

Basic Cantor Certification – Adjudicator’s duties

1. Prior to the day of the BCC

- the Adjudicator should contact the Coordinator to be sure everything is in order.
- share a contact phone number with your co-adjudicator as well as the local Coordinator
- make copies of the adjudication forms for each candidate before the event

2. On the day of the BCC

- arrive at least 30 minutes early
- check in with the Coordinator
- make sure that everything is set according to prearranged plan
- communicate with co-adjudicator to make sure everyone is on the same page

3. During the Adjudication

- be sure to give both positive and constructive feedback to applicants
- if possible, complete written feedback forms for applicants and return that day (if possible) and keep a record on file
- it may be necessary to have one adjudicator give written and one give verbal feedback

4. When the day is done

- communicate as a team to debrief the day
- make sure all adjudications are complete