

NEISD ACADEMIC U.I.L. SPONSOR HANDBOOK



2023-24 SCHOOL YEAR
Revised July 2023

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STIPEND INFO

- \$500 per subject – This can be divided among multiple teachers as decided by your school
- Maximum of 2 subjects per coach
- Must attend the Coaches' Workshop held towards the beginning of each school year
- Must hold a regular weekly practice for your subject
- Must Recruit – coaches should be recruiting throughout the year. Coordinators are to work with departments on getting names of students for coaches to recruit.
- Must attend all 3 of the district UIL competitions
 - If a coach must be absent for a competition, it is that coach's responsibility to find a substitute for the day. It is not the coordinator's responsibility to find a substitute.
- Stipends will only be submitted to the Fine Arts Department. You will no longer send the stipends to your campus secretary. I will send out the stipend form to you after the district tournament as usual.
 - 20% Workshop
 - 20% Consistent Practices
 - 20% Fall Practice with minimum of 6 entries
 - 20% Winter Practice with minimum of 6 entries
 - 20% District with minimum of 6 entries

PRACTICES

- What should happen at practices? Fun & learning in a team atmosphere!
- You should know your kids – weekly practice is what keeps them committed!
- Set a score goal for your students! Use the results from previous competitions and scores during practice.
- See your coordinator for available materials!
- At the coaches' workshop will get a chance to meet with other coaches from your subject and get practice tips.

COMPETITION BASICS

- Transportation – Schools may travel by bus, arriving at 8 am (all coaches should be present for the morning coach meeting that starts at 8:30)
- Grading Rooms – Coaches grade tests (Cal Apps, Number Sense, Spelling).
- Tab (Tabulation) Room – Pick up the tests you are proctoring and return materials & results
- Hospitality Room – Food! (Breakfast & lunch are provided by the host school.)
- Practice meets are limited to 18 entries per subject (6 per grade level). Student can "test up" in an event. A sixth grader can compete in 7th or 8th grade divisions. A 7th grader and compete in 8th grade events.
- Final District meet is limited to 4 students per grade level per subject.
 - **Students are NOT allowed to "test up" in Science at the District contest.**

COMPETITION EXPECTATIONS

- Attend all meets – your responsibility to find sub if you know you won't be able to make it
- Attend the Saturday morning meeting at 8:30 am.
- Sign the "Coaches Signature Sheet" from your coordinator.
- Be available to help with grading and/or supervising students.
- Proctor test – Duties are assigned the week of meet.
- Attend awards ceremony

GRADING PROTOCOL FOR HAND-GRADED TESTS

- ***The only hand-graded tests are Calculator Applications, Number Sense, and Spelling. All other tests are electronically graded.***
- Each hand-graded subject is assigned a grading captain. If an issue arises during grading, the captain should be consulted. If a question still exists after that, the grading captain should bring it to the tab room.
- The grading captain should pick up all of the answer keys from the tab room before going to the grading room. Answer keys should only be given to the grading captain so that he/she can give any explanations of grading before everyone begins.
- Before beginning to grade, grading captains should give brief instructions / reminders to everyone present on how to grade that particular subject.
- Each student's test must be graded twice. Grading should be done by sponsors from 2 different schools. Final grade should be written legibly in top, right corner of front page of test, then circled for ease of data entry.
- After grading is complete, results must be on display for at least 15 minutes in the grading room. Any questions concerning the results must be made during that time.
- After the 15-minute viewing period, the grading captain should take the results to the tab room. The results are recorded into the computer and ribbons are written. All test booklets and ScanTrons are then sorted by school.

SCORING

- Team awards are only recognized during the final district competition. During the fall and winter practice competitions, individual awards for students will be given up to 15th place.
- For the final district competition, the team scores are calculated based on the top 10 individual scores in each competition.
 - 1st place = 15 pts
 - 2nd place = 12 pts
 - 3rd place = 10 pts
 - 4th place = 8 pts
 - 5th place = 7 pts
 - 6th place = 6 pts
 - 7th place = 4 pts
 - 8th place = 3 pts
 - 9th place = 2 pts
 - 10th place = 1 pt
- When ranking students, ties are not broken. If there is a tie for first place, there is no second place. If there is a tie for second place, there is no third place, etc.
- To award points for a tie, add together the scores from that place and the place(s) that was skipped and divide by the number of tied students. *For example, if two students tie for first place, you add the 15 points for first place and the 12 points for second place and then divide by two. This means both students are awarded 13.5 points.*
- For practice meets, the overall team winners are decided by using only the UIL events that competed that day.
- Results from the final district tournament count towards the Middle School Cup rankings.

PROCTORING

- When proctoring, report to the tab room 15 minutes before the scheduled start time of your test. Once you have picked up your testing materials, do NOT return to the student waiting areas; proceed straight to your testing room.
- Materials inside the bag should include:
 - Proctor instruction sheets: This sheet of paper tells the proctor exactly what to say and do to administer the test properly. Coaches should be familiar with these instructions prior to the first meet. A sample of each subject's instructions is provided.
 - Electronic tests will have a Tiny URL link to the test.
 - 25 tests booklets for practice meets and 30 Test booklets for district meet for hand-graded tests.
- After proctoring a test, take any leftover materials to the Tab Room.
- Protocol if you suspect cheating:
 - Do NOT disrupt the testing environment.
 - When collecting materials after the test, keep that student's test separate OR note the student's name/school on a separate sheet of paper.
 - When you arrive in the grading room, describe the story to both the grading captain and the student's school coordinator. A decision is made by those 2 people.
 - If the decision is made that the student was cheating, he/she is disqualified from that event and any later events that day.

INFORMATION YOU NEED TO GET FROM YOUR COORDINATOR:

- How do students sign up for competitions?
- How do they receive information (such as the schedule) for competitions?
- Students must have travel consent form & publicity release form on file with coordinator. Where do students get these forms?
- No pass / No play does affect Academic U.I.L. students. Does your coordinator check this or is each sponsor responsible for their students?
- At the end of each competition, the coordinator will pick up their school's test booklets, ScanTrons, ribbons, and the results from the meet. How/when will these papers be given to the sponsors.

DIVISION OF SCHOOLS:

- In the past, schools have been divided into two categories: large schools, and small schools. This division was based on the population of the campus as a whole, not necessarily on student participation in Academic UIL events.
- In an attempt to make this division more fair for participating campuses that might have a large student population, but limited Academic UIL participation, we are moving to a division of Small, Medium, and Large PROGRAMS for the 2023-24 Academic UIL season.
- The division of schools will be determined prior to the district meet based on the participation of all schools during the two practice meets.
- THIS ONLY AFFECTS THE DISTRICT MEET.

SCHEDULE OF EVENTS

9:00 AM	NUMBER SENSE (10 min)
9:15 AM	CALCULATORS (30 min)
9:50 AM	GENERAL MATH (30 min)
10:30 AM	SCIENCE (45 min)
11:25 AM	SPELLING (40 min)
12:10 PM	DICTIONARY SKILLS (20 min)
12:40 PM	MAPS, GRAPHS & CHARTS (45 min)
1:30 PM	SOCIAL STUDIES (30 min)
2:05 PM	CHESS PUZZLE (25 min)
3:00 - 3:30 PM	AWARDS CEREMONY

Section 1414: CALCULATOR APPLICATIONS

(a) REPRESENTATION.

- (1) *Contestants*. Students in the sixth, seventh and eighth grades who are eligible under Sections 1400 and 1405 may enter this contest. Only one test will be provided for all three grades.
- (2) *Divisions*. This contest will consist of one division unless the district executive committee approves separate divisions for each grade.
- (3) *Individual Competition*. For each division, each participant school may enter as many as three contestants in the district meet.
- (4) *Team Competition*. If the district has elected to include team competition, the combined scores of the three contestants in each division from a school shall constitute the school's team score. A team shall have three contestants compete to participate in the team competition.

(b) NATURE OF CONTEST.

- (1) *Summary*. This contest is designed to stimulate the development of mathematical and calculator skills. Goals are both intellectual and practical: developing mathematical reasoning and knowledge and requiring the application of problem-solving skills toward realistic problems.
- (2) *Contest Format*. Students will take a test containing 80 problems in 30 minutes. The contest consists of problems which may include calculations involving addition, subtraction, multiplication, division, roots and powers. It also includes straightforward calculation problems and simple geometric and stated problems similar to those found in recently adopted textbooks.
- (3) *Tests*. One test will be provided for all three grades. The League will make available one test for invitational meets, one test for fall/winter district meets and one test for spring district meets.

(c) CONTEST ADMINISTRATION.

- (1) *Personnel*. All personnel in this contest may be coaches of participating students.
 - (A) *Contest Director*. The contest director will be in charge of running the contest and resolving any problems that arise. The director may appoint an assistant director.
 - (B) *Monitor*. Two monitors make certain that contestants work quietly and independently.
 - (C) *Graders*. At least three graders should be familiar with the instructions for grading and the contest rules. The contest director may recruit more than three graders.
- (2) *Time Allotted for the Contest*. Thirty minutes will be allowed for the contest. A clock should be visible to all contestants.
- (3) *Materials*.
 - (A) *Provided by UIL*. The following materials will be provided to schools submitting the appropriate requisitions. See Section 1408 (c) for the dates when invitational materials will be available. See Section 1408 (e) for the dates when district materials will be available.
 - (i) Tests.
 - (ii) Answer key.

Section 1414: CALCULATOR APPLICATIONS

(iii) Contest rosters.

(B) *Provided by the Student or School.*

(i) Only silent, commercially available calculators that do not require auxiliary power are permitted. Spare calculators or battery packs are also permitted.

(ii) Pens, pencils and/or erasers.

(C) *Other.* No other materials or notes may be used in the contest.

(d) CONDUCTING THE CONTEST.

(1) *Check Tests.* In the presence of coaches, open the test envelope. Check tests for defects and omissions.

(2) *Clear Calculators.* No pre-recorded programs may be used in the contest. Coaches may assist in clearing calculators of all data and program memory that can be cleared prior to the contest.

(3) *Clear Room.* Contestants and coaches should be informed of the time and place of the verification period. Everyone other than the contest officials and contestants should leave the room. After tests have been distributed, no other contestants will be admitted into the contest room.

(4) *Number Contestants.* Instruct contestants to place their assigned contestant number in the upper right hand corner of the test.

(5) *Read Rules.* Read the following rules aloud:

(A) You may use any silent, hand-held calculator that does not require auxiliary electric power. Your calculator data and program memory should now be cleared. You may not use pre-recorded programs during the contest.

(B) You may write on the test paper, but only the answer should be written in the answer space. You may erase or mark out an answer previously written, provided you write the revised answer within the answer space and clearly indicate the answer you wish to be graded.

(C) Alarm watches that emit an audible signal are not allowed in the contest room.

(D) This is a 30-minute contest. No time warnings will be given. Remain in your seat throughout the contest period. No talking or distracting noises will be permitted.

(E) When the end of the contest period is indicated, you shall cease calculator operations. After the stop signal is given you may, however, write down the number displayed on your calculator.

(F) Any answer may be written in decimal or in powers of 10 notation of the form, 1.23×10^{-6} , but not in both. Except in the integer and dollar sign problems, answers should be written with three significant digits only, with plus or minus one unit error in the third significant digit permitted. Integer problems require answers written as an integer and no error is permitted. Dollar sign problems should be answered to the exact cent, but plus or minus one cent error is permitted. Answers should be given in the units specified on the answer blank, if a unit is required, and with the correct sign.

(G) All problems through the last problem completed or attempted will be graded. A problem is considered to have been attempted if any mark or erasure appears in the answer space for that problem. Scoring is plus five points for correct answers and minus four points for incorrect, skipped or illegible answers.

Section 1414: CALCULATOR APPLICATIONS

(6) *Stop Signal*. After the stop signal has been given, contestants may write one more answer on the answer sheet before they put their pencils down.

(e) JUDGING.

(1) *Criteria*. The 80-question test is graded objectively. Only problems through the last completed or attempted problem will be graded. Add five points for each correct answer. Deduct four points for each incorrect, skipped or illegible answer.

(2) *Briefing Graders*. Brief graders on the procedure to be used for grading, and go over the information about how answers are to be written.

(3) *Scoring*. Each test should be independently scored twice, and papers contending to place should be scored a third time. Draw a line after the last problem attempted. Any mark in the answer blank, including erased marks, constitutes an attempt. Erasing or marking through an answer is allowed as long as the correct answer is clearly placed in the answer blank.

(4) *Ranking*. Rank tests from highest to lowest scores. Individual places shall be determined and recognized through sixth place in each division. Team places may be determined and recognized through third place in each division.

(5) *Ties*. If two individual contestants' papers or two teams have the same score, then a tie exists. Should there be a tie for first place, there will be no second place. Should there be a tie for second place, there will be no third place, etc.

(6) *Points*. Points are awarded in individual competition through sixth place. Points are awarded in team competition through third place. See Section 1408 (i). Tied contestants or teams split the total points equally for the two or more places in which a tie exists.

(f) **VERIFICATION PERIOD**. Contestants and coaches shall be given a period not to exceed 15 minutes to examine their test papers with official keys. Unofficial results should be posted. Questions should be directed to the contest director, whose decision will be final.

(g) **OFFICIAL RESULTS**. After the verification period has ended and all test papers have been collected, the contest director shall announce the official results. Official results, once announced, are final.

(h) **RETURNING MATERIALS**. No materials from the fall/winter district contest may be returned to contestants before January 31. No materials from the spring district contest may be returned to contestants before the Saturday prior to Memorial Day.

PROCTOR INSTRUCTIONS

CALCULATORS

- Remind students cell phones are not allowed in testing rooms and will result in a disqualification if discovered.
- Students need to clear their calculators before the test. Only silent calculators are allowed. Students may bring extra batteries.
- Distribute a copy of the test to the contestants instructing them not to open the test until the start signal is given. They need to put their **first & last name, school & grade** on the front of the test booklet.
- Tell the students that they will write their answers in the blank immediately following the problem.
- Read the provided passage from the Calculator Applications proctor's handout. (Passage is section 5 in the A+ Handbook. Experienced proctors may choose to summarize that section.)
- After they begin, start the timer or watch the clock to ensure accuracy.
- Students are allowed to leave the testing room if they finish their test before the 30 minute time limit.
- After **30 minutes**, ask all contestants to put their pencils down. Collect all of the tests. Do not dismiss the students until you have collected all of them.

(5) *Read Rules.* Read the following rules aloud:

- (A) You may use any silent, hand-held calculator that does not require auxiliary electric power. Your calculator data and program memory should now be cleared. You may not use pre-recorded programs during the contest.
- (B) You may write on the test paper, but only the answer should be written in the answer space. You may erase or mark out an answer previously written, provided you write the revised answer within the answer space and clearly indicate the answer you wish to be graded.
- (C) Alarm watches that emit an audible signal are not allowed in the contest room.
- (D) This is a 30-minute contest. No time warnings will be given. Remain in your seat throughout the contest period. No talking or distracting noises will be permitted.
- (E) When the end of the contest period is indicated, you must cease calculator operations. After the stop signal is given you may, however, write down the number displayed on your calculator.
- (F) Any answer may be written in decimal or in powers of 10 notation of the form, 1.23×10^{-6} , but not in both. Except in the integer and dollar sign problems, answers should be written with three significant digits only, with plus or minus one unit error in the third significant digit permitted. Integer problems require answers written as an integer and no error is permitted. Dollar sign problems should be answered to the exact cent, but plus or minus one cent error is permitted. Answers should be given in the units specified on the answer blank, if a unit is required, and with the correct sign.
- (G) All problems through the last problem completed or attempted will be graded. A problem is considered to have been attempted if any mark or erasure appears in the answer space for that problem. Scoring is plus five points for correct answers and minus four points for incorrect, skipped or illegible answers.

JUDGING RULES:

CALCULATOR APPLICATION

(Taken from the A+ Handbook)

Grading

- Draw a line after the last problem attempted.
- Add five points for each correct
- Deduct four points for each incorrect, skipped or illegible answer.

$$\text{Score} = (\# \text{ of problems attempted} \times 5) - (\# \text{ problems wrong} \times 9)$$

Specific Instructions

- Students may write on the test paper, but only the answer should be written in the answer space. Students may erase or mark out an answer previously written, provided that they write the revised answer within the answer space and clearly indicate the answer they wish to be graded.
- Any mark in the answer blank, including erased marks, constitutes an attempt. Erasing or marking through an answer is allowed as long as the correct answer is clearly placed in the answer blank.
- Any answer may be written in decimal or in powers of 10 notation of the form, 1.23×10^{-6} , but not in both.
 - Except in the integer and dollar sign problems, answers should be written with three significant digits only, with plus or minus one unit error in the third significant digit permitted.
 - Integer problems require answers written as an integer and no error is permitted.
 - Dollar sign problems should be answered to the exact cent, but plus or minus one cent error is permitted.
 - Answers should be given in the units specified on the answer blank, if a unit is required, and with the correct sign.
 - The answer may be off ± 1 in the last significant digit.

THIS TEST IS HAND-GRADED.

Section 1416: CHESS PUZZLE

(a) THE CONTEST.

- (1) Summary. The study of chess teaches analytical thinking, pattern recognition and creativity, which in turn improve student performance in reading, writing, history, geography, and math.
- (2) Contest Format. Students will take an objective test containing approximately 20 chess puzzles, plus a tie-breaker section. Answer formats may include fill-in-the-blank, multiple choice and/or true/false. Thirty minutes will be allotted for the testing period and the tiebreaker, exclusive of time required for instructions.

(b) REPRESENTATION.

- (1) Contestants. Students in officially prescribed grade levels below 9th grade who are eligible under sections 1400 and 1405 may enter this contest.
- (2) Divisions. Districts shall offer either a separate division for each participating grade level or combined grade level divisions as specified in official contest procedures.
- (3) Individual Competition. For each division, each participant school may enter as many as three contestants in the district meet.
- (4) Team Competition. If the district has elected to include team competition, the combined scores of the three contestants in each division from a school shall constitute the school's team score. A team shall have three contestants compete to participate in team competition.

(c) CONTEST ADMINISTRATION.

- (1) Personnel. All personnel in the contest may be coaches of participating students.
- (2) Verification Period. Contestants and coaches shall be given a period not to exceed 15 minutes to examine their test papers with official answer keys. Unofficial results should be posted. Questions should be directed to the contest director, whose decision shall be final.
- (3) Official Results. After the verification period has ended and all test papers have been collected, the contest director shall announce the official results. Official results, once announced, are final.
- (4) Points and Ties. Points are awarded as specified in Section 1408 (i). Tied individuals or teams split the total points equally for the two or more places in which the tie exists. Should there be a tie for first place, there will be no second place. Should there be a tie for second place, there will be no third place, etc.
- (5) Returning Materials. No materials from district contests may be returned to contestants prior to official release dates.

PROCTOR INSTRUCTIONS

CHESS PUZZLES

- Post URL in front of class.
 - Announce: Anyone who has a cell phone will be disqualified from this event. The tie-breaker questions will only be graded to break ties.
- STUDENTS LOG INTO DISTRICT ACCOUNT
 - Announce: Students will open testing form by entering URL address into web browser.
- STUDENTS FILL OUT FIRST PAGE OF FORM
 - Announce: Wait until instructed to advance to next page. Students cannot advance to testing page unless first page is completed (name/campus/testing level).
 - Announce: Students have 30 minutes to complete both the main and tie-breaker portions of the test and tests will not be graded if they fail to submit test. Students are allowed to leave the testing room if they finish their test before the 30 minute time limit.
- BEGIN TEST
 - Announce: Students may advance to next page.
- After they begin, start the timer or watch the clock to ensure accuracy.
- END TEST
 - After 30 minutes, ask all contestants to submit their answers.

Grading System

Five points for correct answer

Two points deducted for incorrect answer

No points for unanswered questions

THIS TEST IS ELECTRONICALLY GRADED.

Section 1422: DICTIONARY SKILLS

(a) REPRESENTATION.

- (1) *Contestants*. Students in the fifth, sixth, seventh and eighth grades who are eligible under Sections 1400 and 1405 may enter this contest.
- (2) *Divisions*. This contest will consist of two divisions (fifth and sixth; seventh and eighth) unless the district executive committee approves separate divisions for each grade.
- (3) *Individual Competition*. For each division, each participant school may enter as many as three contestants in the district meet.
- (4) *Team Competition*. If the district has elected to include team competition, the combined scores of the three contestants in each division from a school shall constitute the school's team score. A team shall have three contestants competing to participate in the team competition.

(b) NATURE OF THE CONTEST.

- (1) *Summary*. Thorough knowledge of the dictionary is a way to increase a student's ability to find the information that is needed for class work as well as everyday living. The subject matter of all tests is taken from *Merriam Webster's Intermediate Dictionary*. Contestants may use other dictionaries in the contest. In preparation for this contest, students will develop skills to communicate effectively.
- (2) *Contest Format*. Each test consists of 40 objective questions. Contestants use dictionaries in the competition.
- (3) *Tests*. One test will be provided for grades 5 and 6; another test will be provided for grades 7 and 8. The League will make available one set of tests for invitational meets, one for fall/winter district meets and one for spring district meets.

(c) CONTEST ADMINISTRATION.

- (1) *Personnel*. All personnel in this contest may be coaches of participating students.
 - (A) *Contest Director*. The contest director will be in charge of running the contest and resolving any problems that arise. The director may appoint an assistant director.
 - (B) *Graders*. At least three graders should be familiar with the instructions for grading and the contest rules. The contest director may recruit more than three graders.
- (2) *Time Allotted For Contest*. Twenty minutes is allowed for the contest.
- (3) *Materials*.
 - (A) *Provided by UIL*. The following materials will be provided to schools submitting the appropriate requisitions. See Section 1408 (c) for the dates when invitational materials will be available. See Section 1408 (e) for the dates when district materials will be available.
 - (i) Tests and answer sheets.
 - (ii) Answer key.
 - (iii) Contest rosters.
 - (B) *Provided by the Host School*. Blank paper
 - (C) *Provided by the Student or School*.
 - (i) Dictionary (which may be tabbed.)

Section 1422: DICTIONARY SKILLS

(ii) Pens, pencils and/or erasers.

(D) *Other*. No other materials or notes may be used in the contest.

(d) CONDUCTING THE CONTEST.

(1) *Number Contestants*. Distribute answer sheets. As roll is called, instruct the contestants to write their assigned contestant number in the upper right-hand corner of the answer sheet.

(2) *Clear Room*. Contestants and coaches should be informed of the time and place of the verification period. Spectators and coaches not assigned a specific duty in administering the contest should be dismissed from the contest room before the contest begins.

(3) *Distribute Tests*. Place tests on the desk in front of each contestant, and direct them not to open the test until instructed to do so. Inform contestants that answers should be recorded on the answer sheet, not on the copy of the test. Give contestants a signal to begin.

(4) *Signal to Stop*. At the end of 20 minutes give a stop signal and ask contestants to put their pencils/pens down.

(5) *Test Collection*. Collect all tests, answer sheets and note sheets.

(e) JUDGING.

(1) *Briefing Graders*. Brief graders on procedure to be used for grading and explain the scoring process.

(2) *Criteria*. The 40-question test is graded objectively. A perfect score is 120.

(3) *Scoring*. Each test should be independently scored twice, and papers contending to place should be scored a third time. For each correct answer, add three points. For each incorrect answer, subtract two points. No deduction is taken for skipped or unanswered items.

(4) *Ties*. No ties are to be broken in either the individual or the team component of this contest. If there is a tie for first place, there is no second place. If there is a tie for second place, there is no third place, etc.

(5) *Points*. Individual points shall be awarded through sixth place. Team points shall be awarded through third place. See Section 1408 (i). Tied contestants or teams split the total points equally for the two or more places in which a tie exists.

(f) VERIFICATION PERIOD. Contestants and coaches shall be given a period not to exceed 15 minutes to examine their test papers with official keys. Unofficial results should be posted. After the verification period has ended and all test papers have been collected, the contest director shall announce the official results. Official results, once announced, are final.

(g) RETURNING MATERIALS. No materials from the fall/winter district contest may be returned to contestants before January 31. No materials from the spring district contest may be returned to contestants before the Saturday prior to Memorial Day.

PROCTOR INSTRUCTIONS

DICTIONARY SKILLS

- Post URL in front of class.
 - Announce: Anyone who has a cell phone will be disqualified from this event.
- STUDENTS LOG INTO DISTRICT ACCOUNT
 - Announce: Students will open testing form by entering URL address into web browser.
- STUDENTS FILL OUT FIRST PAGE OF FORM
 - Announce: Wait until instructed to advance to next page. Students cannot advance to testing page unless first page is completed (name/campus/testing level).
 - Announce: Students have 20 minutes to complete the test and test will not be graded if they fail to submit test. Students are allowed to leave the testing room if they finish their test before the 20 minute time limit.
- BEGIN TEST
 - Announce: Students may advance to next page.
- After they begin, start the timer or watch the clock to ensure accuracy.
- END TEST
 - After 20 minutes, ask all contestants to submit their answers.

GRADING RULES

For each correct answer, add three (3) points. For each incorrect answer, subtract two (2) points. No deduction is taken for skipped or unanswered items.

THIS TEST IS ELECTRONICALLY GRADED.

Section 1438: MATHEMATICS

(a) REPRESENTATION.

- (1) *Contestants*. Students in the sixth, seventh and eighth grades who are eligible under Sections 1400 and 1405 may enter this contest.
- (2) *Divisions*. This contest will consist of one division unless the district executive committee approves of separate divisions for each grade.
- (3) *Individual Competition*. Each participant school may enter as many as three contestants per division in the district meet.
- (4) *Team Competition*. If the district has elected to include team competition, the combined scores of the three contestants in each division from a school shall constitute the school's team score. A team shall have three contestants compete to participate in the team competition.

(b) NATURE OF CONTEST.

- (1) *Summary*. Learning to complete math problems quickly is a valuable skill in all facets of life. This contest includes problems covering, but not limited to: numeration systems, arithmetic operations involving whole numbers, integers, fractions, decimals, exponents, order of operations, probability, statistics, number theory, simple interest, measurements and conversions. Geometry and algebra problems may be included as appropriate for the grade level.
- (2) *Contest Format*. The contest consists of 50 multiple-choice problems.
- (3) *Tests*. The test will cover the content of current state-adopted middle school/junior high mathematics textbooks.

(c) CONTEST ADMINISTRATION.

- (1) *Personnel*. All personnel in this contest may be coaches of participating students.
 - (A) *Contest Director*. The contest director will be in charge of running the contest and resolving any problems that arise. The director may appoint an assistant director.
 - (B) *Graders*. At least three graders should be familiar with the instructions for grading and the contest rules. The contest director may recruit more than three graders.
- (2) *Time Allotted for Contest*. Thirty minutes will be allowed for the contest. There should be a clock visible to all contestants.
- (3) *Materials*.
 - (A) *Provided by UIL*. The following materials will be provided to schools submitting the appropriate requisitions. See Section 1408 (c) for the dates when invitational materials will be available. See Section 1408 (e) for the dates when district materials will be available.
 - (i) Tests and answer blanks.
 - (ii) Answer key.
 - (iii) Contest rosters.
 - (B) *Provided by the Host School*. Blank paper.
 - (C) *Provided by the School or Student*. Pens, pencils and/or erasers.
 - (D) *Other*. No other materials, including calculators or notes, may be used in the contest.

(d) CONDUCTING THE CONTEST.

- (1) *Check Tests*. In the presence of coaches, open the test envelope. Check tests for defects and omissions.

Section 1438: MATHEMATICS

(2) *Clear Room.* Contestants and coaches should be informed of the time and place of the verification period. Coaches and parties other than the contest officials and contestants should be dismissed from the contest room before the contest begins.

(3) *Number Contestants.* Distribute answer sheets and instruct contestants to write their assigned contestant number in the upper right hand corner of the answer sheets.

(4) *Distribute Tests.* Instruct contestants not to open the test until the signal has been given to begin.

(5) *Stop Signal.* After the stop signal has been given, instruct contestants to put their pencils down. Collect all tests, answer sheets and scratch paper.

(e) GRADING.

(1) *Briefing Graders.* Brief graders on the procedure to be used for grading.

(2) *Criteria.* The 50-question test is graded objectively. A perfect score is 250.

(3) *Scoring.* Each test should be independently scored twice, and papers contending to place should be scored a third time. Award five points for each problem solved correctly. Deduct two points for problems incorrectly solved. There is no deduction for problems skipped.

(4) *Ranking.* Rank tests from highest to lowest scores. Individual places shall be determined and recognized through sixth place in each division. Team places may be determined and ranked through third place in each division.

(5) *Ties.* No ties are to be broken in either the individual or the team component of this contest. If there is a tie for first place, there is no second place. If there is a tie for second place, there is no third place, etc.

(6) *Points.* Individual points are awarded through sixth place. Team points are awarded through third place. See Section 1408 (i). Tied contestants or teams split the total points equally for the two or more places in which a tie exists.

(f) VERIFICATION PERIOD. Contestants and coaches shall be given a period not to exceed 15 minutes to examine their test papers with official keys. Unofficial results should be posted. Questions should be directed to the contest director, whose decision will be final.

(g) OFFICIAL RESULTS. After the verification period has ended and all test papers have been collected, the contest director shall announce the official results. Official results, once announced, are final.

(h) RETURNING MATERIALS. No materials from the fall/winter district contest may be returned to contestants before January 31. No materials from the spring district contest may be returned to contestants before the Saturday prior to Memorial Day.

PROCTOR INSTRUCTIONS

MATHEMATICS

- Post URL in front of class.
 - Announce: Anyone who has a cell phone will be disqualified from this event.
- STUDENTS LOG INTO DISTRICT ACCOUNT
 - Announce: Students will open testing form by entering URL address into web browser.
- STUDENTS FILL OUT FIRST PAGE OF FORM
 - Announce: Wait until instructed to advance to next page. Students cannot advance to testing page unless first page is completed (name/campus/testing level).
 - Announce: Students have 30 minutes to complete the test and test will not be graded if they fail to submit test. Students are allowed to leave the testing room if they finish their test before the 30 minute time limit.
- HAND OUT SCRATCH PAPER
- BEGIN TEST
 - Announce: Students may advance to next page.
- After they begin, start the timer or watch the clock to ensure accuracy.
- END TEST
 - After 30 minutes, ask all contestants to submit their answers.

GRADING RULES

For each correct answer, add five (5) points. For each incorrect answer, subtract two (2) points. No deduction is taken for skipped or unanswered items.

THIS TEST IS ELECTRONICALLY GRADED.

Section 1434: MAPS, GRAPHS AND CHARTS RULES

(a) REPRESENTATION.

(1) *Contestants*. Students in the fifth, sixth, seventh and eighth grades who are eligible under Sections 1400 and 1405 may enter this contest.

(2) *Divisions*. This contest will consist of two divisions, one for grades 5 and 6 and one for grades 7 and 8. With the approval of the district executive committee, a district may have separate divisions for each grade.

(3) *Individual Competition*. For each division, each participant school may enter as many as three contestants in the district meet.

(4) *Team Competition*. If the district has elected to include team competition, the combined scores of the three contestants in each division from a school shall constitute the school's team score. A team shall have three contestants compete to participate in the team competition.

(b) NATURE OF THE CONTEST.

(1) *Summary*. This contest is designed to help students learn to get information from a variety of maps, graphs and charts including world maps, pie charts, bar charts and local area maps. The objective test will measure skills such as using an atlas as a reference book to locate information, -making comparisons, estimating and approximating, using scale and interpreting grid systems, legends and keys.

(2) *Contest Format*. Students will be given an objective test containing approximately 75 multiple choice, true/false and fill-in-the-blank questions which shall be answered in 45 minutes.

(3) *Tests*. Subject matter used for the test will be taken from the *Nystrom Desk Atlas*, available through Nystrom, a division of Herff Jones, Inc. and the League. Contestants may use other atlases in the contest. Tests will also include some combination of other maps, graphs and/or charts that students have never seen before. The atlas and the test will contain the information needed to answer the objective test questions.

(c) CONTEST ADMINISTRATION.

(1) *Personnel*. All personnel in this contest may be coaches of participating students.

(A) *Contest Director*. The contest director will be in charge of running the contest and resolving any problems that arise. The director may appoint an assistant director.

(B) *Timekeeper*. The contest director will serve as the official timekeeper and will give only a start and stop signal.

(C) *Graders*. At least three graders should be familiar with the instructions for grading and the contest rules. The contest director may recruit more than three graders.

(2) *Time*. In both divisions, contestants will be given 45 minutes to answer the test questions.

(3) *Materials*.

(A) *Provided by UIL*. The following materials will be provided to schools submitting the appropriate requisitions. See Section 1408 (c) for the dates when invitational materials will be available. See Section 1408 (e) for the dates when district materials will be available.

(i) Printed tests.

(ii) Answer key.

(iii) Contest rosters.

(B) *Provided by the School or Student*.

Section 1434: MAPS, GRAPHS AND CHARTS RULES

(i) Atlas (which may be tabbed.)

(ii) Pens, pencils, rulers, erasers and/or pencil sharpener.

(C) *Provided by the Host School.* Blank paper.

(D) *Other.* No other materials or notes may be used in the contest.

(d) CONDUCTING THE CONTEST.

(1) *Number Contestants.* Distribute a copy of the test to the contestants, instructing them not to open the test until the start signal is given. As roll is called, instruct students to write their assigned contestant number in the space provided on the cover sheets.

(2) *Clear Room.* Contestants and coaches should be informed of the time and place of the verification period. Coaches who are not assigned a specific duty in administering the contest should be dismissed from the contest room before the contest begins.

(3) *Testing.* Inform contestants that answers should be recorded in the blanks provided on the tests. Students may write or mark on the maps, graphs, charts and margins as needed.

(4) *Test Collection.* When the stop signal has been given, ask all contestants to put their pencils down. Collect all tests. All note sheets should be collected and destroyed after official results are announced.

(e) GRADING.

(1) *Brief Graders.* Brief graders on the procedure to be used for grading and explain the scoring process.

(2) *Criteria.* The test is graded objectively.

(3) *Scoring.* Each test should be independently scored twice, and papers contending to place should be scored a third time. Award three points for each correct answer. Deduct two points for each incorrect answer. There shall be no deduction of points for unanswered questions.

(4) *Ties.* No ties are to be broken in either the individual or the team component of this contest. If there is a tie for first place, there is no second place. If there is a tie for second place, there is no third place, etc.

(5) *Points.* Points are awarded through sixth place. Team points are awarded through third place. See Section 1408 (i). Tied contestants or teams split the total points equally for the two or more places in which a tie exists.

(f) **VERIFICATION PERIOD.** The contest director should designate a time and place for a 15- minute verification period at which time contestants and/or coaches are given the opportunity to view their test papers with official keys. Unofficial results should be posted. Questions should be directed to the contest director, whose decision will be final.

(g) **OFFICIAL RESULTS.** After the verification period has ended and all test papers have been collected, the contest director shall announce the official results. Official results, once announced, are final.

(h) **RETURNING MATERIALS.** No materials from the fall/winter district contest may be returned to contestants before January 31. No materials from the spring district contest may be returned to contestants before the Saturday prior to Memorial Day.

PROCTOR INSTRUCTIONS

MAPS, GRAPHS & CHARTS

- Post URL in front of class.
 - Announce: Anyone who has a cell phone will be disqualified from this event.
- STUDENTS LOG INTO DISTRICT ACCOUNT
 - Announce: Students will open testing form by entering URL address into web browser.
- STUDENTS FILL OUT FIRST PAGE OF FORM
 - Announce: Wait until instructed to advance to next page. Students cannot advance to testing page unless first page is completed (name/campus/testing level).
 - Announce: Students have 45 minutes to complete the test and test will not be graded if they fail to submit test. Students are allowed to leave the testing room if they finish their test before the 45 minute time limit.
- HAND OUT COPIES OF TESTING MAPS
- BEGIN TEST
 - Announce: Students may advance to next page.
- After they begin, start the timer or watch the clock to ensure accuracy.
- END TEST
 - After 45 minutes, ask all contestants to submit their answers.

GRADING RULES

For each correct answer, add three (3) points. For each incorrect answer, subtract two (2) points. No deduction is taken for skipped or unanswered items.

THIS TEST IS ELECTRONICALLY GRADED.

Section 1450: NUMBER SENSE

(a) REPRESENTATION.

- (1) *Contestants*. Students in the fourth, fifth, sixth, seventh and eighth grades who are eligible under Sections 1400 and 1405 may enter this contest.
- (2) *Divisions*. This contest will consist of two divisions, one for students in grades 4, 5 and 6 and one for students in grades 7 and 8, unless the district executive committee approves separate divisions for each grade.
- (3) *Individual Competition*. For each division, each participant school may enter as many as three contestants in the district meet.
- (4) *Team Competition*. If the district has elected to include team competition, the combined scores of the three contestants in each division from a school shall constitute the school's team score. A team shall have three contestants compete to participate in the team competition.

(b) NATURE OF THE CONTEST.

- (1) *Summary*. Individuals are called upon every day to use their ability to make quick mental calculations to make decisions. The development of such abilities should be an integral part of the math curriculum. Concepts covered include, but are not limited to: addition, subtraction, multiplication, division, proportions, and use of mathematic notation.
- (2) *Contest Format*. Students will be given a 10-minute, fill-in-the-blank test which they shall complete without doing calculations on paper or on a calculator. Erasures, mark-overs and mark-outs are not permitted.
- (3) *Test*. The test will cover basic arithmetic and mathematical functions in grades four through six. Another test for the junior high level will include algebra, geometry and number theory.

(c) CONTEST ADMINISTRATION.

- (1) *Personnel*. All personnel in this contest may be coaches of participating students.
 - (A) *Contest Director*. The contest director will be in charge of running the contest and resolving any problems that arise. The director may appoint an assistant director.
 - (B) *Graders*. At least three graders should be familiar with the instructions for grading and the contest rules. The contest director may recruit more than three graders.
- (2) *Time Allotted for Contest*. Ten minutes are allowed for the contest.
- (3) *Materials*.
 - (A) *Provided by UIL*. The following materials will be provided to schools submitting the appropriate requisitions. See Section 1408 (c) for the dates when invitational materials will be available. See Section 1408 (e) for the dates when district materials will be available.
 - (i) Printed tests.
 - (ii) Answer key.
 - (iii) Contest rosters.
 - (B) *Provided by the School or Student*. Pencils or pens.
 - (C) *Other*. No other materials or notes may be used in the contest.

(d) CONDUCTING THE CONTEST.

Section 1450: NUMBER SENSE

(1) *Number Contestants.* The contest director shall number the folded sheets and keep notes of the name and school of each contestant.

(2) *Clear Room.* Contestants and coaches should be informed of the time and place of the verification period. Spectators and coaches not assigned a specific duty in administering the contest should be dismissed from the contest room before the contest begins.

(3) *Distribute Tests.* Place the folded test sheets on the writing surface in front of each contestant. Instruct contestants not to handle or unfold the test sheets until the signal is given for the contest to begin. Instruct contestants to write their answers in the blank immediately following the problem without attempting to solve the problem on paper, in accordance with instructions on the test sheet. This is a test in mental mathematics, and only the results of calculations arrived at without the use of pencil and paper should be accepted. The director of the contest should disqualify a contestant for violating these instructions.

(4) *Signal to Stop.* After exactly 10 minutes, give the stop signal. Instruct contestants to rise and fold the test sheet and be ready to deliver it to the person designated to collect the sheets.

(5) *Collect Tests.* Collect all tests immediately.

(e) GRADING.

(1) *Briefing Graders.* Brief graders on procedure to be used for grading and explain the scoring process.

(2) *Scoring.* Each test should be independently scored twice, and papers contending to place should be scored a third or fourth time as needed. Award five points for each problem solved correctly. Deduct four points for each problem not solved correctly and for each problem skipped. No deduction is taken for problems after the last problem attempted. An illegible figure constitutes an incorrect answer. The contest director, with the assistance of

graders, may determine whether a figure is legible.

(A) *Fractions.* All fractions in test papers must be reduced to lowest terms. Improper fractions are permitted. Decimal answers are permitted for those unstarred problems whose answers are exactly expressible as decimals. For example, 32, $11\frac{1}{2}$, and 1.5 are all acceptable. Starred problems on the test sheets require approximate integral answers, i.e., they permit 5% error; unstarred problems require exact answers.

(B) *Symbols.* Symbols such as o and % are usually printed on the sheet. Therefore, answers require only the writing of numerals. If a symbol is omitted from the printed sheet, it is not the responsibility of the contestant to make sure the answer is complete. If not printed, the student need not include it in the answer.

(C) *Exception for Dollars and Cents.* In agreement with the philosophy that answers should be complete, all dollars and cents problems must have complete answers. That is, twenty-three dollars must be written as \$23.00 (with \$ and .00). Sixteen cents must be written as \$.16 or 16¢, depending on the answer blank format.

(D) *Efficient Forms.* Numerical answers should be written so that the answers are complete as in the two examples above. However, the answer should be written in the most efficient form possible. For example, if the answer is 16, the written answer 16.000 is not acceptable for the purposes of the number sense competition. Extraneous zeroes are not to be used. For example, if .16 is the answer, 0.16 is not an acceptable format.

(E) *Exponentials.* An answer such as 3×10^3 should be expressed as 3000 and not left in exponential form.

(3) *Ties.* Ties are not to be broken in either individual or team competition. If there is a tie for first place, there is no second place. If there is a tie for second place, there is no third place, etc.

Section 1450: NUMBER SENSE

(4) *Points*. Individual points are awarded through sixth place. Team points are awarded through third place. See Section 1408 (i). Tied individuals or teams split the total points equally for the two or more places in which a tie exists.

(f) VERIFICATION PERIOD. Contestants and coaches shall be given a period not to exceed 15 minutes to examine their test papers with official keys. Unofficial results should be posted. Questions should be directed to the contest director, whose decision will be final.

(g) OFFICIAL RESULTS. After the verification period has ended and all test papers have been collected, the contest director shall announce the official results. Official results, once announced, are final.

(h) RETURNING MATERIALS. No materials from the fall/winter district contest may be returned to contestants before January 31. No materials from the spring district contest may be returned to contestants before the Saturday prior to Memorial Day.

PROCTOR INSTRUCTIONS

NUMBER SENSE

- Students should be using a non-black pen, preferably a blue one.
- Remind students that anyone who has a cell phone will be disqualified from this event.
- Distribute a copy of the test to the contestants instructing them not to open the test until the start signal is given. They need to put their **first & last name, school & grade** on the front of the test booklet.
- Tell the students that they will write their answers in the blank immediately following the problem without attempting to solve the problem on paper.
- Remind the students they need to answer question #1 first.
- Students who finish early are NOT allowed to get up from their desks until the 10 minute time period is over.
- When you are ready, announce for the students to begin and start the timer to count down the remaining time.
- After 10 minutes, ask all contestants to put their pens down. Collect all of the tests. Do not dismiss the students until you have collected all of them.

JUDGING RULES:

NUMBER SENSE

(Taken from the A+ Handbook)

Grading

- Draw a line after the last problem attempted.
- Add five points for each correct
- Deduct four points for each problem not solved correctly and for each problem skipped.

Score = (# of problems attempted x 5) – (# problems wrong x 9)

Specific Instructions

- An illegible figure constitutes an incorrect answer.
- Fractions - All fractions in test papers must be reduced to lowest terms.
- Improper fractions are permitted. Decimal answers are permitted for those unstarred problems whose answers are exactly expressible as decimals. For example, $\frac{3}{2}$, $1\frac{1}{2}$, and 1.5 are all acceptable. Starred problems on the test sheets require approximate integral answers, i.e., they permit 5% error; unstarred problems require exact answers.
- Symbols. Symbols such as o and % are usually printed on the sheet. Therefore, answers require only the writing of numerals. If a symbol is omitted from the printed sheet, it is not the responsibility of the contestant to make sure the answer is complete. If not printed, the student need not include it in the answer.
- Exception for Dollars and Cents. In agreement with the philosophy that answers should be complete, all dollars and cents problems must have complete answers. That is, twenty-three dollars must be written as \$23.00 (with \$ and .00). Sixteen cents must be written as \$.16 or 16¢, depending on the answer blank format.
- Efficient Forms. Numerical answers should be written so that the answers are complete as in the two examples above. However, the answer should be written in the most efficient form possible. For example, if the answer is 16, the written answer 16.000 is not acceptable for the purposes of the number sense competition. Extraneous zeroes are not to be used. For example, if .16 is the answer, 0.16 is not an acceptable format.
- Exponentials. An answer such as 3×10^3 should be expressed as 3000 and not left in exponential form.

THIS TEST IS HAND-GRADED.

Section 1466: SCIENCE I AND II

(a) REPRESENTATION.

- (1) *Contestants*. Students in the seventh and eighth grades who are eligible under Section 1400 may enter each division of this contest only one time. With permission of the district executive committee, sixth grade students may participate in the Science I contest; however, students shall not compete more than one year in each division.
- (2) *Divisions*. This contest will consist of two divisions: Science I for seventh grade; Science II for eighth grade.
- (3) *Individual Competition*. Each participant school may enter as many as three contestants per division in the district meet.
- (4) *Team Competition*. If the district has elected to include team competition, the combined scores of the three contestants in each division from a school shall constitute the school's team score. A team shall have three contestants compete to participate in the team competition.

(b) NATURE OF THE CONTEST.

- (1) *Summary*. Emphasis for the Science contest will be placed on knowledge of scientific fact, understanding of scientific principles and the ability to think through scientific problems. The contests are designed to test not only memory but the ability to think critically about science and scientific processes and concepts. Such concepts include, but are not limited to: matter and energy, equilibrium, force and motion, physical and chemical properties, the relationship between organisms and the environment, the components of our solar system, the composition of matter and genetics. The contests will build upon the vast body of changing and increasing knowledge described by physical, mathematical and conceptual models.
- (2) *Contest Format*. Each test will consist of approximately 35 objective questions which will be taken primarily from current state-adopted science textbooks and the curriculum.
- (3) *Tests*. For both Science I and Science II, one invitational test, one fall/winter district test and one spring district test will be provided.

(c) CONTEST ADMINISTRATION.

- (1) *Personnel*. All personnel in this contest may be coaches of participating students.
 - (A) *Contest Director*. The contest director will be in charge of running the contest and resolving any problems that arise. The director may appoint an assistant director.
 - (B) *Graders*. At least three graders should be familiar with the instructions for grading and the contest rules. The contest director may recruit more than three graders.
- (2) *Time Allotted for Contest*. This is a 45-minute contest.
- (3) *Materials*.
 - (A) *Provided by UIL*. The following materials will be provided to schools submitting the appropriate requisitions. See Section 1408 (c) for the dates when invitational materials will be available. See Section 1408 (e) for the dates when district materials will be available.
 - (i) Printed tests and answer blanks for 30 contestants in each packet.
 - (ii) Five copies of the answer key.
 - (iii) Two contest rosters.
 - (B) *Provided by the Host School*.
 - (i) Blank paper.

Section 1466: SCIENCE I AND II

(ii) Pens, pencils and/or erasers.

(C) *Other*. No other materials or notes may be used in the contest.

(d) CONDUCTING THE CONTEST.

(1) *Number Contestants*. Distribute answer sheets. As roll is called, instruct contestants to write the assigned contestant number in the upper right-hand corner of the answer sheet.

(2) *Clear Room*. Contestants and coaches should be informed of the time and place of the verification period. Spectators and coaches not assigned a specific duty in administering the contest should be dismissed from the contest room before the contest begins.

(3) *Distribute Tests*. Instruct contestants not to open the tests until the start signal has been given.

(4) *Time Warning*. After 30 minutes, warn the contestants that there are only 15 minutes left in the testing period.

(5) *Signal to Stop*. At the end of 45 minutes give a stop signal and ask contestants to put their pencils and pens down.

(6) *Test Collection*. Collect all tests, answer sheets and note sheets.

(e) GRADING.

(1) *Briefing Graders*. Brief graders on the procedure to be used for grading and explain the scoring process.

(2) *Criteria*. The approximately 35-question test is graded objectively.

(3) *Scoring*. Each test should be independently scored twice, and papers contending to place should be scored a third time. For each correct answer, add five points. For each incorrect answer, subtract two points. No deduction is taken for skipped or unanswered items.

(4) *Ties*. Ties shall not be broken. If there is a tie for first place, there is no second place. If there is a tie for second place, there is no third, etc.

(5) *Points*. Individual points are awarded through sixth place. Team points are awarded through third place. See Section 1408 (i). Tied contestants or teams split the total points equally for the two or more places in which a tie exists.

(f) VERIFICATION PERIOD. Contestants and coaches shall be given a period not to exceed 15 minutes to examine their test papers with official keys. Unofficial results should be posted. Questions should be directed to the contest director, whose decision will be final.

(g) OFFICIAL RESULTS. After the verification period has ended and all test papers and answer sheets have been collected, the contest director shall announce the official results. Official results, once announced, are final.

(h) RETURNING MATERIALS. No materials from the fall/winter district contest may be returned to contestants before January 31. No materials from the spring district contest may be returned to contestants before the Saturday prior to Memorial Day.

PROCTOR INSTRUCTIONS

SCIENCE

- Post URL in front of class.
 - Announce: Anyone who has a cell phone will be disqualified from this event.
- STUDENTS LOG INTO DISTRICT ACCOUNT
 - Announce: Students will open testing form by entering URL address into web browser.
- STUDENTS FILL OUT FIRST PAGE OF FORM
 - Announce: Wait until instructed to advance to next page. Students cannot advance to testing page unless first page is completed (name/campus/testing level).
 - Announce: Students have 45 minutes to complete the test and test will not be graded if they fail to submit test. Students are allowed to leave the testing room if they finish their test before the 45 minute time limit.
- BEGIN TEST
 - Announce: Students may advance to next page.
- After they begin, start the timer or watch the clock to ensure accuracy.
- END TEST
 - After 45 minutes, ask all contestants to submit their answers.

GRADING RULES

For each correct answer, add five (5) points. For each incorrect answer, subtract two (2) points. No deduction is taken for skipped or unanswered items.

THIS TEST IS ELECTRONICALLY GRADED.

Section 1468: SOCIAL STUDIES

(a) REPRESENTATION.

- (1) *Contestants*. Students in the fifth, sixth, seventh and eighth grades who are eligible under Sections 1400 and 1405 may enter this contest.
- (2) *Divisions*. This contest will consist of two divisions, one for grades 5 and 6 and one for grades 7 and 8. With the approval of the district executive committee, a district may have separate divisions for each grade.
- (3) *Individual Competition*. For each division, each participant school may enter as many as three contestants in the district meet.
- (4) *Team Competition*. If the district has elected to include team competition, the combined scores of the three contestants in each division from a school shall constitute the school's team score. A team shall have three contestants compete to participate in the team competition.

(b) NATURE OF THE CONTEST.

- (1) *Summary*. This contest is designed to encourage students to expand their knowledge of social studies, particularly in the areas of history, government systems, economics, citizenship and culture.
- (2) *Contest Format*. Students will be given an objective test containing approximately 40 questions, which shall be answered in 30 minutes.
- (3) *Tests*. Subject matter used for the test will be taken from currently adopted social studies textbooks and identified primary sources.

(c) CONTEST ADMINISTRATION.

- (1) *Personnel*. All personnel in this contest may be coaches of participating students.
 - (A) *Contest Director*. The contest director will be in charge of running the contest and resolving any problems that arise. The director may appoint an assistant director.
 - (B) *Timekeeper*. The contest director or assistant will serve as the official timekeeper and will give only a start and stop signal.
 - (C) *Graders*. At least three graders should be familiar with the instructions for grading and the contest rules. The contest director may recruit more than three graders.
- (2) *Time*. Contestants will be given 30 minutes to answer the test questions.
- (3) *Materials*.
 - (A) *Provided by UIL*. The following materials will be provided to schools submitting the appropriate requisitions. See Section 1408 (c) for the dates when invitational materials will be available. See Section 1408 (e) for the dates when district materials will be available.
 - (i) Tests.
 - (ii) Answer key.
 - (iii) Answer sheets.
 - (iv) Contest rosters.
 - (B) *Provided by the School or Student*. Pens and/or pencils.
 - (C) *Other*. No other materials or notes may be used in the contest.

(d) CONDUCTING THE CONTEST.

- (1) *Number Contestants*. Distribute a copy of the test to all contestants, instructing them not to open tests until the start signal is given. As roll is called, instruct students to write their assigned contestant number in the space provided on the answer sheets.
- (2) *Clear Room*. Contestants and coaches should be informed of the time and place of the verification period. Anyone not assigned a specific duty in administering the contest should be dismissed from the contest room before the contest begins.

Section 1468: SOCIAL STUDIES

(3) *Testing*. Inform contestants that answers should be recorded on the answer sheet provided.

(4) *Test Collection*. When the stop signal has been given, ask all contestants to put their pencils down. Collect all tests and answer sheets.

(e) GRADING.

(1) *Brief Graders*. Brief graders on the procedure to be used for grading and explain the scoring process.

(2) *Criteria*. The test is graded objectively.

(3) *Scoring*. Each test should be independently scored twice, and papers contending to place should be scored a third time. Award three points for each correct answer. Deduct two points for each incorrect answer. No points are added or deducted for questions that are not answered.

(4) *Ties*. No ties are to be broken. If there is a tie for first place, there is no second place. If there is a tie for second place, there is no third place, etc.

(5) *Points*. Points are awarded in individual competition through sixth place. Points are awarded in team competition through third place. See Section 1408 (i). Tied contestants or teams split the total points equally for the two or more places in which a tie exists.

(f) **VERIFICATION PERIOD**. The contest director should designate a time and place for a 15-minute verification period at which time contestants and/or coaches are given the opportunity to view their test papers with official keys. Unofficial results should be posted. Questions should be directed to the contest director, whose decision will be final.

(g) **OFFICIAL RESULTS**. After the verification period has ended and all test papers have been collected, the contest director shall announce the official results. Official results, once announced, are final.

(h) **RETURNING MATERIALS**. No materials from the fall/winter district contest may be returned to contestants before January 31. No materials from the spring district contest may be returned to contestants before the Saturday prior to Memorial Day

PROCTOR INSTRUCTIONS

SOCIAL STUDIES

- Post URL in front of class.
 - Announce: Anyone who has a cell phone will be disqualified from this event.
- STUDENTS LOG INTO DISTRICT ACCOUNT
 - Announce: Students will open testing form by entering URL address into web browser.
- STUDENTS FILL OUT FIRST PAGE OF FORM
 - Announce: Wait until instructed to advance to next page. Students cannot advance to testing page unless first page is completed (name/campus/testing level).
 - Announce: Students have 30 minutes to complete the test and test will not be graded if they fail to submit test. Students are allowed to leave the testing room if they finish their test before the 30 minute time limit.
- BEGIN TEST
 - Announce: Students may advance to next page.
- After they begin, start the timer or watch the clock to ensure accuracy.
- END TEST
 - After 30 minutes, ask all contestants to submit their answers.

GRADING RULES

Award three (3) points for each correct answer. Deduct two (2) points for each incorrect answer. No points are added or deducted for questions that are not answered.

THIS TEST IS ELECTRONICALLY GRADED.

Section 1470: SPELLING

(a) REPRESENTATION.

- (1) *Contestants*. Students in the third, fourth, fifth, sixth, seventh and eighth grades who are eligible under Sections 1400 and 1405 may enter this contest.
- (2) *Divisions*. This contest will consist of three divisions – one for grades 3 and 4, one for grades 5 and 6, and one for grades 7 and 8 – unless the district executive committee approves separate divisions for each grade.
- (3) *Individual Competition*. For each division, each participant school may enter as many as three contestants in the district meet.
- (4) *Team Competition*. If the district has elected to include team competition, the combined scores of the three contestants in each division from a school shall constitute the school's team score. A team shall have three contestants compete to participate in the team competition.

(b) NATURE OF THE CONTEST.

- (1) *Summary*. This contest is designed to give students exposure to a wide variety of vocabulary words. It is not a contest of memorization. For the most educational value, preparation for this contest should include instruction in the rules of the English language, meanings and definitions, and root words. In addition to learning to spell proficiently, contestants will learn to write clearly and to capitalize words properly.
- (2) *Contest Format*. Students will write down words given by the pronouncer on their paper at a rate of approximately five words per minute.
 - (A) Grades 3 and 4: 50 words; tie breaker, 15 words.
 - (B) Grades 5 and 6: 80 words; tie breaker, 20 words.
 - (C) Grades 7 and 8: 110 words; tie breaker, 30 words.

The tie breaker is given to all contestants immediately following the initial test.

- (3) *Tests*. One test will be provided for grades 3 and 4, another for grades 5 and 6 and another for grades 7 and 8. For elementary and junior high contests, words will come from the appropriate UIL spelling list, state adopted textbooks and words of common usage. The authority for all words is *Merriam Webster's Intermediate Dictionary*. Approximately 20 percent of the test words will come from sources other than the UIL spelling lists.

(c) CONTEST ADMINISTRATION.

(1) *Personnel*.

- (A) *Contest Director*. The contest director will be in charge of running the contest resolving any problems that arise. The director may also serve as the pronouncer as long as he/she is not the coach of any student in the contest. The director may appoint an assistant director.
- (B) *Pronouncer*. The pronouncer may not be a coach of any contestant entered in the contest. The pronouncer should receive the test and tie breaker well in advance of the contest and should become familiar with the words and verify pronunciations and spellings of all words on the test. The pronouncer should be prepared not only to give two pronunciations of each word (if the word has more than one pronunciation) but also to provide an illustrative sentence for words which offer unusual difficulties.
- (C) *Verifier*. One or two verifiers check the pronunciations and definitions given by the pronouncer.
- (D) *Monitor (Optional)*. The monitor shall not be a coach of a contestant in the contest. The monitor's duty is to make certain that contestants work quietly and independently.

Section 1470: SPELLING

(E) *Graders*. At least three graders should be familiar with the instructions for grading and the contest rules, and they may be coaches. The contest director may recruit more than three graders.

(2) *Time Allotted for Contest*. Time should be allotted for introductory information, roll call, for pronouncing each word at a rate of approximately five words per minute, and for pronouncing words a second time, as needed.

(A) Grades 3 and 4: approximately 30 minutes

(B) Grades 5 and 6: approximately 45 minutes

(C) Grades 7 and 8: approximately 60 minutes

(3) *Materials*.

(A) *Provided by UIL*. The following materials will be provided to schools submitting the appropriate requisitions. See Section 1408 (c) for the dates when invitational materials will be available. See Section 1408 (e) for the dates when district materials will be available.

(i) List of test and tie breaker words.

(ii) Contest rosters.

(iii) Instructions for the pronouncer, grader, verifier and monitor.

(B) *Provided by the Host School*. Dictionary for the pronouncer, verifiers and graders to use if needed.

(C) *Provided by the School or Student*. Pens or pencils and blank, lined paper, which may be numbered.

(D) *Other*. No other materials or notes may be used in the contest.

(4) *Delivery of Tests*. All tests should be delivered to the contest director and/or pronouncer well in advance of the contest.

(d) CONDUCTING THE CONTEST.

(1) *Number Contestants*. As roll is called, instruct contestants to place their assigned numbers in the upper right-hand corner of their answer documents.

(2) *Clear Room*. Contestants and coaches should be informed of the time and place of the verification period. Spectators and coaches not assigned a specific duty in administering the contest should be dismissed from the contest room before the contest begins.

(3) *Pronounce Words*. The following are points of clarification for the pronouncer and verifier:

(A) *Homonyms*. The pronouncer should be careful to distinguish between words that sound alike but have different meanings. When pronouncing the word "bass," be careful to give an example phrase "bass drum," or "bass voice," to distinguish it from "base."

(B) *Clarification*. The pronouncer may provide a sentence and/or definition for clarification, if needed.

(C) *Verifiers*. Verifiers should be given a copy of the test list and should mark any words for which they question the pronunciation or definition as the test is being dictated.

(D) *Verifying Pronunciation*. After each test, when all words have been pronounced, the pronouncer, with the assistance of the verifier, shall verify and clarify any words in question. These words should be repronounced by the pronouncer.

(4) *Tie Breaker Mandatory*. Contestants who do not take the tie breaker test shall be disqualified.

(e) JUDGING.

Section 1470: SPELLING

(1) *Briefing Graders.* Brief graders on the procedure to be used for grading and explain the scoring process.

(2) *Criteria.* The test is graded objectively.

(3) *Scoring.* Each test should be independently scored twice, and papers contending to place should be scored a third time. From the total number of word entries, deduct one point for each incorrectly spelled word.

(A) *Word Order.* Any word omitted by the contestant is a miss. If all contestants omit the same word, the pronouncer is presumed to have failed to have given the word, so the omission by contestants is not considered a miss.

(B) *Punctuation and Capitalization.* The misuse of an apostrophe or hyphen, or a mistake in capitalization is considered a miss. Contractions and possessive forms may be written with all letters connected or written separately.

(C) *Misspelled Words on List.* Any word misspelled on the spelling list is not to be considered in grading the tests unless a correction has been published in the "Official Notices" section of the *Leaguer* and posted on the UIL website.

(4) *Determining Legibility.* Contestants may print or write words. If there is a question about legibility of a letter, place a blank piece of paper on either side of the letter, separating it from its context, and then determine whether the letter can be identified. If two of three graders rule that a letter is legible, it should be considered correct.

(5) *Ties.* Ties in individual competition are to be broken by scoring the tie breaker test of only those involved in the tie. When calculating team scores, do not include scores from the tie breaker portion of the test unless a tie exists. If a tie exists in team competition, calculate the tie breaker scores for only those teams involved in the tie. If the tie remains after scoring the tie breaker, the tie shall stand. If there is a tie for first place, there is no second place. If there is a tie for second place, there is no third place, etc.

(6) *Points.* Individual points are awarded through sixth place. Team points are awarded through third place. See Section 1408 (i). Tied individuals or teams split the total points equally for the two or more places in which a tie exists.

(7) *Certificates.* Students who score 100% in district competition are eligible to receive a Certificate of Achievement. Words misspelled on the tie breaker do not disqualify a student from a certificate.

(f) **VERIFICATION PERIOD.** Contestants and coaches shall be given a period not to exceed 15 minutes to examine their test papers with official keys. Unofficial results should be posted. Questions should be directed to the contest director, whose decision will be final.

(g) **OFFICIAL RESULTS.** After the verification period has ended and all test papers have been collected, the contest director shall announce the official results. Official results, once announced, are final.

(h) **RETURNING MATERIALS.** No materials from the fall/winter district contest may be returned to contestants before January 31. No materials from the spring district contest may be returned to contestants before the Saturday prior to Memorial Day.

PROCTOR INSTRUCTIONS

SPELLING

- Remind students that anyone who has a cell phone will be disqualified from this event.
- Distribute an answer sheet to each contestant. They need to put their **first & last name, school & grade** at the top of the page.
- Remind the students that they need to write their answers neatly and use capitalization only when necessary.
- When everyone is ready, you may begin. Try to keep a steady rate of about 5 words per minute. You should only read the first 50 words.
- Students may ask for a definition or a sentence to verify the word.
- Once the last word has been called, allow a two-minute period for students to review their answers and erase any unwanted markings.
- At the end of the test, ask all contestants to put their pencils down. Collect all of the tests. Do not dismiss the students until you have collected all of them.

JUDGING RULES:

SPELLING

(Taken from the A+ Handbook)

Grading

- From the total number of word entries, **deduct one point for each incorrectly spelled word.**

Specific Instructions

- Word Order. Any word omitted by the contestant is a miss. If all contestants omit the same word, the pronouncer is presumed to have failed to have given the word, so the omission by contestants is not considered a miss.
- Punctuation and Capitalization. The misuse of an apostrophe or hyphen, or a mistake in capitalization is considered a miss. Contractions and possessive forms may be written with all letters connected or written separately.
- Misspelled Words on List. Any word misspelled on the spelling list is not to be considered in grading the tests unless a correction has been published in the “Official Notices” section of the *Leaguer* and posted on the UIL web site.
- Determining Legibility. Contestants may print or write words. If there is a question about legibility of a letter, place a blank piece of paper on either side of the letter, separating it from its context, and then determine whether the letter can be identified. If two of three graders rule that a letter is legible, it should be considered correct.

THIS TEST IS HAND-GRADED.