



ੴ ਸਤਿਗੁਰ ਪ੍ਰਸਾਦਿ

Sri Hemkunt Foundation Inc.

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2021 Virtual Symposium TIME KEEPING etc. PROCEDURE

A. TIME KEEPING

1. An individual shall be assigned exclusively to keep a record of the time taken by each participant. Judges should not record time.
2. 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".
3. Consideration should be given for interruptions beyond the control of the participant e.g., break in connection during the speech.
4. Timekeeper should record the total time taken by each participant.
5. Participants may keep his/her own track of the time. Foundation will not provide feedback on the time while speech is in progress or when it ends.

B. SCORING

1. Judges shall note scores against each question.
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 to calculate adjusted total marks by each judge.

C. RANKING

1. Adjusted marks shall be used to determine "Ranking" of the participants, by each judge.
2. In case, more than one participant gets 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 the 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.*
3. Ranking by each judge shall be transferred to the "Ranking" sheet.
4. Rankings by all judges shall be added for a participant.
5. Participant with the lowest "Total ranking" is the first winner and so on.
6. In case of a tie for any position, no attempt will be made to break the tie.
7. Participants with the same "Total ranking" will be awarded the same prize.

D. GENERAL

1. Judges coordinator #2 shall check all calculations.
2. Judges shall review and sign Ranking sheets.
3. Zonal Convener shall announce winners at Center and Zonal levels.
4. A relative should not be assigned as a timekeeper, calculate ranking, or judge the presentation.