

## MATHEMATICS: INSTRUCTIONS FOR THE CONTEST DIRECTOR

The following guidelines are to be used to expand upon, but not replace, the information in the *Constitution and Contest Rules*, Section 1063. The rules may be found in the *A+ Handbook* and on the UIL web site.

### BEFORE THE MEET

**Check your contest packet...**you should receive:

1. Contest rules and instructions
2. Tests
3. Answer Keys
4. Contest Roster

#### **Room.**

Secure a room of adequate size for the number of contestants expected and chairs and desks or tables of proper height. Auditorium seating or fold-up desktops are not recommended.

#### **Materials and Equipment.**

1. The contest packet, which contains the tests, answer keys and other material.
2. The contest roster may be filled out with contestants' names from entry forms prior to the contest.
3. Colored markers or pens for grading.
4. An accurate clock or stopwatch.
5. Extra pencils and a pencil sharpener for use by contestants.
6. The contest director should provide contestants with blank scratch paper.

#### **Personnel.**

1. *Contest Director.* The contest director may be a coach of contestants in the contest.
2. *Assistant.* A person, who may be a coach, may be appointed to assist the contest director.
3. *Graders.* A minimum of three competent graders is needed, and more may be used if available. Coaches of the contestants may be graders. Be sure each is familiar with the scoring guidelines.

### CONDUCTING THE CONTEST

1. *Check Tests.* In the presence of coaches, check tests for defects/omissions.
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 then leave the room.
3. *Number Contestants.* Instruct contestants to place assigned number in the upper right hand corner of the test. (Contestant numbers may be written on answer sheets beforehand and handed to students as roll is called.)
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, contestants should be directed to place their pencils down, and all tests, answer sheets and scratch paper should be collected.

### GRADING THE PAPERS

1. *Briefing Graders.* Brief graders on the procedure to be used for grading.
2. *Scoring.* Award five points for each problem solved correctly. Deduct two points for problems incorrectly solved. There is no deduction for problems skipped.

3. *Ranking.* Rank tests from highest to lowest scores. Places shall be determined and recognized through sixth place in each division.
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 must have three contestants compete to participate in the team competition.
5. *Ties.* If two papers 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, etc.
6. *Points.* Points are awarded through sixth place. See Section 905 (d). Tied contestants or teams split the total points equally for the two or more places in which a tie exists.

### **ANNOUNCING THE WINNERS**

1. *Verification period.* Contestants and coaches shall be given a period not to exceed 15 minutes to examine all test papers with official keys. Questions should be directed during the 15 minute period to the contest director, whose decision will be final.
2. *Official Results.* After the verification period has ended and all test papers have been collected, the contest director shall announce the official winners. Official results, once announced, are final.

### **AFTER THE CONTEST**

1. Provide the district director with the Contest Roster with each contestant's score, a list of the individual and team winners, and the number of contestants participating.
2. Make recommendations or suggestions for the following year.
3. The district director or district meet host must return contestants' test, answer sheets, papers, etc. to participating schools. This material CANNOT be returned until the release date established in the current *Constitution and Contest Rules*. The meet director may need your assistance in putting the names of contestants and their schools on the papers to be returned, or in separating the contest materials to be returned to each school.