	30	28	14	7	16	14	27	6	8	28	23	26	25
5	30	30	27	12	4	12	10	18	20	5	29	26	26	27
6	15	30	23	13	3	11	24	15	3	12	28	27	25	26

Notice that **Bob and Mary use just about the entire 1-30 scoring range**. It's not that they don't like what some teams have created. Rather, their internal criteria permit them to use the entire scoring range. Ted, on the other hand, doesn't want to hurt any of the teams' feelings by scoring them low. **Ted prefers to keep the numbers high and only uses the 25-30 range**.

The scoresheets next go to the Number Cruncher, who scales the USS scores back to the actual values.

ITEM	Actual Value	Bob Raw scores: Actual Values				Mary Raw scores: Actual Values				Ted Raw scores: Actual Values			
		Team A	Team B	Team C	Team D	Team A	Team B	Team C	Team D	Team A	Team B	Team C	Team D
	Up to												
1	20	18.00	10.00	3.33	8.00	16.67	14.67	10.00	3.33	18.00	16.67	16.67	18.00
2	20	14.67	11.33	5.33	9.33	10.00	16.67	3.33	12.00	17.33	16.67	17.33	17.33
3	15	12.00	6.50	3.00	6.00	5.00	10.00	3.00	7.00	14.00	13.00	12.00	12.50
4	20	18.67	9.33	4.67	10.67	9.33	18.00	4.00	5.33	18.67	15.33	17.33	16.67
5	30	27.00	12.00	4.00	12.00	10.00	18.00	20.00	5.00	29.00	26.00	26.00	27.00
6	15	11.50	6.50	1.50	5.50	12.00	7.50	1.50	6.00	14.00	13.50	12.50	13.00

In the score room, the scores of all three Appraisers are compiled to arrive at a final ranking.

ITEM	Actual Value	All Appraisers Compiled Scaled Scores				Without Ted Compiled Scaled Scores				Without Bob Compiled Scaled Scores			
		Team A	Team B	Team C	Team D	Team A	Team B	Team C	Team D	Team A	Team B	Team C	Team D
	Up to												
1	20	17.56	13.78	10.00	9.78	17.33	12.33	6.67	5.67	17.33	15.67	13.33	10.67
2	20	14.00	14.89	8.67	12.89	12.33	14.00	4.33	10.67	13.67	16.67	10.33	14.67
3	15	10.33	9.83	6.00	8.50	8.50	8.25	3.00	6.50	9.50	11.50	7.50	9.75
4	20	15.56	14.22	8.67	10.89	14.00	13.67	4.33	8.00	14.00	16.67	10.67	11.00
5	30	22.00	18.67	16.67	14.67	18.50	15.00	12.00	8.50	19.50	22.00	23.00	16.00
6	15	12.50	9.17	5.17	8.17	11.75	7.00	1.50	5.75	13.00	10.50	7.00	9.50
Final Ranking		91.95	80.56	55.18	64.90	82.41	70.25	31.83	45.09	87.00	93.01	71.83	71.59
Place		1	2	4	3	1	2	4	3	2	1	3	4

Now, watch Appraiser Ted DISAPPEAR!

When you remove Ted's scores, notice that the final ranking does not change. It was not impacted by him because he used such a small scoring range. He may as well have been invisible. However, if you remove the scores of Bob, who used the entire scoring range, the final rankings change significantly for two teams. *Note: In real Tournament conditions, with more Appraisers and more scoring items, this phenomenon is much more pronounced.*

The moral of this story is: **Use the entire scoring range or you will become an invisible Appraiser, too!**

How to Use the Deduction Worksheet

A Deduction Worksheet is included in every set of *Team Challenge* score sheets. The Deduction Worksheet must be used in order to ensure that deductions are assessed fairly, that they accurately reflect the Appraisers' intentions, and that they are input correctly in the Score Room.

Interference and **Illegal Procedure** deductions are subtracted from a team's Raw Scores. In order to pinpoint the reason for the deduction and to help figure out the amount of the deduction, the Appraisers must use the Deduction Worksheet. There is a Deduction Worksheet that corresponds to the score sheets for each *Team Challenge*. **Every time a deduction is assessed**, a completed Deduction Worksheet must accompany the Master Score Sheet to the Score Room at the Tournament.

The Deduction Worksheet looks a lot like its corresponding score sheet. It lists each item to be scored and provides a space to write the deduction based on the USS 30-point scale or to indicate what percentage of the total averaged score should be deducted. It then provides space for the Number Cruncher to do the math to bring the deduction back to the normal points that are allotted for a given item on the scoresheet.

The Deduction Process for assessing Interference or Illegal Procedure deductions:

1. **Appraisers score the items in the normal way:** Appraisers should first score every item on their score sheet as they normally would, **without taking any possible Interference or Illegal Procedure into consideration**. This score should be expressed as a 1-30 point USS score.
2. **Determine if a deduction is needed:** Destination ImagiNation requires that a "level playing field" be available to every team. Therefore, following the team's Presentation, Appraisal teams must assess a deduction if a part of a team's Challenge solution involved Interference or an Illegal Procedure that would give the team an unfair advantage over other teams.
3. **How much should be deducted?** The Appraisal Team must then agree on the reason for the deduction and on the severity of the infraction. (Appraisers may find the "*Recommended Deduction Guidelines – Tainted Fruit Analogy*" chart in the *Challenge Master Guide* helpful.) The percentage of points that may be taken away from the score **must be based only on the points they would have awarded if there had been no infraction**, and NOT on the total, "Up to" score that could be given. That way, Appraisers cannot deduct more than they have awarded.
4. **Put the deduction on the Deduction Worksheet:** After the Appraisal Team decides what portion of the score came from the unfair advantage of the Interference or Illegal Procedure, they must take that portion away with a deduction. They must **write it on the Deduction Worksheet** next to the appropriate item, based on the USS point values. The Number Cruncher then converts this USS value into the "normal" or non-USS value, using the divisor provided on the worksheet for each item. This determines the actual deduction that will be assessed against the team's score for that specific item. The Appraisal Team may also indicate the percentage they want deducted from a specific item. When this option is noted on the Deduction Worksheet, the scoring program will automatically deduct that percentage of the score for that item.
5. **How does the team find out they have received a deduction?** The Number Cruncher will note the deduction on the Master Score Sheet and the Head Appraiser will inform the team about the deduction when the Raw Scores are given to them. **VERY IMPORTANT:** In order to be accurately input into the scoring program, **the Deduction Worksheet must accompany the Master Scoresheet to the Score Room.**