# A GUIDE TO UNDERSTANDING THE TABULATION SOFTWARE by Craig Hertel, Gainesville ISD 

It works like this:
Now, for determining each rank, start at step 1 below. If that doesn't work, go to step 2, and so on down the page. But remember! Look for the first place school first. Determine that and mentally cross them off and start the procedure over looking for second . . . and so on. Don't look and see a school has two 4's and automatically give them $4^{\text {th }}$ right off the bat. That could mess you up!

1. "Majority Of"

Look for first place. If a school has two or more 1's-they got it. Then, look for $2^{\text {nd }}$ place, and so on. The complicated thing about this is to remember the "or better" part of it. For instance, if you are looking for who placed $3^{\text {rd }}$, look for which school has not only two or more 3's, but also 2's or 1 's. And remember, for some of the places, you can have more than one school have a "majority of" that particular rank (In looking for $2^{\text {nd }}$ place, both $6,2,1$ and $2,3,2$ are in the running and you would need to apply the steps below).
2. Cumulative Total

Simply add up the total of the three ranks. Lowest total gets the place. (In looking for second place, School A's 2,3,3 equals 8 and would beat out School B's 2,3,4-which equals 9. Or, in the example above, $6,2,1$ equals 9 while 2,3,2 equals 7 ).
3. Judge's Preference

If two schools tie on cumulative total, you break the tie by looking at how each judge ranked those two-2 of the 3 will prefer one over the other. Example: School A has 2,3,4; School B has $3,4,2$-what do you do? It looks like a tie but it's not. Judges 1 and 2 both ranked $A$ as the stronger play. Only Judge C thought School B was stronger. Two out of three wins.
4. Decimal Points

Sometimes, however, more than two schools end up with the same cumulative total. If that happens, a decimal thing kicks in that awards points for the three ranks you received. (1.0 for a $1^{\text {st }}$, .5 for a $2^{\text {nd }}, .33$ for a $3^{\text {rd }}, .25$ for a $4^{\text {th }}, .20$ for a $5^{\text {th }}, .17$ for a $6^{\text {th }}, .14$ for a $7^{\text {th }}$, and.$~ 13$ for an $8^{\text {th }}$.) Each school's decimals are added. Highest wins. (Three schools have a total of 7 . School A with ranks of $1,2,4$ gets $1.0+.5+.25=1.75$; School B with ranks of $3,1,3$ gets $.33+1.0+.33=1.66$; School C with ranks of $2,3,2$ gets $.5+.33+.5=1.33$. School A gets first place; School B is second.
5. Unbreakable Tie

On rare occasions, this system results in an unbreakable tie. At preliminary the tied films would advance. At state we could have co-champions or co-runners-up. And so on.

