

Appendix B: Moderator's Instructions and Script

In an envelope will be the following:

- moderator's script
- 14 copies (one for each team member, judge, and moderator) of each case and question
- three judges' score sheets
- three criteria rubric forms
- a coin
- scrap paper
- two judges' feedback forms

The moderator needs to bring his or her own stopwatch or smartphone app.

Distribute the score sheets and rubric forms to the judges. Make sure that the judges have had time to write their names on the score sheets. Do not distribute the cases or questions. Teams should have shaken hands prior to the start of the match.

1. Welcome everyone. Start off with the following acknowledgement:

We would like to acknowledge that we are located on the original lands of the [insert appropriate Indigenous Peoples for your location—for example, in Winnipeg, "Anishinaabeg, Cree, Oji-Cree, Dakota, and Dene Peoples, and on the homeland of the Métis Nation"]. We recognize the colonization endured by Indigenous Peoples, and we are committed to working in partnership with Indigenous communities toward justice, equity, and reconciliation.

Introduce the schools involved in the match and yourself, and ask the judges to introduce themselves.

2. Welcome the schools and ask each team to introduce themselves.

3. State the rules:

Teams can only consult with their own teammates. No one from the audience including the coaches can communicate verbally or nonverbally. The audience must remain quiet throughout the match when it is not their turn to speak. Judges can only consult with each other at the end when deciding which question will be asked and when filling out the feedback form for the teachers. Students can use the scrap paper to communicate amongst themselves and for note taking.

4. Turn to the team to your left and ask the following: *Heads or tails?* The team calls, and you flip the coin.

The coin is [heads/tails]. The winning team decides if they want to present first or have the other team present first.

The team will make its choice—either to present first or to allow the other team to present the first case. Turn to the team that will present first.

If the winning chooses not to go first, they will go first in the second half of the round.

5. *Okay, _____ [name of high school], you will present first and are known as **Team A**. Judges, please note this on your score sheet that _____ [name of high school] is **Team A**, and _____ [name of high school] is **Team B**.*
6. *At this point, distribute a copy of the case/question to the judges and face down to the teams. We are ready to begin! The case is # _____ [read the case]. The question is _____ [read case question].*
7. *Team A, you now have **up to two minutes** to confer before beginning your presentation. Either team may take notes, but Team A is the only team allowed to speak during this time.*
Give Team A two minutes to confer.
8. *Team A now has **five minutes** to make its presentation. Any member of the team may speak, one at a time. Team A, I will give you reminders when there are **three minutes** and **one minute remaining**.*
Give Team A five minutes for its presentation, giving them the time reminders. If teams use up all of their time, tell them that time is up, but allow them to finish the last sentence.
9. *Judges, please mark your scores for Team A's presentation.*
Wait a few moments for the judges to mark their score sheet.
10. *Team B, you now have **one minute** to confer. Either team may take notes, but Team B is the only team allowed to speak during this time.*
Give Team B one minute to confer.
11. *Team B, you now have **up to three minutes** to comment on Team A's presentation. Any member of your team may speak, one at a time. Team B, I will indicate when you have **one minute remaining**.*
Give Team B up to three minutes for its commentary, giving them a one minute reminder.
12. *Judges, please write down your scores for Team B's commentary.*
Wait a few moments for the judges to mark their score sheets.
13. *Team A, you now have **one minute** to confer. Team A is the only team allowed to speak during this time.*
Give Team A one minute to confer.

14. Team A has **three minutes** to respond to Team B's commentary. Any member of your team may speak, one at a time. Team A, I will indicate when you have **one minute remaining**.

Give Team A three minutes for its response, giving them the reminder.

15. Thank you. Judges, please write down your score for Team A's response.

Wait a few moments for the judges to mark their score sheets.

16. Now the judges will have an opportunity to ask Team A questions. The question and answer session may be up to 10 minutes long. Each judge may ask one question and one brief follow-up question. I will let you know when there are **two minutes remaining** in the Q & A.

Judges, would you like 30 seconds to confer or are you ready to ask questions now?

If they need to confer, give them 30 seconds or so.

Okay, judges, you may begin.

Judges will ask questions, and Team A will answer for up to 10 minutes. You may need to remind the judges to keep their questions as brief as possible.

17. Thank you. Judges, please score Team A's responses to your questions. I will collect the used paper while you finish your scoring and comments.

Part 1 of Round Finished

18. Judges are you ready to begin Part 2 with Team B?

Pass out the case and question to each judge and each team.

19. I will now read the case and question for Team B. The case is # _____, [read title of the case]. The question is _____ [read case question].

20. Team B, you now have up to **two minutes** to confer with each other before beginning your presentation. Either team may take notes, but Team B is the only team allowed to speak during this time.

Give Team B two minutes to confer.

21. Team B now has **five minutes** to make its presentation. Any member of the team may speak, one at a time. Team B, I will give you reminders when there are **three minutes** and **one minute remaining**.

Give Team B five minutes for its presentation, giving them the time reminders. If teams use up all of their time, tell them that time is up, but allow them to finish the sentence.

22. Judges, please mark your scores for Team B's presentation.

Wait a few moments for the judges to mark their score sheets.

23. Team A, you now have **one minute** to confer. Either team may take notes, but Team A is the only team allowed to speak during this time.
Give Team A one minute to confer.
24. Team A, you now have up to **three minutes** to comment on Team B's presentation. Any member of your team may speak, one at a time. Team A, I will indicate when you have **one minute remaining**.
Give Team A up to three minutes for its commentary, giving them a one-minute reminder.
25. Judges, please write down your scores for Team A's commentary.
Wait a few moments for the judges to mark their score sheets.
26. Team B, you now have **one minute** to confer. Team B is the only team allowed to speak during this time.
Give Team B one minute to confer.
27. Team B has **three minutes** to respond to Team A's commentary. Any member of your team may speak, one at a time. Team B, I will indicate when you have **one minute remaining**.
Give Team B three minutes for its response, giving them a one-minute reminder.
28. Thank you. Judges, please write down your score for Team B's response.
Wait a few moments for the judges to mark their score sheets.
29. Now the judges will have an opportunity to ask Team B questions. The question and answer session may be up to 10 minutes long. Each judge may ask one question and one brief follow-up question. I will let you know when there are **two minutes remaining** in the Q & A.
Judges, would you like 30 seconds to confer or are you ready to ask questions now?
Judges will ask questions, and Team B will answer for up to 10 minutes. You may need to remind the judges to keep their questions as brief as possible.
30. Thank you. Judges, please score Team B's responses to your questions, finish up your score sheets, and complete the feedback form for the teachers.
31. Thank you to both teams for a great round. Teams can now shake hands. The scores will be given after the third round.
Judges will you please use this time to write your final score and vote for the winning team on your tally sheet.
Pick up all material, place in an envelope, and give to a committee member.