

NUMBER SENSE: 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 1072. The rules may be found in the *A+ Handbook* and on the UIL web site.

BEFORE THE MEET

Open and check your contest packet. See that the duplicated tests have all pages. You should receive:

1. Tests
2. Answer Keys
3. Contest Roster

Contest 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 acceptable.

Materials and Equipment

1. The contest packet which contains the tests and answer keys.
2. A copy of the current rules for this contest.
3. The contest roster may be filled out with contestants' names from entry forms prior to the contest.
4. Colored markers for grading.
5. An accurate stopwatch.
6. Extra pencils and a pencil sharpener for use by contestants. (Contestants may use pen or pencil.)

Personnel

1. *Contest Director.* A contest director is needed and may be a coach.
2. *Assistant.* A person, who may be a coach, should be appointed to assist the contest director during the contest.
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.

DURING THE CONTEST

1. Assemble contestants and coaches before competition begins. Be sure all understand how the contest is conducted, papers graded and winners determined. Permit questions. Advise when and where scores will be announced and awards presented, and where results will be posted. With the assistance of the coaches, check each copy of the test for printing flaws before giving the test to the students.
2. Check names of contestants against the contest roster and assign a number to each. Instruct contestants to place the number assigned to them on their paper. Before beginning the contest, exclude all from the room except contestants, the director and one assistant.

GRADING THE PAPERS

1. After the test, gather all used contest papers so that none may be retained by the contestants, coaches or other interested parties.
2. Exclude contestants from the room when grading. Allow sufficient time for careful grading. Do not sacrifice accuracy for speed. Each paper should be independently scored twice, and papers contending to place should be scored a third or fourth time as needed.
3. *Briefing Graders.* Brief graders on procedure to be used for grading and explain the scoring process.
4. *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, $\frac{3}{2}$, $1\frac{1}{2}$, 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.

(B) *Symbols*. Symbols such as $^{\circ}$ 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.

ANNOUNCING THE WINNERS

1. *Verification period*. After the papers are graded, but before official results are announced, coaches and contestants shall be provided a time not to exceed 15 minutes to examine their own test papers. If errors are found in the grading, recording of scores or answer key, these should be reported to the contest director immediately. The contest director will then make the determining decision BEFORE results are announced. Mistakes in the answer key should be corrected and papers judged on correctness rather than an incorrect answer given in the key. After the verification period, all tests and answer keys should be collected by the contest director.
2. *Ties*. No ties are to be broken. Should there be a tie for second place, there is no third place. Should there be a tie for third place, there is no fourth place, etc.
3. *Places*. Places should be determined through sixth place and points given according to Section 905 (d).
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.
4. *Announcement of winners*. A list of winners and schools through sixth place may be posted. The results, once announced or posted, shall be 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.