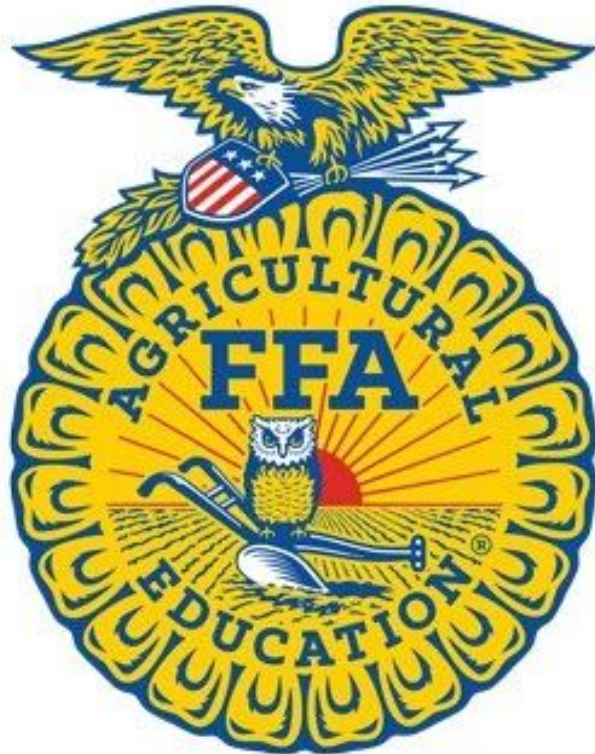


Area 5 FFA
Virtual LDE Handbook



Fall 2020

2020 Area 5 Virtual LDE Handbook
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2020 Area 5 Virtual LDE Handbook

The following document is a guide for those administering, judging and participating in the 2020 Area 5 Virtual LDE Contest.

Area 5 LDE Schedule:

Tuesday, November 17th

5:00pm- All video uploads due

Wednesday, November 18th

8:00am- Videos will be available to judge

9:00am- Job interview begins

4:00-4:15pm- Quiz begins

Reference the chapter conducting rules for chapter conducting times

Thursday, November 19th

8:00am- Videos will be available to judge

3:00pm- All videos must be scored by judges

3:00pm- Live Zoom question session begins

3:00pm- Live Zoom creed contest begins

Saturday, November 21st

By 1:00pm- All area results will be posted on Judgingcard

General Rules:

- I. All Texas FFA general LDE rules will apply with the exception of rules in reference to their format of the State LDE Virtual Contest.
- II. All contests with the exception of Quiz, Job Interview & Creed will be recorded and uploaded using the Texas FFA Roster System.
- III. All contests, with the exception of Chapter Conducting, Job Interview, Creed and Quiz, will allow contestants to complete 2 attempts, videoed by a school representative outlined by the affidavit document.
 - A. The best attempt will be selected and uploaded.
 - B. A signed affidavit must be submitted for the team to be judged and scored.
- IV. Job Interview and Creed contests will be conducted via Zoom.
- V. A live question and answer session will take place after the videos have been uploaded and judged.
- VI. An online program such as Zoom will be utilized for the question and answer session.
- VII. All contestants are required to be in official dress during the videoed presentation and the question and answer session.
- VIII. Advisors and school districts are responsible for assuring internet connectivity and other technology devices are in working order.

Scoring:

- I. With the exception of chapter conducting and quiz, all scoring will be done via online rubrics provided by JudgingCard.
- II. Advisors will have access to the rubrics after results have been announced.
- III. All aspects of the rubric will be scored unless deemed irrelevant based on recorded format.
- IV. Time of the event will begin when the first individual speaks and ends with the last individual speaking.
- V. Since there will be no video edits, judges will not deduct points or be prejudiced against video taken before the team begins their presentation or after the team has concluded.

Recording Rules and Guidelines:

- I. The required video format will be using a singular video camera and a single microphone.
 - A. Teams cannot use individual microphones or other A/V equipment other than a camera and microphone.
- II. Only 2 video attempts are allowed per team.
 - A. Teams found to have violated this rule will be disqualified.
- III. During recordings, students can wear face covering without penalty.
- IV. Only the LDE team and the assigned proctor are allowed in the room at the time of recording.
- V. The proctor will be provided a proctor contest administration guide prior to the video process.
- VI. The camera must remain in a stationary position.
- VII. The presenters are to present to the camera, as if it were the judge.
- VIII. No digitally created background may be used.
- IX. No post-recorded edits may be made to the video.
- X. Students are not allowed to read off teleprompters or be given in person feedback from those in the room.
 - A. Teams found to have violated this rule will be disqualified.
- XI. Label the video file clearly. Example: GH Conducting- Chapter Name- District- Area
- XII. Proctored videos can be filmed at any time prior to the upload deadline.
- XIII. Videos uploaded after the deadline will not be scored.
- XIV. All videos will be deleted after results have been announced and the protest period has passed.

Question and Answer Session Rules

- I. The following contests will be subject to live, zoom question and answers:
 - A. Agriculture Advocacy
 - B. Agriculture Issues Forum
 - C. Agriculture Skills Demonstration
 - D. Public Relations
- II. All members must be in official dress with the exception of Ag. Skills.
- III. Each team will be allotted 5 minutes for questions.
- IV. Each team will use one computer and one microphone in answering questions.
 - A. If a student is under a quarantine, students will be allowed to zoom from individual computers.
- V. Technical issues and second attempts of questions will be at the discretion of the contest judges and the Area LDE Coordinator.
- VI. All team members must be present for the question and answer session with the exception of the Ag. Skills Technician.
 - A. Missing LDE participants will result in a zero score for equal participation.

Contest Specific Rules

Agriculture Advocacy

- I. The required video format will be using a singular video camera and a single microphone.
 - A. Teams cannot use individual microphones or other A/V equipment other than a camera and microphone.
- II. Only 2 video attempts are allowed per team.
 - A. Teams found to have violated this rule will be disqualified.
- III. During recordings, students can wear face covering without penalty.
- IV. Only the LDE team and the assigned proctor are allowed in the room at the time of recording.
- V. The proctor will be provided a proctor contest instruction guide prior to the video process.
- VI. The camera must remain in a stationary position.
- VII. The presenters are to present to the camera, as if it were the judge.
- VIII. No digitally created background may be used.
- IX. No post-recorded edits may be made to the video.
- X. Students are not allowed to read off teleprompters or be given in person feedback from those in the room.
 - A. Teams found to have violated this rule will be disqualified.
- XI. Videos uploaded after the deadline will not be scored.
- XII. All videos will be deleted after results have been announced and the protest period has passed.
- XIII. Team must participate in the live, Zoom question and answer session.

Agriculture Issues Forum

- I. Portfolios must be uploaded digitally by the entry deadline.
- II. Virtual forums are allowed in the portfolio.
- III. The required video format will be using a singular video camera and a single microphone.
 - A. Teams cannot use individual microphones or other A/V equipment other than a camera and microphone.
- IV. Only 2 video attempts are allowed per team.
 - A. Teams found to have violated this rule will be disqualified.
- V. During recordings, students can wear face covering without penalty.
- VI. Only the LDE team and the assigned proctor are allowed in the room at the time of recording.
- VII. The proctor will be provided a proctor contest instruction guide prior to the video process.
- VIII. The camera must remain in a stationary position.
- IX. The presenters are to present to the camera, as if it were the judge.
- X. No digitally created background may be used.
- XI. No post-recorded edits may be made to the video.
- XII. Students are not allowed to read off teleprompters or be given in person feedback from those in the room.
 - A. Teams found to have violated this rule will be disqualified.
- XIII. Videos uploaded after the deadline will not be scored.
- XIV. All videos will be deleted after results have been announced and the protest period has passed.
- XV. Team must participate in the live, Zoom question and answer session.

Agriculture Skills Demonstration

- I. The required video format will be using a singular video camera and a single microphone.
 - A. Teams cannot use individual microphones or other A/V equipment other than a camera and microphone.
- II. Teams do not have to set up or clean up on video.
- III. Only 2 video attempts are allowed per team.
 - A. Teams found to have violated this rule will be disqualified.
- IV. During recordings, students can wear face covering without penalty.
- V. Only the LDE team and the assigned proctor are allowed in the room at the time of recording.
- VI. The proctor will be provided a proctor contest instruction guide prior to the video process.
- VII. The camera must remain in a stationary position.
- VIII. The presenters are to present to the camera, as if it were the judge.
- IX. No digitally created background may be used.
- X. No post-recorded edits may be made to the video.
- XI. Students are not allowed to read off teleprompters or be given in person feedback from those in the room.
 - A. Teams found to have violated this rule will be disqualified.
- XII. Videos uploaded after the deadline will not be scored.
- XIII. All videos will be deleted after results have been announced and the protest period has passed.
- XIV. Team must participate in the live, Zoom question and answer session.

Chapter Conducting

- I. Problems and questions will be released to the assigned proctor at the following times:
 - A. Sr. Chapter Conducting- Wednesday, November 18th @ 12:00pm
 - B. Jr. Chapter Conducting- Wednesday, November 18th @ 2:00pm
- II. The proctor will place the problem at station markers and allow the team to enter.
- III. The proctor will begin videoing when the team enters the room.
 - A. The proctor is to visually show the time of the start of the contests.
 - B. This can be completed by the proctor showing their phone's time and date on camera.
 - C. Chapter conducting teams should begin the contest within 15 minutes of the problem being distributed.
- IV. The proctor will keep time during which the team may look at the problem.
 - A. Sr. Teams- 3 minutes
 - B. Jr. Teams- 5 minutes
- V. Once their time has concluded, the proctor will cue the team to begin.
- VI. All team members must remain in the screen shot once the team has entered the room.
- VII. After closing ceremonies, the proctor will ask the pre-assignment questions to the team.
- VIII. Once all 10 questions have been asked and the team is dismissed the video may be stopped.
- IX. Teams will only have 1 video attempt
- X. Videos must be uploaded by the following times:
 - A. Sr. Chapter Conducting- Wednesday, November 18th @ 2:00pm
 - B. Jr. Chapter Conducting- Wednesday, November 18th @ 4:00pm
- XI. Failure to upload videos by the deadline will result in disqualification.
 - A. Teams experiencing upload delays must contact the Area LDE Coordinator immediately.
 - B. Failure to communicate upload delays will result in disqualification.
- XII. Videos are not to exceed 40 minutes in length.

Creed

- I. Creed will be conducted by a live Zoom format.
- II. Questions will directly follow the conclusion of the creed.
- III. During recordings, students can wear face covering without penalty.
- IV. The camera must remain in a stationary position.
- V. No digitally created background may be used.
- VI. Students are not allowed to read off teleprompters or be given in person feedback from those in the room.
 - A. Teams found to have violated this rule will be disqualified.
- VII. Students are allowed to say only their name and chapter prior to reciting the creed without penalty.

Job Interview

- I. Ms. Tammy Glascock will serve as the Job Interview Superintendent.
- II. Contestants will compete using live zoom.
- III. Applications will be digital.
- IV. Official dress is required during the interview process.
- V. Phone interviews will be conducted via zoom with the camera off.
- VI. Interviews will be conducted via zoom. The camera should show the contestant from the waist up.
- VII. Follow up letters will be a Google Doc shared with the contestant.

Public Relations

- I. The required video format will be using a singular video camera and a single microphone.
 - A. Teams cannot use individual microphones or other A/V equipment other than a camera and microphone.
- II. Only 2 video attempts are allowed per team.
 - A. Teams found to have violated this rule will be disqualified.
- III. During recordings, students can wear face covering without penalty.
- IV. Only the LDE team and the assigned proctor are allowed in the room at the time of recording.
- V. The proctor will be provided a proctor contest instruction guide prior to the video process.
- VI. The camera must remain in a stationary position.
- VII. The presenters are to present to the camera, as if it were the judge.
- VIII. No digitally created background may be used.
- IX. No post-recorded edits may be made to the video.
- X. Students are not allowed to read off teleprompters or be given in person feedback from those in the room.
 - A. Teams found to have violated this rule will be disqualified.
- XI. Videos uploaded after the deadline will not be scored.
- XII. All videos will be deleted after results have been announced and the protest period has passed.
- XIII. Team must participate in the live, Zoom question and answer session.

Radio Broadcasting

- I. The required video format will be using a singular video camera and a single microphone.
- II. Videos should not include the radio participants.
 - A. The camera lens can be covered or the camera can be not facing the contestants.
- III. Only 2 video attempts are allowed per team.
 - A. Teams found to have violated this rule will be disqualified.
- IV. FFA official dress will not be seen or enforced at the area level.
- V. Only the LDE team and the assigned proctor are allowed in the room at the time of recording.
- VI. The proctor will be provided a proctor contest instruction guide prior to the video process.
- VII. No post-recorded edits may be made to the audio.
- VIII. Video uploaded after the deadline will not be scored.
- IX. All recordings will be deleted after results have been announced and the protest period has passed.

Quiz

- I. All quiz contestants will begin at 4:00pm. Students starting after 4:15pm will be disqualified.
- II. Questions will be provided by Sam Houston State University.
- III. All students must be in official dress when taking the quiz.
- IV. One zoom feed per team must show **all** participants during the quiz time.
 - A. Students will be observed from quiz proctors while taking the exam.
- V. Students are not to be side by side when taking the test.
 - A. In a computer lab, there should be a computer station between each student.
- VI. Students should have only a keyboard and computer when testing.
 - A. Cell phones, paper documents and other materials would be subject to disqualification.
- VII. No FFA related materials are allowed on walls, bulletin boards, chalk/dry erase boards, etc.
- VIII. All team members must login to the exam within **5** minutes of each other.
- IX. If you qualify both Jr. and Sr. Quiz teams, they must start within **5** minutes of each other.
- X. Teams who do not login during the required timeframe will be disqualified.

Proctor Instruction Sheet

Contest proctor, the Area 5 FFA Association is appreciative of your service of the Area LDE Contest. Below is a list of procedures that should be followed when proctoring the contest.

- I. All proctors must sign and submit a copy of the Proctor Affidavit Form located on the second page of this document.
- II. Proctors are to uphold the integrity of Area LDE Contest.

Below are the proctor instructions for the **Agriculture Advocacy, Agriculture Issues, Speaking and Public Relations** contest.

- I. All teams will have **2** total attempts at recording their presentation.
- II. A maximum of **5** minutes will be allowed between attempts.
- III. While the team is presenting, only the team and the proctor is allowed in the room. FFA advisors and other coaches are not allowed in the room.
- IV. No computer generated backgrounds are allowed.
- V. No individual microphone or other AV equipment may be used other than a microphone and a camera.
- VI. The camera and microphone will remain in a stationary position.
- VII. No post-presentation edits will be allowed.
- VIII. The team and the FFA advisor will select the attempt they wish to submit and the **proctor** will submit the video via the provided link.

Below are the proctor instructions for the **Agriculture Skills** Contest.

- I. All teams will have **2** total attempts at recording their presentation.
- II. A maximum of **30** minutes will be allowed between attempts.
- III. While the team is presenting, only the team and the proctor are allowed in the room. FFA advisors and other coaches are not allowed in the room.
- IV. No computer generated backgrounds are allowed.
- V. No individual microphone or other AV equipment may be used other than a microphone and a camera.
- VI. The camera and microphone will remain in a stationary position.
- VII. No post-presentation edits will be allowed.
- VIII. The team and the FFA advisor will select the attempt they wish to submit and the **proctor** will submit the video via the provided link.

Below are the proctor instructions for the **Chapter Conducting** contest.

- I. Prior to contest time, a camera and microphone should be set up in the competition room.
- II. The camera must set up in a location where all members of the team are visible.
 - A. The ideal location would be located at the back of the room.
- III. No parliamentary procedure or FFA related materials should be posted in the classroom.
 - A. Exceptions will include animal science, plant science, Agriculture Mechanics and other curriculum based posters not related to Parliamentary Procedure, banners and awards, decorations, etc.
- IV. Station markers should be placed around the room according to the Official FFA Manual.
 - A. This job should be conducted by the FFA Advisor.
- V. The problem and questions will be emailed to the proctor directly at the time assigned by the Area.
- VI. The proctor is expected to print **10** problems immediately and place them face down in the presentation room at each station marker or in member chairs.
 - A. The first time the team sees the problem should be when they enter the contest room.
- VII. The proctor is expected to print **1** copy of the questions page provided.
- VIII. The proctor will allow the students to enter the room.
 - A. The proctor is to videotape the team entering the room, studying the problem, opening ceremonies, working the business, closing ceremonies, answering of the questions and dismissal from the room.
- IX. Once the team members have found their seat, the proctor will cue them to begin studying the problem by using the following verbal command.
 - A. Greenhand Chapter Conducting- **“You have 5 minutes to study the problem, your time starts now.”**
 - B. Sr Chapter Conducting- **“You have 3 minutes to study the problem, your time starts now.”**
- X. The proctor is to keep track of the time in which the team studies the problem.
- XI. Once the time is up, the proctor will announce:
 - A. **“Your time is up, you may begin.”**
- XII. While students study the problem, participate in ceremonies or conduct business, team members are not allowed to discuss the happenings of the problem or signal for a member to participate.
- XIII. Once the team has completed the closing ceremonies, the team should be seated and the proctor will begin the question process.
- XIV. The proctor will ask questions in the following order:
 - A. **President**
 - B. **Vice-President**
 - C. **Secretary**

D. Treasurer

E. Reporter

F. Sentinel

G. Member #1 if applicable, otherwise, repeat the order above

H. Member # 2 if applicable, otherwise, repeat the order above

I. Member # 3 if applicable, otherwise, repeat the order above

J. President or continue to repeat the order above

- XV. The proctor is allowed to repeat the question upon request.
- XVI. Once all questions have been asked then answered and the team is dismissed, the video may be stopped.
- XVII. Videos are not to exceed 40 minutes in length.
- XVIII. The proctor is expected to upload the video in its entirety to the link provided to the judge.



**Virtual Leadership Development Event
 Demonstration Proctor Affidavit
 Greenhand Chapter Conducting, Senior Chapter
 Conducting**

Proctor Information:

First Name: _____
 Last Name: _____
 Email Address: _____
 Cell Phone: _____
 Campus Role: _____

Virtual Demonstration Terms and Conditions

The Texas FFA Association expects students and advisors to be honest in all of their work, including work outside of the classroom related to Leadership Development Events (LDE). By participating in a competitive event, FFA members, advisors, and proctors agree to adhere to high standards of academic honesty and integrity and understand that failure to comply with this pledge may result in disciplinary action, up to and including event disqualification, loss of good standing status with the Texas FFA Association, and termination of active FFA membership.

Please note the following section that specifically outlines guidelines for virtual demonstrations.

Improper activities include:

- Having or providing unauthorized outside help when completing a virtual demonstration.
- Obtaining access to confidential contest materials or questions before the virtual demonstration.
- Ag Teachers may be in the room with their back to the team, facing the wall, in the view of the camera
- Proctors having blood/familial relation to any of the contestants.
- Ineligible students participating under the guise of being an eligible student.

NOTE: A third-party proctor must administer all FFA related virtual demonstrations. Third-party proctors must have received notification of and agree to these policies and will be required to submit a document certifying the integrity of the virtual demonstration. A third-party proctor cannot be the agriculture teacher(s). Examples of acceptable third-party proctors include: school administrators, computer lab coordinators, media specialists, guidance counselors, testing coordinators, CTE directors, teachers not affiliated with the agriculture program, other non-instructional school or school district officials.

I hereby certify team identified below, completed the Chapter Conducting virtual demonstration in one take, according to the rules and procedures outlined prior to the event. I certify that I was present during the entire demonstration and observed nothing that could be considered as unethical during the demonstration. The recording submitted is an accurate representation of the demonstration I personally witnessed.

Proctor Signature _____ Date of Signature _____

FFA Chapter: _____

Division (Circle One): Greenhand or Senior



**Virtual Leadership Development Event
 Demonstration Proctor Affidavit
 Ag Advocacy, Ag Issues, Ag Skills, Public Relations &
 Radio Broadcasting**

Proctor Information:

First Name: _____
 Last Name: _____
 Email Address: _____
 Cell Phone: _____
 Campus Role: _____

Virtual Demonstration Terms and Conditions

The Texas FFA Association expects students and advisors to be honest in all of their work, including work outside of the classroom related to Leadership Development Events (LDE). By participating in a competitive event, FFA members, advisors, and proctors agree to adhere to high standards of academic honesty and integrity and understand that failure to comply with this pledge may result in disciplinary action, up to and including event disqualification, loss of good standing status with the Texas FFA Association, and termination of active FFA membership.

Please note the following section that specifically outlines guidelines for virtual demonstrations.

Improper activities include:

- Having or providing unauthorized outside help when completing a virtual demonstration.
- Obtaining access to confidential contest materials or questions before the virtual demonstration.
- Agriculture Teachers being in the room during the virtual demonstration.
- Proctors having blood/familial relation to any of the contestants.
- Ineligible students participating under the guise of being an eligible student.

NOTE: A third-party proctor must administer all FFA related virtual demonstrations. Third-party proctors must have received notification of and agree to these policies and will be required to submit a document certifying the integrity of the virtual demonstration. A third-party proctor cannot be the agriculture teacher(s). Examples of acceptable third-party proctors include: school administrators, computer lab coordinators, media specialists, guidance counselors, testing coordinators, CTE directors, teachers not affiliated with the agriculture program, other non-instructional school or school district officials.

I hereby certify team identified below, completed the Ag Advocacy, Ag Issues, Ag Skills, Public Relations or Radio Broadcasting virtual demonstration in no more than two takes, according to the rules and procedures outlined prior to the event. I certify that I was present during the entire demonstration and observed nothing that could be considered as unethical during the demonstration. The recording submitted is an accurate representation of the demonstration I personally witnessed.

Proctor Signature _____ Date of Signature _____

FFA Chapter: _____

Contest: _____