

Concurso de deletreo Colorado State Spanish Spelling Bee Virtual Event Recommendations and Honor Pledge

Here are some recommendations for holding a virtual spelling bee. These will be used by the Concurso de deletreo Colorado State Spanish Spelling Bee and are included here as possibilities for your consideration. These recommendations should be used in conjunction with the recommendations for the traditional in-person spelling bee.

Platform

- We recommend using whichever video conferencing platform your school district recommends. If there is no preferred platform, we recommend using Zoom as this will be the platform used in the state and national Spanish spelling bees. Get to know the platform that you will use and the limitations with time and number of users.

Planning

- Create a background (real or virtual) for pronouncers, judges and other officials so they are clearly identifiable.
- Rehearse with a mock spelling bee a few days before your actual competition with real officials and judges, but stand-ins for spellers.
- Arrange in advance how officials will communicate with each other (Ex. group text or a private chat feature in the video conferencing platform).
- Encourage officials/judges to print the word list ahead of your rehearsal date. Make sure to keep all word lists out of camera view.
- If available, have a backup device (tablet or smartphone) connected to a cellular connection that is different from your computer internet. This is in case of internet signal problems.
- Ask officials to use headphones to clearly hear the spellers and block out ambient noise.
- Record the entire competition through the video conferencing platform.
- Communicate with parents/guardians about the date/time of your competition, what students can expect, spelling bee rules and the integrity pledge.
- Decide whether you will allow parent or student spectators during the competition.
- Ask spellers to change their on-screen name to include their full name and speller number.
- Request spellers use headphones to clearly hear the pronunciation of words.
- Suggest students use an ethernet cable plugged directly into their computer instead of using Wifi, if possible.

Roles & Responsibilities

- You could combine some of these roles, especially for classroom-level spelling bees.
- Pronouncer – For a virtual spelling bee you will need a pronouncer to pronounce words for students.
- Judge(s) – Focus on the accuracy of participants' spellings. Determine beforehand how the judge(s) will indicate a misspelling, whether using a bell or sound effect or informing the speller verbally of the misspelling.
- Record Keeper – Keep a written record of how each speller spells their word.
- Adult witness – The witness is in the room to provide silent moral support for the speller and to ensure that there are no unauthorized aids available to the speller during the competition and to handle any unexpected interruptions or disruptions for the speller during the competition.

Additional roles to consider:

- Audio Record Keeper – Record just the audio of the competition with a separate device (phone, tablet or digital recorder) and use for immediate playback to verify spelling, when necessary.
- Alternate Official – Person who monitors the competition and can jump into any of the official roles if someone has connection issues.
- Platform Monitor – Someone to mute and manage participants’ video and begin the recording of the competition. This person should be the “host” of the videoconference.

Competition

- Perform a sound check for all officials and spellers before the competition begins.
- Have each speller identify the adult witness who will be visible during the competition and explain the role of the witness.
- Request spellers say the word first before spelling to ensure they heard the pronouncer correctly and ensure their audio is still working properly.
- When spellers misspell, they should remain on the platform until the end of the round. If you want to reduce the number of faces on the screen, you can ask participants to leave at the end of each round or “mute” their camera when they misspell.
- Thank the spellers for their participation.
- To protect one’s privacy, many people choose to use an alternate background for Zoom versus their real-time background. This is acceptable; however, please keep in mind not all computers have this feature and both the speller and adult witness must be visible at all times during the competition. Please have spellers who choose this option to select an innocuous and non-offensive background if they choose this option. Illicit, exploitive, or otherwise inappropriate content is prohibited.

Integrity

- Integrity: Use an integrity pledge and require all students to agree to it. The Concurso Integrity Pledge Sample is included below for your information.
- Suggest/require an adult witness in the room who can be seen on-camera.
- Spellers should position themselves on camera to also show their hands while spelling.
- Disable the platform’s chat functionality or set it to allow chat to and from the meeting host only.

Sample Pledge

I pledge to abide by the Concurso de deletreo Colorado State Spanish Spelling Bee Honor Code. I pledge to participate in this competition with Integrity, Respect, and Responsibility. During preparation and participation in this event I will act with **Integrity**, in an honest and ethical manner; I will act with **Respect** to honor differences in people, ideas, experiences, and opinions engaging with others in ways that demonstrate an appreciation of their rights and humanity; and with **Responsibility**, accepting ownership for my actions and choices.

Promesa de Integridad

Me comprometo a cumplir con el Código de Honor del Concurso de deletreo Colorado State Spanish Spelling Bee. Prometo participar en este concurso con integridad, respeto y responsabilidad. Durante la preparación y participación en este evento actuaré con Integridad, de manera honesta y ética; Actuaré con Respeto para honrar las diferencias en las personas, ideas, experiencias y opiniones al relacionarme con los demás de manera que demuestren un aprecio por sus derechos y su humanidad; y con Responsabilidad, aceptando la propiedad de mis acciones y decisiones.