



Appraisal Packet for Appraisers

The Instant Challenge Appraisal Packet for Appraisers contains Instant Challenge tournament procedures and Appraiser Training questions and answers.

This Appraisal Packet contains:

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



2013-14 Season

Instant Challenge

1. Instant Challenge provides a chance for a team to show off its creative problem solving skills in a short, unrehearsed presentation to Appraisers. Although each Instant Challenge has different requirements, Instant Challenges reward teams for teamwork and the uniqueness and creativity of the team's solution.
2. Instant Challenges last between five and ten minutes in length.
3. Each team that competes in a specific Team Challenge in a specific Level will receive the same Instant Challenge.
4. Instant Challenge scores will be scaled within a Team Challenge competition Level so that the top-scoring team will receive 100 points, and all other teams will receive a proportional percentage of that score

The Basics

1. All teams will be scheduled to do an Instant Challenge in addition to their Team Challenge.
2. The nature and content of each Instant Challenge is kept confidential until the day of the tournament. The Instant Challenge Master is responsible for keeping the Challenges secure.
3. Destination Imagination encourages all team members to participate in the Instant Challenge. Teams may compete in Instant Challenge with fewer than seven team members, but in order to be considered a team, there must be at least two team members. Teams will need to make a decision about which team members will be participating before being taken to the competition room. Teams will NOT be told anything about the Challenge, including the type of Instant Challenge they will be facing prior to making this decision.

The Two Types of Challenges

Each year, a variety of Instant Challenges are created. Some of the Challenges require divergent thinking (i.e. out of the box creativity), while others have been developed to emphasize teamwork and convergent thinking (i.e. in the box creativity). Instant Challenges can be loosely divided into two types, Performance-Based and Task-Based. Keep in mind that, even though most Instant Challenges can be categorized as one type or the other, **many Instant Challenges are a blend of these two basic types**. The team will not know which type of Instant Challenge they will receive until they enter the room.

1. **Performance-Based:** The focus of a Performance-Based Instant Challenge is on the team working together to create and perform a theatrically-oriented solution for the Appraisers. Each team is evaluated on the creativity of their solution, their presentation and/or use of materials, along with teamwork. The team may be asked to use words, language, conversation, and/or dramatic characterizations to solve the Challenge, or the solution may be required to be non-verbal. Teams may be given real or imaginary materials to use for their solutions. Teams may or may not be given time to practice their solutions before presenting to the Appraisers.
2. **Task-Based:** The focus of a Task-Based Instant Challenge is on the team working together to move, build, change, or protect materials they are given in order to complete a task. Teams may also be asked to communicate information. Teams will be scored on how well they work together to design the solution, on the creativity of their final project, and on their success in completing the task. Team members may or may not be allowed to talk during the Challenge.

General Tournament Procedures for Instant Challenge

Also see “Instant Challenge Procedures” in the Rules of the Road.

Each team will report to the Instant Challenge Check-In Appraiser 15 minutes prior to their scheduled Instant Challenge time. The team will give him/her one copy of their completed Declaration of Independence form, if required by the Affiliate.

1. The team will be escorted by an Appraiser to the Instant Challenge room. One adult Team Manager, preferably the Team Manager of Record, may accompany the team to the Instant Challenge room, but that Team Manager may not advise, signal or communicate with the team during the Instant Challenge competition.
 - a. Team members make the decision of whether the Team Manager will accompany the team to the Instant Challenge room.
 - b. Assistant Team Managers under the age of 18 may NOT accompany the team into the Instant Challenge competition room.
 - c. If a Team Manager manages two teams in the same Team Challenge and the same Level, the Team Manager cannot go into the Instant Challenge room at the Tournament.
2. Teams are allowed to bring timing devices that make no sound into the Instant Challenge room. Timing devices that beep or make a sound signifying an elapse of time may not be brought into the Instant Challenge room, since they may confuse the Appraisers.
3. Before the team is presented with their Instant Challenge, they will be asked to repeat the solemn promise below. They may also have this presented in written form and they will sign the promise. This may take place when the team checks in at Instant Challenge, while they are in the Holding Area, or when they are in the competition room.

“We promise not to talk about the Instant Challenge or what we did in our solution UNTIL AFTER GLOBAL FINALS. If we are heard or are found to have shared this Challenge with anyone, we will be disqualified from the tournament. However, we can talk about it privately among our team and Team Manager(s)!”
4. The Team Manager and any team member who chooses not to participate will be seated out of the way where they may observe the team working on its solution.
 - a. The Team Manager must turn off all electronic devices he/she may have, such as cell phones, beepers, pagers, timing devices, etc. Failure to do this may result in a deduction for Interference.
 - b. Neither the Team Manager nor any non-participating team member may speak or motion in any way to the team or it will be considered Interference, and a deduction may be assessed.
 - c. The Team Manager may not take notes, videotape, or record the team during their Instant Challenge.
5. An Official will read:

“Welcome to the Instant Challenge portion of our tournament! Anything is possible here, and you will have the opportunity to use the creative problem solving tools you have learned. For every team who is competing in your Team Challenge at your competition Level, we will be presenting this Instant Challenge today.”
6. The Instant Challenge will then be presented to the team. Each team in a given Team Challenge and competition Level will be given the same Instant Challenge by the same Appraisers.
 - a. If the Challenge is Task-Based, unless otherwise stated, taped or marked areas may not be altered in any way.

- b. If the Appraisers feel that the team is working under an obvious misconception, they will attempt to clarify the Challenge without adding to the solution.
7. If a team member has a question about the Instant Challenge, he or she is welcome to ask it, but this is done once time has begun. There is NOT a period of time set aside specifically for questions.
8. When the team has finished its Instant Challenge, an Appraiser will escort them out of the Instant Challenge area. Scores for the Instant Challenge will not be revealed until after the Closing Ceremony. Instant Challenge scoresheets are NOT returned to the teams.

Appraising Instant Challenge

NOTE OF THANKS: Thank you for volunteering to be an Instant Challenge Appraiser! The team members who you will be evaluating have been working for many months to be able to be part of the tournament. We owe it to their dedication and determination to be as fair and consistent as possible as we appraise their efforts. In Destination Imagination, we believe in the team approach to solving problems, and so it is with Appraisers as well. **You are part of our team.**

TOURNAMENT DAY

Before Competition Begins

1. At your Instant Challenge Appraiser Training, you will be told at what time you must report on the day of the tournament. The morning will usually start with an Instant Challenge Appraisers' meeting that begins promptly. At this meeting, you will receive your Appraiser assignment.
2. Please make every effort to be on time. Because you will not know anything about or see the Instant Challenge you are to evaluate until the morning of the tournament, it is ESSENTIAL that you have the time to prepare and work out all the possible problems that may be encountered.
3. You will then go with your Instant Challenge Appraisal Team and check out your competition site. Check to make sure that the windows and doors are covered so that no one from the outside can observe.
4. Check out the materials in the room, which should include:
 - a. A copy of the Instant Challenge for each Appraiser
 - b. Two copies of the Instant Challenge for the team
 - c. All materials needed to solve the Challenge
 - d. Three seats set aside for non-participating team members and/or Team Manager
 - e. Timekeeping device – IT MUST SHOW MINUTES AND SECONDS
 - f. Pencils
 - g. Score sheets
 - h. Manila envelope or folder to transport scores to the Score Room
 - i. Any necessary tables or chairs
 - j. Enter/Do Not Enter or green/red signs for door.
5. Read the Challenge and make sure the Appraisal Team understands it.
6. Rehearse your Appraisal Team's presentation of the Challenge to the team. Remember: **The Challenge must be presented to every team in exactly the same way.**
 - a. Read the Challenge aloud several times, striving to be consistent with every reading.
 - b. Decide as an Appraisal Team how you will put emphasis on the parts of the Challenge.
 - c. Decide as an Appraisal Team how you will greet each team as they come in.

- d. Review “Answering Team Questions” and discuss scenarios in which the Appraisers may need to volunteer to clarify the Challenge for teams that have misunderstood the Challenge.
7. Assign duties to each of the Appraisers. Responsibilities that need to be assigned include:
 - a. Setting up the Challenge
 - b. Bringing each team to and from the competition room
 - c. Greeting the team and administering the confidentiality promise (if it is to be administered in the room)
 - d. Reading the Challenge
 - e. Scoring the team
 - f. Timekeeping
 - g. Tallying the score sheets
8. Practice doing the Challenge a few times by role playing. Make sure your Appraisal Team understands what is being asked in this Challenge, and discuss your responses BEFORE the first team starts. Sometimes you may not think of something until you do it yourself.
9. Go through the Instant Challenge Preparation Checklist for preparing the Instant Challenge.

After Competition Begins

1. When the competition begins, an Appraiser should go pick up the first team. This Appraiser needs to verify with the team its name, Team Number, Team Challenge and Level of competition. This Appraiser needs to ask the team which team members will be participating in the Instant Challenge.
 - a. Destination Imagination encourages all team members to participate, but it is not required.
 - b. Teams may compete in Instant Challenge with fewer than seven team members, but in order to be considered a team, there must be at least two team members. Teams will need to make a decision about which team members will be participating before being taken to the competition room. Teams will NOT be told anything about the Challenge, including the type of Instant Challenge they will be facing prior to making this decision.
 - c. ONE adult (18 years of age or older) Team Manager can accompany the team into the competition room as an observer.
 - d. Non-competing team members and/or the Team Manager are not required to accompany the team to the competition room.
 - e. Teams are allowed to bring timing devices that make no sound into the Instant Challenge room. Timing devices that beep or make a sound signifying an elapse of time may not be brought into the Instant Challenge room, since they may confuse the Appraisers.
 - f. Ensure that the Team Manager and non-participating team members have turned off all electronic devices he/she/they may have, such as cell phones, beepers, pagers, timing devices, etc. Failure to do this may result in a deduction for Interference. The Team Manager may not take notes, videotape, or record the team during their Instant Challenge.
 - g. If team members have questions about the Instant Challenge, they are welcome to ask them, but this will be done once time has begun. There will NOT be a period of time set aside specifically for questions.
2. When the team is brought into the room, the **Do Not Enter** sign (or red sign) should be placed on the outside of the door.
3. If it has not already been done in the Holding Room prior to the team arriving in the competition room, one Appraiser should ask all of the team members (and the Team Manager) to repeat the following:

“We promise not to talk about the Instant Challenge or what we did in our solution UNTIL AFTER GLOBAL FINALS. If we are heard or are found to have shared this Challenge with anyone, we will be disqualified from the tournament. However, we can talk about it privately among our team and Team Manager(s)!”

4. The non-participating team members and/or Team Manager will then be asked to sit out of the way where they may observe the performance. Appraisers should then take this opportunity to talk briefly with the team and help them to relax. Knowing that the Appraisers are friendly and interested in what they are doing is very reassuring to teams.
5. When it is time to start the competition, an Appraiser will then say:

“Welcome to the Instant Challenge portion of our tournament! Anything is possible here, and you will have the opportunity to use the creative problem solving tools you have learned. For every team who is competing in your Team Challenge at your competition Level, we will be presenting this Instant Challenge today.”

6. The team should then be given two copies of the Instant Challenge, and the Instant Challenge should be read aloud. The same Appraiser needs to read the Challenge to all teams from the same Team Challenge competing at the same Level.
7. The timing of the Instant Challenge should begin. The Timekeeper should announce the beginning and end of each part of the Challenge with appropriate words such as:
“Begin imagination time.” “End imagination time.”
OR
“Begin presentation time.” “End presentation time.”
8. The team MAY ask questions, but only after the timing of Instant Challenge has begun.
9. Appraisers may assist teams by clarifying the Challenge at any time. However, you may not give examples of how to solve the Challenge. For example, if a team is challenged to build a tower that spans the distance between two blocks and the team is building a tower on only one of the blocks, an Appraiser would NOT say, “Your team should use the paper to span the distance between the two blocks.” Instead, an Appraiser might say, “The Challenge says that the tower must span the distance between the two blocks.” Please see “Answering Team Questions” for a more thorough discussion about this subject.
10. Appraisers should evaluate teams independently. If computerized scoring is being used, the individual Appraiser Score Sheets should be sent to the Score Room. If computerized scoring is not used, then the scores of all Appraisers should be averaged to obtain a final team Raw Score.
11. After completion of the competition, the team should be reminded of their pledge to not discuss the Instant Challenge except among themselves and out of earshot of other Tournament participants until after Global Finals. This also applies to Appraisers. An Appraiser should escort the team out of the room and change the sign to read **Enter** (green). The team may then be taken to the Chill Out Room if one is being used at the tournament.
12. Score sheets should be sent to the Score Room at regular intervals during the competition. At the end of the day, gather up the materials in your room and check in with the Instant Challenge Master. Every Appraiser must check out and be cleared by the Score Room before leaving the tournament.
13. Remember that teams have only a few minutes to hear the Challenge, understand it, discuss it and then develop their solutions. Empathy and consistency should guide your judgments. Teams get only one chance at the Instant Challenge. Make it enjoyable for them and it will be rewarding for you. **The Challenges have been designed to allow the teams to succeed.** Your job is to facilitate that success.

Answering Team Questions

One of the most difficult aspects of being an Instant Challenge Appraiser is answering questions that team members may have about the Challenge in a way that is fair to all. While it is our goal that teams have success with the Challenges, it is also important that Appraisers do not lead teams toward a particular solution. Here are some specific suggestions that may be useful in answering questions.

- **Be consistent in your answers.** If you answer a question early in the day and a team from the same Level and Team Challenge asks a similar question later, try to give the same answer.
- **Only one Appraiser should answer questions.** This usually leads to the most consistency.
- **Do not validate solutions.** For example, if a team that is building a tower asks whether they should put the spaghetti on the top or bottom of the tower, it would be appropriate to say, "I cannot answer that question."
- **Try to answer the question directly, if it is possible.** For example, if the team that is building a tower asks, "Can we tape the tower to the floor?" and the Challenge states, "The tower may NOT be attached to the floor," it is appropriate to say, "No. The tower may NOT be attached to the floor." This is a particularly good answer for Entry Level teams. Remember that we want teams to succeed. You could also reply, "You should reread the Procedure section of the Challenge," but this requires the team to go back to their copy of the Challenge and hunt for the answer. This can sometimes be confusing and frustrating for teams, particularly since the Team Copy of the Challenge is in a slightly different format from the Appraiser Copy. (The Procedure of the Team Copy is broken down into bullet points.)
- **If the answer to the question is written explicitly in the Challenge, it is appropriate to use the exact verbiage** from the Challenge in your answer. For example, if the team asks whether they can cross a taped line, and the Challenge states, "No part of a team member's body may cross any of the taped lines," it is appropriate to answer, "No. No part of a team member's body may cross any of the taped lines."
- **Prior to the first team competing, try to think of possible questions** teams may have and how you would answer them.

Discussion Questions for Appraiser Training

Instant Challenge

1. What is an Instant Challenge?
2. What are the two types of Instant Challenges?
3. How many team members may participate in an Instant Challenge?
4. What should the Appraisers do first after a team has entered the competition room?
5. Who reads the Instant Challenge to the team?
6. What should the Appraisers do if a team clearly doesn't understand the Instant Challenge?
7. How should an Instant Challenge Appraiser evaluate creativity and teamwork?
8. What should be done if one Appraiser consistently scores lower than other members of the Appraisal Team?
9. What should the Appraisers say just before a team leaves the competition room?
10. What happens if a team is observed sharing information about the Instant Challenge?

Answers to Discussion Questions for Appraiser Training

Instant Challenge

1. The Instant Challenge is a chance for a team to show off its creative problem solving skills in a short, unrehearsed presentation to Appraisers. Instant Challenges are 5-10 minutes in length and worth up to 100 points.
2. Instant Challenges can be loosely divided into two types, Performance-Based and Task-Based. Keep in mind that, even though most Instant Challenges can be categorized as one type or the other, many Instant Challenges are a blend of these two basic types. The team will not know which type of Instant Challenge they will receive until they enter the room. Instant Challenges at the tournament are not designed to be something a team has been practicing all year. They are designed to present something new and, in many cases, something that teams have not encountered before. They are designed to give young people the opportunity to think and present “on their feet” about something they may have never seen or thought about before.
3. At least two must and up to seven team members may participate in an Instant Challenge.
4. If it has not already been administered in the Holding Room, all team members (and Team Manager) should be asked to take a confidentiality promise.
5. One of the Appraisers reads the Challenge to the team. The same Appraiser should read the Challenge to all teams competing at the same Level in the same Team Challenge.
6. Appraisers may assist a team by clarifying the Challenge at any time. However, Appraisers may not give examples of how to solve the Challenge.
7. Each Challenge will have a specific section guiding Appraisers as to how the scoring is to be done. In addition, rubrics for scoring creativity and teamwork will be available for each Instant Challenge.
8. Nothing should be done. Appraisers will often not have similar scores. Consistency between Appraisers is not the goal. Consistency of an Appraiser with himself or herself is the goal.
9. The team should be reminded of their pledge not to discuss the Challenge except among themselves.
10. The team disclosing the information will be disqualified. If a team inadvertently receives information about the Instant Challenge prior to competing, it should be allowed to compete in that Challenge. However, if the team wins because of its Instant Challenge score, a tie may be declared with the second place team.