

# 2021 NCF-Envirothon Test and Oral Presentation

## Rules and Guidelines

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### RESOURCE TESTS RULES

1. A student will need to be designated as Team Captain. The Team Captain is the contact person for the test and will log on to the testing platform for the entire team. The Team Captain will access the test and select the answers to the test questions, with input from other team members. It will be up to the team to coordinate a time to take the five tests on Monday, July 26, between the hours of 8 a.m. and 8 p.m. (Central Time).
2. Each of the five resource areas will have its own test with a separate link. **Once the link to a test is opened, the test must be completed.** The link to the test will not be able to be re-opened once it has started.
3. **Each resource test will be timed, and teams will have a maximum of 60 minutes to complete each of the five tests.** The test will automatically close when the 60 minutes is up. The system will automatically save your answers every 15 seconds, or as changes are made, so if time runs out before you complete the test the questions you did answer will be saved and graded. The team should plan for at least 300 minutes of testing plus additional time for restroom breaks, eating and stretching.
4. Remember, testing begins and timing starts once a test link is opened. Please make sure team members are ready to get to work BEFORE clicking on the link to open the test.
5. Only 1 computer is allowed to be used by the team during testing. The Team Captain should log on to the testing platform (Inspira) prior to testing day and open the practice test on the team's preferred device to ensure everything is working properly. This will

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allow the team an opportunity to test the platform and understand how the virtual tests will work.

6. Please make sure that the equipment being used to take the test (desktop computer, laptop, etc.) is plugged in to a power source to prevent battery failure during the timed test.
7. Any resource necessary for answering test questions is included in the test or will be provided in the team box. Further instructions regarding the resources will be provided to each team.
8. The team is NOT to use **any** outside resource to assist in completing the online test questions during testing. Advisors are not to assist the team during the test taking in any way.
9. In the occurrence of technical issues (power failure, internet connection issues, computer crashes, severe weather-related power/internet loss, etc.), the proctor must immediately contact a pre-assigned member of the Competition Advisory Team (CAT) and report the issue. If the team loses internet connection, team members are still able to work on the exam while the proctor contacts the pre-assigned CAT member.
10. Training – Due to the nature of the virtual event, no formal team training will take place. Teams are instead asked to submit two (2) questions per test topic and OP scenario no later than Monday, July 19. Those questions will be compiled and a minimum of 5 questions per test topic will be randomly selected to be answered by the resource professionals and answers will be posted by July 25, 2021, on the event platform.

Unfortunately, online testing will not be perfect, as there are many more variables than for an in-person competition. In these unprecedented times, the National Conservation Foundation

Envirothon and the Nebraska Host Committee expect all teams to maintain the standards of honesty and integrity that have always been a hallmark of the NCF-Envirothon.

## **OVERVIEW OF ORAL PRESENTATION SCHEDULE**

- July 16, 9 a.m. CST: The Oral Presentation scenario, training video and LIVE team presentation time will be released to teams via the event website.
- July 19, 9 a.m. CST: Deadline to submit 2 questions/team from the oral presentation training video. Questions will be reviewed and randomly selected to be answered.
- July 25, Noon CST: A Question-and-Answer Video will be released via the event website.
- July 27: Oral Presentation Day

## **ORAL PRESENTATION METHOD**

The 2021 NCFE Oral Presentation may be created using any electronic slideshow medium. No videos or audio are allowed on the slideshow. Animations are okay, however fancy animations may slow down your presentation and cause disruptions in broadcasting over Zoom. Remember the visual presentation is worth 10 of 200 points, so please take that into consideration.

## **LIVE ORAL PRESENTATIONS**

Upon registration, teams will be assigned a team number via email. Teams must keep up with their team number as it will be their identification method at all times during the Oral Presentation components! On Friday, July 16, at the same time that the Oral Presentation scenario is released, designated team presentation times will be posted on the event platform using the team number.

Teams will give their Oral Presentations LIVE via Zoom on Tuesday, July 27.

### **Required Equipment**

- 1 Computer with internet access, web camera and microphone
- Zoom downloaded to your computer with latest version updates. <https://zoom.us/>

### **Recommended Equipment**

- Wide lens web camera (separate from the built-in camera standard on most laptops. Several inexpensive 'plug-n-play' camera models are available for purchased through Amazon and other stores.)
- An external microphone (more than what comes standard on the computer) is permitted for use but is not required. Several inexpensive microphones are available to be purchased through Amazon and other stores, but again this is not a requirement.

### **Prohibited Equipment**

- Cell phones
- Multiple computers – only 1 is needed/allowed to be used during the presentation (however teams may want to have a back-up computer identified and ready in case of software/hardware crashes)
- Any paper resources outside of what was provided in the testing box. Index cards will be provided in each team's testing box.

## **ORAL PRESENTATION RULES**

1. Oral presentations will be 20 minutes maximum in length, followed by 10 minutes of questions to team members from the judges.
2. There is no limit on the number of slides, but the presentation must stay within the designated presentation time limit of 20 minutes.
3. All 5 team members must equally participate orally in the presentation. If a team participates with less than 5 members, that team will receive a two-point deduction per each missing team member.
4. Students are primarily judged on how they solve the Oral Presentation Scenario Problem, not on the visual displays. You may use note cards during your presentation.
5. During oral presentations, all team members must wear the NCFE Oral Presentation shirt provided.

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6. During oral presentations, no state/provincial identification, either written or verbal, is permitted.
7. Oral presentations will be judged based on the [criteria approved by the NCFE Operating Committee](#).
8. Advisors may not provide any input to students regarding the Oral Presentation once the team has begun their oral presentation development on July 16 until the final presentations are concluded on July 28.
9. Students may use reputable sources to research innovative ways to solve the Oral Presentation Scenario, but advisors and Host state resource professionals involved with the 2021 NCF-Envirothon Nebraska competition may not provide any input to the students.

### Additional Recommendations

- Please make sure to follow all local health guidance and school requirements at all times during the event. Some health guidelines/requirements may require logistical pre-planning by the team to ensure that the presentation is clear and easy for the judges to hear, that transitions from speaker to speaker go smoothly, etc. For example, teams may ask themselves:
  - “How should we arrange ourselves for the camera during the presentation, while keeping social distancing requirements in mind?”
  - “Considering where the camera is set up, where the computer will be and where a presenter will stand, how will we advance the slides of the presentation without a lot of ‘musical chairs’.
  - What can we do to make sure we are heard clearly by the judges?”
- Choose a neutral background with minimal distractions such as a blank wall. The judges should be focused on the speaker and not distracted by the background.
- Have the camera distance set so the speaker is shown from the waist up.
- Have the camera set at a height equal to the speaker’s eye, enabling the presenter to look at that camera directly, straight ahead.

## **2021 NCF-Envirothon Test and Oral Presentation Rules and Guidelines**

- Consider lapel microphones – The built-in computer microphone might not be adequate to pick up audio from all team members.
- Be aware of lighting! It is recommended to have a light directed onto the front of the speaker.
- Present in a location where background noises can be eliminated. Team members who are not speaking should be absolutely silent and as still as possible to avoid the microphone picking up stray sounds that could be a distraction or prevent judges from hearing presentation clearly.
- Turn off all audio, video and any notification chimes (such as software update reminders) on your computer before the team presents.