

Required Process for the Nebraska State FFA District Review, Interviews, and Assessment

All Districts MUST follow the processes outlined in this document and follow the NE State FFA Degree Qualifying Review Sheet. Districts are not allowed to add additional qualifications or delete/edit any of the existing qualifications on the document.

FFA Board Representative Role Prior to District Review:

- Remind all teachers in your district to use the NE State FFA Degree Qualifying Review Sheet as a guideline for students completing their degree applications and preparing for the interview and assessment.
- Remind all teachers in your district of the deadlines and processes for submitting state degrees in the AET.
- Establish the date, time and place for the application review and candidate interview process.
- Organize the review teams so that no instructor evaluates applications or interviews from their own school/students.
- Remind teachers to bring the completed hard copy of NE State FFA Degree Qualifying Review Sheet for each candidate to district review. Print extra copies for the review if needed.
- Print hard copies of the State FFA Degree Assessment Interview document – one copy per state degree candidate for each person reviewing/interviewing.

Process for Interview and Assessment:

- The interview and assessment are a combined process and must be followed as outlined in the State FFA Degree Assessment Interview document.
- Each candidate shall be interviewed by a team of instructors and/or other individuals (FFA alumni/supporters or agribusiness representative) none of whom is the student's advisor/instructor, relative, or person having a direct relationship with the student.
- Each candidate should have a scheduled interview time. Once a candidate completes their interview/assessment, they are free to leave.

- ❑ If a candidate cannot be present on the interview date, they should be scheduled for an alternate time near the time of the district process.
- ❑ Interviews should be scheduled for maximum of 15 minutes per person.
- ❑ Candidates should not be evaluated on their public speaking ability, but rather on their ability to provide answers within the context of the question using knowledge gained through their ag education and SAE program. Candidates are encouraged to study the questions (included on the last page of the State Degree Qualifying Review Sheet) prior to the interview.
- ❑ Evaluators should read the directive/questions on the State FFA Degree Interview Assessment document. Interviewers should complete the assessment document and score according to guidelines provided.
- ❑ Evaluators may ask follow-up questions. The follow-up questions should be designed to guide students and help prompt them to address the assessment components.
- ❑ The State Degree Interview/Assessment may be recorded at the district level to serve as a record of scoring and responses. If a district chooses to record, evaluators must let the student know that all interviews will be recorded. **Recordings should not be sent to the state FFA office.** They should be retained in case there is a denial/appeal. If there are no denials/appeals, all recordings should be destroyed.
- ❑ Accommodations shall be made for candidates with identified special education needs based on their identified IEP and/or the recommendation of the candidate's special education case manager. It is up to the candidate's teacher to inform the district representative to the Board of Directors of these needs prior to the State Degree Interview and Assessment scheduled date/time.
- ❑ Candidates must meet all minimum qualifications on the State FFA Degree Qualifying Review Sheet and score 14 out of 17 points on the Interview Assessment (equivalent to a 70%) to earn the State FFA Degree.
- ❑ Districts are not allowed to add additional qualifications or delete/edit any of the existing qualifications on the State FFA Degree Qualifying Review Sheet.
- ❑ At the conclusion of District Interviews and Assessment, the review team shall meet and determine if candidates are to be recommended for the Nebraska FFA State Degree. This decision should be based on meeting the minimum qualifications (no more, no less) and earning of 14 out of 17 points on the Interview Assessment.
- ❑ If there are denials on the district level, it is the District FFA Board of Director's Representative to follow the process for denials and appeals – and communicate this clearly to the chapter FFA advisor who will share with the denied student.