<div align="center">

California Career Development Event
Tabulations Quality Checklist

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This list is to be completed ("X" in each box) by the Contest Advisor and the State Staff representative.

Contest Advisor	State Staff	Contest: *Light Horse*

Initial Setup (Complete before making a Red/Blue copy and starting tabulations)

Contest Advisor	State Staff	
☒	☒	You have checked student names for spelling, eliminated/deleted all of the "no show" students, and checked for teams without contestants (see Setup | Print Contestants).
☒	☒	The correct tie breaker(s), as explained in the Curricular Code, are s to separate ties and indicated on the results sheet. See Setup | Print Contest Definitions
☒	☒	Correct score multipliers were entered for each class. See Setup | Print Contest Definitions
☒	☒	Contest advisor, student chair, comment, number of students to count for the team score, and class names and information are correctly entered. See Setup | Contest Titles / Classes

Tabulations

Contest Advisor	State Staff	
☒	☒	For each judging class (Hormel Scoring) I have verified that the official placings and judging cuts are entered correctly and have included the report with the results. See Setup | Print Official Placing Summary
☒	☒	When a card is marked 2 times or you cannot decipher the marking, the contestant gets the lowest score possible. For **judging classes a "1"** is entered to assign the minimum score in the class, for other types of classes a "0" is entered.
☒	☒	All ZERO scores were approved by you.
☒	☒	Results were double checked using the: ☒ The Red and Blue System (two computers) ☐ Printed double check sheets ☐ Other (explain: _____) The results were compared and differences corrected.
☒	☒	Print Check Tabulation report (Tabulations | Check Tabulations) and reconcile all entries. The report lists missing scores and out of range scores.

Results

Contest Advisor	State Staff	
☒	☒	The final scores were checked to assure that they did not exceed The maximum points allowed for the contest as stated in the Curricular Code.
☒	☒	The results were checked to see if they were in the "normal" range for the contest. See Contest Summary Report (Results | Contest Summary).
☒	☒	Print the results indicated below (see Results Menu): ☒ Results Summary ☐ Subcontest High Individuals ☐ Individual Results ☐ Subcontest High Schools ☒ Individual Results – New Page ☒ Subcontest High Individuals w/ Rsn ☒ School Results ☒ Subcontest High School w/ Rsn ☒ Individual Ranking ☒ School Ranking ☒ Contest Summary ☐ Other: _____
☒	☒	The final contest file was backed up to: *Server (Light Horse_Red.mdb)*
☒	☒	ALL ribbons had a chapter's name written on them.
☒	☒	The contest results, all judging cards, Scantron forms, identifications sets and other contestant scored papers, back-up disk, folder, and this document is being taken to the main results area.

The above is verified by: ___*Miles Morgan*_____
(Advisor)

____*Flint Freeman*_____
(State Staff)