SCIENCE OLYMPIAD SCORE COUNSELING CHECKLIST

Score counseling is a process required for all event supervisors that takes place at a location designated by the tournament director. It involves turning in all materials that contribute to scoring (e.g. tests, answer keys, device checklists, etc.), checking scores, and documenting penalties, tiers, etc. to ensure no mistakes are present in the results tabulation.

NOTE: PLEASE DO NOT LEAVE THE TOURNAMENT LOCATION UNTIL THIS HAS BEEN COMPLETED ENTIRELY

Event: _____   **Division:** ❑ B   ❑ C

Supervisor: _____   **Cell Phone Number:** _____

1. **Preparations:** Prior to starting Score Counseling, please ensure:
   - ❑ All teams have a score (or DQ/NS/P) recorded per tournament instructions
   - ❑ Ties are broken for the top ranks receiving medals
   - ❑ All tests / event-specific scoring / device sheets are ordered by rank (not team #)

2. **Appeals:** Are you aware of any appeals? If yes, check for appeal's resolution prior to submitting / finalizing scores.

3. **Tournament Documents:** Please provide the following to the Tournament Director:
   - ❑ Copy of test and key   ❑ _____   ❑ _____
   - ❑ Supervisor evaluation   ❑ _____
   - ❑ Spirit Award nomination

4. **Event Documents:** Please provide the following to the Score Counselor (should have at least one sheet per team):
   - ❑ Student answer sheets   ❑ Scoring / device spreadsheet   ❑ _____
   - ❑ Attendance form   ❑ _____   ❑ _____

5. **Scoring Order:**   ❑ High score wins   or   ❑ Low score wins

6. **Tie Breakers:**   ❑ High tiebreaker wins or   ❑ Low tiebreaker wins.   How were ties broken?

7. **Red Flags:** If present, document the reason and ensure the team has been notified of any of these situations:
   - ❑ DQs   ❑ No Shows   ❑ Teams ranked / tiered below others

8. **Score Tabulation Check:** Show the Counselor how the score was derived with a few tests or event-specific scoring / device sheets and confirm compliance with the event rules.

9. **Score Transcription Check:** Compare each team's recorded rank or score in the tournament scoring system to the sorted tests or event-specific scoring / device sheets.

TOURNAMENT SPECIFIC ITEMS TO BE COMPLETED BY SCORE COUNSELOR

❑ _____   ❑ _____

❑ _____   ❑ _____