



2014 TIME KEEPING, SCORING AND RANKING PROCEDURE

A. TIME KEEPING

1. An individual shall be assigned exclusively to keep record of the time taken by each participant. Judges should not record time.
2. Timekeeper shall be equipped with a stopwatch and a light.
3. The time countdown shall begin as soon as a participant starts speaking instead of waiting for him/her to greet the Sadh Sangat with “Waheguru Ji Ka Khalsa! Waheguru Ji Ki Fateh”.
4. One minute before the expiry of allotted time, the light should be switched on and should stay on continuously to signify it is time to wind up the speech.
5. At the expiry of the allotted time, light should be switched off so that the participant knows that he/she is in the penalty phase.
6. Timekeeper should record the total time taken by each participant.

B. Scoring

1. Judges shall note scores against each question and for “Presentation”.
2. Judges need not add the marks for each question to come up with total marks secured by a participant. Judges shall concentrate on evaluating the speech.
3. Judges’ coordinator # 1 shall deduct one point for every 10 seconds or part thereof beyond the allotted time from each judge’s marks for contents to calculate adjusted total marks by each judge.
4. Adjusted marks shall be used to determine “Ranking” of the participants, by each judge.
5. In case, more than one participant get the same rank on any individual judge’s score sheet, the common rank shall be repeated. The participant following the ones with a common rank shall be assigned a rank as if there was no common rank. *For example, if there are 10 participants and three participants have same rank (say 4) then the ranking would look like 1, 2, 3, 4, 4, 4, 7, 8, 9, 10. The last ranked participant shall be ranked 10th.*
6. Ranking by each judge shall be transferred to the “Ranking” sheet.

C. Ranking

1. Rankings by all judges shall be added for a participant.
2. Participant with the lowest “Total ranking” is the first winner and so on.
3. In case of a tie for any position, no attempt will be made to break the tie.
4. Participant with same “Total ranking” will be awarded the same prize
5. Judges coordinator #2 shall check all calculations.
6. Judges shall review and sign Ranking sheets.
7. Zonal Convener shall announce winners at Center and Zonal levels.
8. Sri Hemkunt Foundation Inc. shall announce results of the international symposium.

Notes:

1. A relative should not be assigned the responsibility to keep record of time, calculate ranking or judge presentation.