

Destination ImagiNation®

Appraisal Packet for Challenge Masters

Instant Challenge

To Challenge Masters and Tournament Directors:

This packet, along with the video entitled, "Appraising Instant Challenge," contains everything you need know in order to prepare your Instant Challenge site at your Tournament. Please go through the entire packet carefully, and familiarize yourself with all of the support materials for Instant Challenge. You will also need to watch the video prior to training your Appraisers.

This Packet is designed to be used with the Instant Challenge Appraisal Packet for Appraisers, which consists of handouts that have been provided for Appraiser training for this Challenge. The sets of Instant Challenges to be used at Regional and Affiliate Tournaments will be shipped to Regional Directors and Affiliate Directors in December and February, respectively.

The following materials are available for Appraiser Training and for Tournament Challenge Sites:

Instant Challenge Appraisal Packet for Challenge Masters:

- ___ Tournament Set-up for *Instant Challenge*
- ___ The *Instant Challenge* Appraisal Team
- ___ Instant Challenge Master Responsibilities on Tournament Day
- ___ *Instant Challenge* Preparation Checklist

Instant Challenge Appraisal Packet for Appraisers

This document contains Challenge-specific information to prepare Appraisers to evaluate Instant Challenge fairly and consistently. It contains:

- ___ About *Instant Challenge*
- ___ General Tournament Procedures for *Instant Challenge*
- ___ Appraising *Instant Challenge*
- ___ Answering Team Questions
- ___ Discussion Q & A for Appraiser Training

All Challenge Masters must be registered with the DI headquarters office by the Affiliate Director or Regional Director. This registration can be done online in the Resources Area of www.idodi.org

RESOURCES FOR CHALLENGE MASTERS

There are many additional resources that are provided for Destination ImagiNation Challenge Masters. These resources are available throughout the year, and can be accessed Online. **Challenge Masters must be registered by their Affiliate Director or Regional Director in the Resources Area of www.idodi.org in order to be allowed access.**

CHALLENGE FORUM

The Challenge Forum is an online discussion and information center where ongoing appraising and Tournament issues regarding *Instant Challenge* are discussed by Challenge Masters and the International Challenge Masters. Each *Team Challenge* and *Instant Challenge* has a separate Forum, which is secure and available ONLY to Challenge Masters in that specific Challenge. Challenge materials and information are posted in the Challenge Forums for download. In order to be allowed into the specific Challenge Forum the following process must be followed:

HOW TO REGISTER:

- The Challenge Masters must first be registered at ShopDI.
- The Affiliate Director or Regional Director then registers the Challenge Masters in the Volunteer section of the Resources Area of www.idodi.org.
- The AD or RD notifies the Challenge Masters to go to **www.disupport.org** to register.
- Once there, the Challenge Master clicks on "Forum User Help" and then "New Users Click Here" for instructions on how to register. Please look especially at and follow the instructions included in the "**DI Volunteers who access the IDODI Resources Area (esp. Challenge Masters)**" section.

WHERE TO FIND IT: After you have registered, Forums can be accessed at: www.disupport.org

CHALLENGE MASTER GUIDE

The Challenge Master Guide contains Appraiser role descriptions, Scoring Rubrics, Deduction Guidelines, How To's, including how to balance your Appraisal Team, how to return Raw Scores to the team, sticky note ideas, and much more.

WHERE TO FIND IT: Challenge Forum at www.disupport.org or Resources Area of www.idodi.org

APPRAISER GUIDE

The Appraiser Guide contains general appraising information all Appraisers should know. It is designed to be duplicated and provided for each Appraiser at Appraiser Training.

WHERE TO FIND IT: Challenge Forum at www.disupport.org or Resources Area of www.idodi.org

CHALLENGE-SPECIFIC APPRAISAL PACKET FOR APPRAISERS

The Challenge-Specific Appraisal Packet for Appraisers is designed to allow easy duplication of Appraiser materials for Appraiser Training. It contains material specific to this Challenge that will help Appraisers evaluate the teams' solutions fairly and consistently.

WHERE TO FIND IT: Challenge Forum at www.disupport.org or Resources Area of www.idodi.org

TRAINING Q&A: POWERPOINT® VERSION

The Question & Answer handout contained in this document is also available as a Powerpoint presentation.

WHERE TO FIND IT: Challenge Forum at www.disupport.org or Resources Area of www.idodi.org

Tournament Set-up Guide for *Instant Challenge*

BEFORE THE TOURNAMENT

Choose the *Instant Challenges*.

1. You will receive the Tournament's *Instant Challenges* several weeks in advance of your Tournament. As Challenge Master, it is your job to read all of the *Instant Challenges* and to select the Challenges that are to be done at each competition Level for each *Team Challenge*.
 - ★ There will not be enough *Instant Challenges* for each *Team Challenge* and competition Level at your Tournament, so you will need to choose some *Instant Challenges* that will be used with more than one *Team Challenge* or Level.
 - ★ This means a single *Instant Challenge* **may be used with multiple *Team Challenges* and Levels**. At some Tournaments, as few as THREE *Instant Challenges* are used for the entire Tournament. There is no minimum number of *Instant Challenges* that must be used at a single Tournament.
 - ★ **VERY IMPORTANT:** Before assigning the *Instant Challenges* to each Challenge and Level, check with your Tournament Director to find out whether there are any team members registered in more than one *Team Challenge*. If there are individuals who are on more than one team, **MAKE SURE TO ASSIGN DIFFERENT INSTANT CHALLENGES** for each of the Challenges/Levels in which those team members are registered. In other words, if Sally Smith is on teams competing in *Direct Flight* and *CSI:DI*, make sure that you select different *Instant Challenges* for the Level in which she is registered for *CSI:DI* and for *Direct Flight*. That way she will have two different *Instant Challenges* and there will be no duplication.
2. *Instant Challenges* are labeled as **Entry Level** or **Advanced Level**.
 - ★ **Entry Level** *Instant Challenges* are intended for Elementary and/or Middle Level teams.
 - ★ **Advanced Level** *Instant Challenges* are intended for Middle and/or Secondary Level teams. Advanced Level Challenges should NOT be given to Elementary teams.
 - ★ In addition, there is one Challenge specifically written for the use of **Rising Stars!**® teams at Regional Tournaments.

Acquire all materials needed for the *Instant Challenges*.

After all *Instant Challenges* for your Tournament have been chosen, acquire the materials needed for the teams to present their solutions. Make sure you have enough materials so that each team can use fresh, unused materials, if possible. It is very helpful to sort materials so they are ready for each team in each Challenge room.

- ★ The *Instant Challenge* packet includes a list of the materials necessary for each competitive team in each Challenge.
- ★ A Checklist for preparing individual *Instant Challenges* will be included with the *Instant Challenge* for each level of Tournament.

CRITICALLY IMPORTANT: Make sure that whoever is in charge of scheduling the Tournament allows adequate time (at LEAST one hour) for the *Instant Challenge* Appraisers to practice their Challenge before the first team arrives. They cannot begin to evaluate team performances of the Challenge if they have not had sufficient time to practice and analyze the Challenge.

AT THE TOURNAMENT

Staffing

Minimum staffing for *Instant Challenge* includes:

- ★ At least **two Appraisers** and **one Timekeeper** in each competition room.
- ★ Officials to check in teams
- ★ Officials to staff a Holding Room if you are using one
- ★ Officials to staff a Post-Competition Room (i.e. a "Chill Out Room") if you are using one
- ★ Three to four Score Checkers, if you have a separate *Instant Challenge* Score Room

Site Set Up

You will need the following rooms for the entire competition.

1. Challenge Rooms

- ★ The number of rooms will be determined by the number of *Team Challenges* and competition Levels at the Tournament, along with the size of the Tournament. Often rooms can be used for more than one *Instant Challenge* or competition Level. It is possible that up to 16 rooms could be needed.
- ★ All windows and doors must be covered to prevent outside observation.
- ★ Tables and chairs need to be set up for team members and Appraisers.

2. Holding Room (Optional but recommended):

- ★ This is a room in which teams wait until the Appraiser for their Challenge comes to escort them to the competition room. This room (or rooms) must be large enough to hold many teams, and it should be far enough away from the *Instant Challenge* competition rooms so that noise is not a factor.

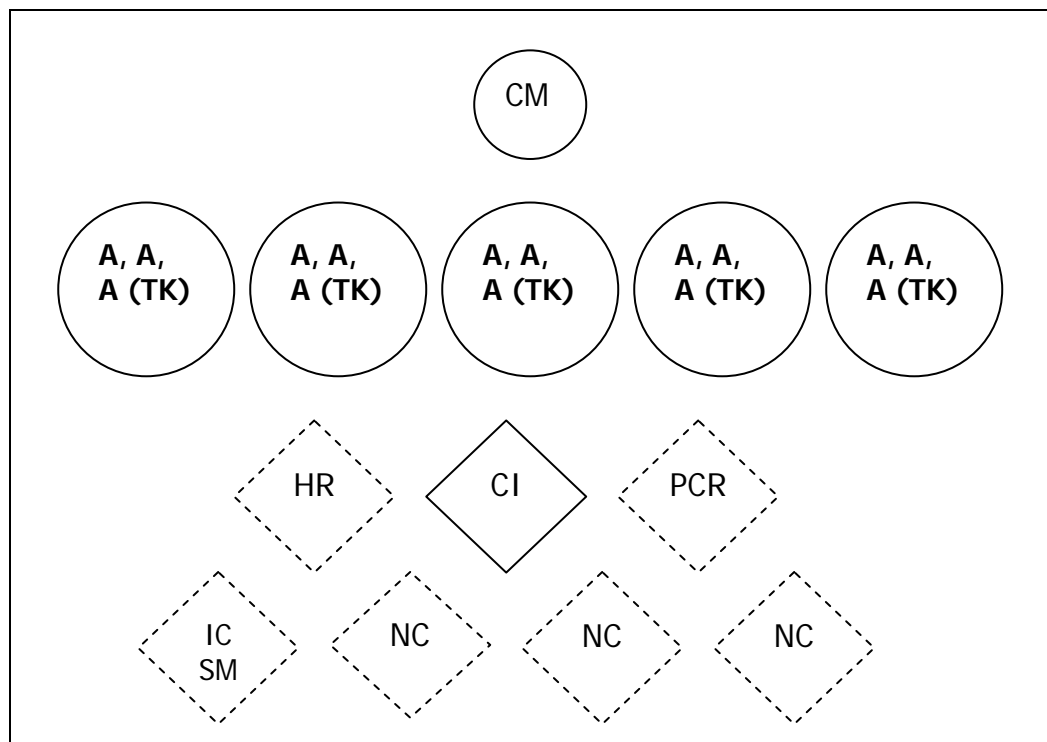
3. Post-competition ("Chill out") Room (Optional but recommended):

- ★ This is a room or rooms where teams can go to discuss among themselves how they did on the *Instant Challenge*. This provides a secure space in which teams may talk freely about the *Instant Challenge* without concerns about being overheard. While such a room is useful, it is not a required part of the *Instant Challenge* competition.

4. *Instant Challenge* Score Room (Optional but recommended):

- ★ Many Tournaments have a separate Score Room in which the *Instant Challenge* scores are tabulated and prepared for input into the Tournament's main Score Room computers. If such a separate space is utilized, this room should be in a quiet area away from the rest of the Tournament, but close enough to the *Instant Challenge* competition rooms that, if questions arise regarding scores, the *Instant Challenge* Score Checker can quickly access Appraisers for answers.

THE *INSTANT CHALLENGE* APPRAISAL TEAM



— Required Position

---- Optional Position

CM: **Challenge Master** – Challenge expert; Selects Challenges and oversees all *Instant Challenge* Competition Rooms at a given Tournament

Appraisal Team for EACH Competition Room (Five shown; Up to 16 rooms may be needed):

A: **Instant Challenge Appraiser:** Minimum of TWO recommended for Performance-Based Challenges; minimum of THREE recommended for Task-Based Challenges.

TK: **Timekeeper:** One Appraiser will also serve as Timekeeper; must be ONE Timekeeper for each *Instant Challenge* Competition Room.

Support Officials

HR: **Holding Room Official** (if Holding Room is used): One or more for each Holding Room used

CI: **Check-In Official:** Checks in teams as they arrive at the *Instant Challenge* site; if no Holding Room is used, is also responsible for overseeing waiting teams.

PCR: **Post-Competition Room Official** (if Post-Competition Room is used): Oversees Post-Competition Room (“Chill Out Room”)

ICSM: **Instant Challenge Score Master** (Optional but recommended): Oversees scoring issues relating to *Instant Challenge* in separate Score Checking Room for tabulation of *Instant Challenge* Scores

NC: **Number Cruncher** (Optional but Recommended): Tabulates *Instant Challenge* Scores; ONE to THREE recommended.

Instant Challenge Master Responsibilities on Tournament Day

1. **Meet with the *Instant Challenge* Appraisers** before competition begins to give out assignments and review *Instant Challenge* procedures.
 - ☑ Review the flow of the day, including how the teams are brought into and out of the competition room.
 - ☑ Explain how the scores will be delivered to the Score Room.
 - ☑ Ensure that Appraisers practice their *Instant Challenge* before competition begins.
 - ☑ Remind Appraisers that they may volunteer to clarify the Challenge for the team if they believe that the team has misunderstood the requirements. One suggestion is to role play this scenario.
 - ☑ Remind the Appraisers of the secrecy associated with the *Instant Challenges*, and that if they go to lunch or on break, their rooms must be secured and they must not talk about the Challenge.
2. **Monitor the *Instant Challenge* competition.** Make sure that the Appraisers know where you will be at all times.
3. **Try to resolve any procedural problems** that arise. If the problem cannot be resolved, follow procedures established by the Tournament Director for unresolved conflicts.
4. **If, prior to competing, a team inadvertently receives information** about the *Instant Challenge* they will be doing, allow the team to compete in their *Instant Challenge*. However, the scores for that level of the *Team Challenge* should be tabulated both with and without inclusion of the *Instant Challenge*. If the team that inadvertently received information places first when the *Instant Challenge* scores are included, but at a lower ranking when the *Instant Challenge* scores are not included, the final ranking should be done including the *Instant Challenge* scores, but a tie should be declared between the first and second place teams. If it is known which team disclosed information about the *Instant Challenge*, that team should be disqualified from the Tournament.
5. **At the end of the day**, make sure that all Officials remain until the Score Room has released the Appraisal Team. Collect and pack all unused materials. **COLLECT ALL COPIES OF THE *INSTANT CHALLENGES* USED FOR THE TOURNAMENT AND DESTROY THEM AFTERWARDS.**

Instant Challenge Preparation Checklist

Name of *Instant Challenge*: _____

Room Number: _____

Appraisers: _____

The Appraisal Team is asked to complete the Checklist and give it to the *Instant Challenge* Master before bringing the first team into the room.

Room Set Up and Assignment of Roles:

- _____ 1. There are enough materials for all teams that will be doing this Challenge.
- _____ 2. There are enough score sheets for all teams.
- _____ 3. Two Team Copies of the *Instant Challenge* are available to give to the team.
- _____ 3. Stopwatch/Timer is working.
- _____ 4. Appraisal Team roles have been assigned and each Appraiser knows his/her role.
- _____ 5. The *Instant Challenge* has been set up according to the instructions.
- _____ 6. All windows have been covered if needed for privacy.
- _____ 7. An **Enter/Do Not Enter** (Green/Red) sign is available.
- _____ 8. Seats are provided for up to 2 non-presenting team members and 1 Team Manager.

Instant Challenge Practice:

- _____ 1. *Instant Challenge* procedures have been reviewed including use of the "Welcome Statement" and "*Instant Challenge* Promise" (if this is being done in the room).
- _____ 2. Whoever is reading the *Instant Challenge* has practiced so that the Challenge may be read similarly to all teams.
- _____ 3. The Appraisal Team has practiced the *Instant Challenge*. (This may include bringing in another Appraisal Team and presenting the Challenge to them.)
- _____ 4. The Appraisal Team has discussed the Challenge and its scoring including:
 - a. Ways and alternate ways of solving the Challenge.
 - b. Ways of changing the wording if the Challenge is unclear. (Any changes should be discussed with the *Instant Challenge* Master.)
 - c. Questions that teams might have and how those questions will be answered.
 - d. Situations in which the Appraisers might need to intervene if the team is obviously working under a misconception, and how that intervention will be done.