

Instructions to Readers

1. All questions are read completely UNLESS all teams signal BEFORE the complete reading is concluded. Complete reading of the question is defined to be the question number, the question title, and body of the question with all information repeated after a brief pause. A reader pauses during a complete reading ONLY when a tone or buzz is heard. Complete reading is all the information that can be provided except for 1b.
 - 1b. Teams may ask for the spelling of a key word or one that the reader may have garbled BEFORE they signal. Any team must answer with the information in hand once they signal.
2. Buzzer protocols: The buzzer or quiztron unit should be reset so that a reader is always prompted with an audible signal in order to stop reading the question. For example, if Team 1 buzzes before a complete reading is concluded and misses the question, the buzzer should be reset before the reader continues with the question so that when Team 2 or 3 responds, an audible tone is heard. Thus after each incorrect response or set of incorrect responses that occur at the same time, the buzzer or quiztron is reset to yield an audible tone the next time a team should signal that they are ready to answer.
3. Inadvertent buzzes: If a team should buzz any time before the question title is begun, you may call it an inadvertent buzz and pause to reset the quiztron then continue. If a team should buzz once the title of the question is begun, they must answer the question with the information available when the buzz occurs.
4. Timing protocols are as follows: a team has 15 seconds after the end of a complete reading of a question to respond; teams have 15 seconds to begin a substantive response (see item 5) after being called upon; teams have 15 seconds to respond after another team has incorrectly answered a question after the complete reading of a question. Every 15 second interval will include a 5 second warning before the time expires. Your timer/scorer will handle this element.
5. Once acknowledged, teams may have unlimited discussion as to who will answer the question; no other information may be exchanged other than who will answer the question. Substantive responses must be begun within the response time period (before the timer calls "time") to be allowed. Comments like 'uh', 'I think', 'maybe it is' are not substantive.
6. Choral responses (more than one team member answering at the same time) shall be ruled incorrect without further comment unless both answers are correct. Thus a choral response about a U.S. president that yielded Reagan and Ronald Reagan as the answers would be ruled correct while a choral response of FDR and Roosevelt would be incorrect (there were multiple presidents named Roosevelt).
7. Paper/pencil questions will be announced before they are read. Use of scratch paper for other than announced questions shall be prohibited except that once a team is no longer contesting a question, that team may then use paper and pencil to record notes or to track scoring.
8. Give wide latitude to the pronunciation of a correct answer. Competitors may not have heard the correct pronunciation of a word. Be prepared if challenged on accepting a 'close but not correct' pronunciation. It is appropriate to say that you deciphered the answerer's intent and judged it to be adequate. It is also appropriate to reverse yourself if the challenge is substantive. Provide the answer and the correct pronunciation before you move to a new question if no team responds correctly.
9. Challenges may involve an alleged incorrect ruling by the reader, an alternative answer that is correct but not noted by the reader, or the conduct of the question. Challenges must be lodged by team members at the competition table (not coaches or substitutes or spectators) BEFORE the next

question is begun. Refuting a challenge involves explaining why; accepting a challenge means the question challenged is eliminated and all teams compete for an alternate question in its place. You may consult your scorer for a challenge but no one beyond that. If you cannot make a competent judgment on a challenge, announce that, throw the question out and go to an alternate.

10. Teams that answer out of turn (A responds when B is called upon) are immediately disqualified from that question without judgment as to whether a response is correct or incorrect.
11. Alternate questions are used in the order provided unless otherwise agreed upon in the readers' meeting. Notify the meet director and the lead reader of any alternate questions used at the end of each round. Should all alternates in a round be used, proceed to the alternates in the NEXT round or in the EXTRA questions section (as agreed at the readers' meeting).
12. Mark the question on your question sheet if answered by team A, B, C or NONE. You are backup to the scorer for quality control.
13. In most meet settings, pause at 25 questions and 49 questions for the scorer to announce the official score. **Note for Colorado State Knowledge Bowl only, scores are announced at 20, 40 and 49 questions.** Allow substitutions by teams at 25 questions only.
14. Pace the meet by moving smartly, but not hurriedly, when reading questions. Unnecessarily slow delivery or extended pauses prolong the competitive rounds, create significant burdens for the meet director, and rob teams of momentum.
15. You are the meet official in the room. Limit disruptions by competitors, spectators and others as appropriate. Warn teams (THE FIRST TIME) in case of inappropriate use of scratch paper, inappropriate communication, or disruption after the team is no longer contesting a given question. If the behavior occurs a second time (or more) in a round, disqualify that team from that question or the next question (disruption after a team is out for the current question). If the behavior happens more than twice, notify the lead reader and the meet director after that round of the misbehaving team.
16. Use your judgment on the conduct of the round. If a competitor is suffering a coughing fit, sneezing fit or similar, a pause may be in order; a similar response would be in order for a bathroom urgency. Normally the round is not paused once begun, but it is your judgment call as to the exigency in your situation.
17. Have fun with the questions. Read them with an inflection on the essence of the question and provide appropriate cadence or emphasis as indicated by the content and the form of the question.

THANKS for your time and effort. A good knowledge bowl competitor is greatly aided by a competent and enthusiastic reader. Thanks for encouraging life-long learning through your participation in Knowledge Bowl!!