

Job Description for Moderators

You are the key person to make this quiz bowl a success. Here are some hints which others have found helpful.

1. Smile and be enthusiastic; keep the atmosphere light and fun. Introduce the judge, runner, scorers and, of course, yourself.
2. Always recognize participants by first names. Feel free to compliment their efforts. You are the TV game show host or hostess.
3. Help the teams feel at ease by talking with them prior to each match. Have each member check his/her buzzer.
4. Be familiar with the rules, especially regarding challenges.
5. Look through the questions and answers prior to the start of the contest and again prior to each round. Read questions clearly and loud. Stop reading when a buzzer is activated. Call on the student who activated the buzzer. The judge will respond with “correct” or “incorrect.” Remember to give the other team a chance to answer the question if the first team answers incorrectly. Try to always give the correct answer to the teams for their information.
6. Remind the spectators not to mouth answers or in any way assist team members during the match. You may give one warning; after that you may ask spectators to leave and take their notes.
7. Recognize the work of the scorer at various points throughout the match.
8. After an incorrect answer, the other team has 10 seconds to buzz in.
9. When one team gives a wrong answer, be sure to repeat the question for the other team, if the question was not read entirely.
10. Compliment the teams on their performance.
11. In the first round, orient everyone on the scoring system being used.
 - +10 points for each correct answer (including bonuses)
 - 5 points for each Phase II incorrect answer (not bonuses) OR unsuccessful challenge (after 2)
 - 0 points for Phase I incorrect answer or incorrect answer to bonus
 - +20 points team bonus when each member has answered at least one question in Phase II

12. Update or correct questions/answers in the book so other moderators and judges may have a better set of questions/answers at the next regional or state bowl.
13. Use an extra question at the end of the last round when a question is determined not to be usable or as needed.
14. In the case of a tie, five additional regular questions will be asked. Extra questions are can be found in the back. Ten points will be given for correct answers and no points deducted for incorrect answers. If a tie still exists, the first team to correctly answer a question will be declared the winner.
15. The numbers in parentheses to the left of each question are the contestants from each team to whom the question is to be posed. The left-hand number is team #1; the right-hand number is team #2. The three numbers above each question, with the dotted line running through them are: C=category, D=degree of difficulty, database reference number. The letters and numbers in the parentheses on the right side at the end of each answer are the reference abbreviation and page number for the source of the question.
16. Make sure you are using the correct **round** questions for that match. Check brackets for this information.