

NAEA CDE Committee  
CDE Results Protest Policy  
Updated: June 5, 2018

The CDE Contest Superintendents will do their best to professionally conduct and score the state contests.

Any contest tabulation not completed by the end of the awards ceremony will be available on the web site as soon as possible.

Contest results will be carefully calculated and double checked to ensure accuracy. If there is sufficient evidence that there is a discrepancy in the results, the following protest procedure will be followed:

- Protests affecting all results should be directed to the general CDE Coordinator, via email, with a courtesy copy to the NAEA CDE committee chair. The CDE Coordinator will contact the specific CDE Superintendent as needed.
  - All protests must be in writing, outlining the specific reason for the protest.
  - To be considered, all protests must be received by 5:00 pm (CST) on the Friday following the state contest.
  - In the event of a protest, the results for the contest in question will be pending until CDE Coordinator confers with the CDE superintendent and CDE committee chair to resolve the issue.
  - CDE superintendents may initiate a review of the tabulation by the following Friday at 5:00 pm (CST).
  - CDE Superintendents will keep applicable physical scoring documentation until the second Wednesday following the state contest at noon (CST).
  - CDEs with disputed results may have their results removed from the online results until the dispute / protest are resolved. The CDE Coordinator will contact affected teachers by email to let them know an active protest is being investigated.
  - Results will become official by 10:00 am (CST) on the second Monday following state CDEs unless there is an unresolved protest. The CDE Coordinator will contact affected teachers by email to let them know an active protest is being investigated.
- Ribbon disputes shall be resolved on the timeline and process set by the CDE Coordinator.

When tabulation errors have been determined for team awards, any associated plaques must be returned to the appropriate team.

When tabulation errors have been determined for individual student awards, duplication of medals or certificates may be necessary.