



Accounting

ONLY BASIC 4-function calculators are allowed. See C&CR Sec. 920(h) for more information.

INVENTORY ALL materials except the sealed test packet well in advance to make sure nothing is missing. If necessary, photocopy any needed UIL forms.

These directions expand upon but do not replace the information in the UIL Constitution and Contest Rules. The contest director should read Section 920 of the C&CR, then read these guidelines for additional details.

Before the meet

ROOM

Secure a testing room of adequate size for the number of contestants expected. The room should have chairs and desks or tables of proper height. A second room is needed for the graders during and after the contest (see “During the Contest”).

MATERIALS AND EQUIPMENT

The contest director will provide the following.

- A copy of the rules from the *Constitution and Contest Rules*
- Five blank sheets of paper for each contestant
- Accurate clock for timing
- Red pencils for grading
- (DISTRICT) One 8 1/2 x 11 envelope per school (8-12)

The contestants will provide the following.

- Pencils and erasers
- Highlighters
- Timing devices as long as no audible signals are emitted by the device during the contest
- Basic 4-function calculators only

CONTEST PACKET

The League office will provide the following.

- Instructions
- Copies of the tests and answer keys in a sealed envelope. The district or regional director may schedule a specific time and place for contest directors to pick up these packets on the day of the event.
- Answer sheets
- Scoring charts
- Contest Evaluation Form
- (REGION) Regional awards order form (green)
- (REGION) State Meet information cards for state meet qualifiers (11)
- (REGION) Report for “no-shows,” absent first, second or third place contestants with no alternate present

PERSONNEL

- Contest director. A coach of a contestant may serve as contest director.
- Assistant to the contest director. (REGION) The UIL staff will appoint an assistant to the contest director from one of the high school campuses in the region, if requested. This individual will serve as a support person for the contest director and may be on hand before, during and after the meet to answer questions which may arise concerning the contest. Other coaches of competitors may also serve as assistants, if appointed by the director.
- Graders. Select coaches or other adults to grade the contest. Designate one grader as the head grader. Make these selections prior to the beginning of the contest.

TIME

Allot two hours for the contest. Take approximately 45 minutes for announcements, grader sign up, approval of calculators, roll call, instructions and distribution of materials. It is critical to stay on schedule as some students may need to go to other events.

CONTEST ROSTER & RESULTS SHEET

(DISTRICT & REGION) Your meet director will provide to you a contest roster, generated from the UIL Spring Meet Online Entry System. It will list the contestants and alternates from each school. Contestants will be numbered on the roster. You also record scores and/or results on the Contest Roster and Results Form to give to the meet director, who will then enter the results/scores into the online system.

ORGANIZING MATERIALS

The UIL recommends numbering the tests and answer sheets before the contest begins. Consult the contest roster. Write the contestant number in the upper right-hand corner of the test cover sheet and on the answer sheet. Check all tests to ensure that all pages are printed clearly and completely. Batch together a test booklet, answer sheet and five pieces of scratch paper.

(REGION) If there is more than one conference at the meet, it is important to differentiate contestant numbers by conference.

SUBSTITUTIONS

(DISTRICT) Schools may replace contestants on the official district meet roster with substitutes so long as the substitutes present the contest directors with the appropriate documentation.

- *Students whose names were never entered into the online entry system* may substitute so long as they provide the contest director before the contest begins with a substitute eligibility form (found online and in the *Academic Coordinator's Manual*) or a letter signed by a designated school official certifying the student's eligibility.
- *Students whose names were entered into the online entry system and hence certified as eligible* are eligible to substitute for a contestant so long as they provide the contest director with written notification (either the substitute form or a letter) signed by the event coach or representative from the contestant's school. Eligibility is already certified. Therefore, written notification is for the convenience of the contest director who may not have a copy of the other contest rosters.

At the conclusion of the meet, submit the substitution forms/letters to the spring meet district director to be filed with the school's original entry (see C&CR, Section 902 (g) (B)).

(REGION) If a member of a school's team cannot compete, only one substitution may be made. If a team needs more than one substitution, the alternate team will compete. The substitute must submit to the contest director a letter or form (such as the sample form found in the appendix) signed by a designated administrator to certify eligibility. Submit substitution forms to the regional director prior to the contest, or to the contest director during roll call. Do not make a substitution for an individual contestant who is not a member of a team.

TEAM COMPETITION

(DISTRICT) Schools have the option of entering either three or four competitors at the district level. While all four competitors may compete for individual honors, only the top three scores for each school will count in team competition. A team must have three contestants compete to qualify for the team competition. Team members who qualify to regional will compete for both team and individual honors at that level. All four members of the winning team will advance to the next higher meet, and the highest scoring second place team (wild card) in the region will advance to regional competition.

WILD CARD

Each region's highest scoring second place team may advance to the regional academic meet. In the event of a tie that remains after tiebreaking procedures have been used, all teams involved in the tie will advance. Wild card teams are posted on the UIL web site.

IN ORDER to be eligible as a wild card representative, district results must be received by the regional director no later than 5 p.m. on the Monday following the final district academic week. Failure to meet the deadline or to submit correct scores disqualifies the district from advancing teams as wild card representatives. The highest-scoring second place team from the regional meets may advance to the State Meet.

NOTE: THE TEAM competition will not affect nor change any part of the competition until the grading period when team winners are determined.

(REGION) A team must have three contestants to qualify for the team competition. Team members also qualify for individual ranking and medals. Do not exclude them.

ALTERNATES (REGION)

Alternates may compete only in the absence of an individual who won first, second or third place in the same district competition. Contest directors should delay calling for alternates until immediately prior to the beginning of the contest.

SORTING ENVELOPES (DISTRICT)

Provide and label a large (8 1/2 x 11) envelope for each school entered in the district meet. Write the name of the school and contest on the top of the envelopes. Save the sorting envelopes to use after the verification period.

BASIC 4-FUNCTION CALCULATORS ONLY

Contestants may use their own cordless, silent calculators that are not equipped with a tape and do not require external wall plugs. Calculators shall not possess any built-in features that would enable prerecorded alpha or numeric data to be brought into the contest room. Higher-level calculators such as business, financial, statistical, graphing, scientific and the like are not allowed. Examples of standard allowed functions include add, subtract, multiply, divide, percent, square root, memory plus, memory minus, memory subtotal and memory grand total. If a calculator is otherwise considered a basic 4-function calculator but includes minimal additional functions (such as sales tax, markup, currency exchange, average, etc.) the calculator is allowed. The decision to allow or disallow a calculator rests with the contest director (district and region).

During the contest

1. Seat the contestants sparsely around the room and not beside a teammate.
2. Read aloud the following announcements to contestants.
 - A. Contestants should not have any paper brought into the contest room. Five sheets of scratch paper will be provided by the contest director and distributed with tests and answer sheets.
 - B. Coaches, contest directors and contestants must maintain confidentiality of contest material. Transfer of information relative to the test shall be considered a violation of the academic spring meet code and subject to penalties as outlined in Section 700 of the C & CR.
 - C. Contestants may use basic 4-function calculators only. Only silent, cordless calculators that are not equipped with a tape are acceptable. Higher-level calculators such as business, financial, statistical, graphing, scientific and the like are not allowed. The contest director shall have the authority to approve or disapprove any calculator.
 - D. Contestants may use timing devices, including wrist watches, as long as they do not emit audible signals during the contest.
 - E. Contestants may not enter the contest room and compete once the 60-minute timing of the test has begun.
 - F. Contestants must remain seated and retain their papers during the 60-minute testing period. The contest director may make an exception in the case of emergency. If a contestant leaves the room, all test papers shall be turned in before exiting, and the contestant may not re-enter. The contestant's answer sheet shall be graded, scored and ranked as submitted.
 - G. Contestants shall not open the test until instructed to do so.
 - H. Write answers on the answer sheet. Graders will not consider answers written on the test or scratch paper. If a consensus of graders cannot read an answer, they will mark that answer as incorrect. Contestants should use the answer sheet for writing answers only and not for calculations or other marks. Contestants may write calculations or make other marks on the test and scratch paper.
 - I. At the bottom of the answer sheet is an area called Legibility Control for contestants to show graders how they write or print their numerals and letters. This is to help graders read the contestants' answers by making comparisons to the control section.
 - J. Contest officials and contestants should refrain from talking, whispering, unnecessary movement and any other action that may disturb the contestants during the contest.
 - K. Verification period will be held _____(name room) at _____(give time).
 - L. All cell phones must be turned off. Cell phones, MP3 players, headphones, etc. may not be used in the testing room and should not be accessible during testing.
 - M. Contestants should refrain from making excessive noise from page-turning, calculator use, etc.
3. Station a volunteer outside the contest room to discourage noise.
4. Approve or disapprove calculators according to the C&CR, Section 920(h). There is no "approved list"

of calculators. The assistant contest director or other assistants may help with this. If a calculator is disallowed and the contestant can obtain an allowable calculator from any willing source, the contest director may allow the substitution of a calculator. The disallowed calculator should be held by the contest director and returned to its owner after the testing hour. The decision to allow or disallow a calculator rests with the respective district or regional accounting contest director.

5. After roll call, dismiss from the contest room all individuals, except the contestants, contest director, head grader and assistants. No one may re-enter the room after the contest has started.
6. Distribute the following by calling the contestant's name and giving the contestant the papers with the corresponding number: test questions; answer sheet and five pieces of scratch paper. Caution contestants not to open the packet until instructed.
7. Instruct contestants to complete the Legibility Control section at the bottom of their answer sheets **prior** to the start of the testing hour.
8. Graders should report to the grading room as soon as the contest begins. Persons not assigned to grade should not enter the grading room. Region alternates not called to compete may review contest materials with the graders only with the consent of the contest director.
 - A. The head grader should transport the answer keys, surplus tests and scoring charts to the grading room when the contest has started.
 - B. Graders may review the test and verify the official answer key. In case of a suspected error on the answer key, the contest director should contact the UIL state office or the state contest director prior to grading to request clarification. See C&CR Section 920 (i) (15).
9. Give contestants the signal to start. After 55 minutes have expired, the contest director should give the verbal notification, "five minutes remain." After 60 minutes, give the verbal notification to stop.
10. At the end of the contest period, the contest director should collect all test materials, including scratch paper.

Grading the contest

KEY

The contest director should consult graders regarding the key prior to the grading of papers. See C&CR 920 (i) (9).

GRADING

Have more than one person grade each answer sheet. Grade and score papers contending to place a third time.

- Grading marks. Place an "x" over the question number that is incorrect. No mark should be made if the item is correct. Do not write the correct answer if the answer written is incorrect. If any answer space is left blank, draw a line through the blank.
- Scoring chart. A scoring chart should be prepared for each contestant. Grader should write the contestant's number on the chart. If the contestant answers a starred question incorrectly, draw a line through the blank on the scoring chart.

SCORING

Award five points for each correct answer. Consider the sum of points thus awarded the subtotal score of the contestant. Starred questions carry extra points. Award correct answers for a question with one star one extra point, two stars, two extra points, etc. This extra point feature should minimize ties. Determine the total score by adding the subtotal score and the sum of the extra points.

DETERMINING PLACES

- Individual competition. First place goes to the contestant making the highest score; second place to the contestant making the next highest; third place to the contestant making the next highest; etc.
- Team competition. Schools must have three contestants to participate in the team event. For schools that enter four contestants, only the top three scores from among those contestants count toward the team score. Team scores and ranks are calculated when results are entered into the online system from the Roster and Results Form. All four members of the team with the highest team score advance to the next level of competition. (Team members also qualify to compete for individual awards.) The team with the second highest score is the alternate team.

The Legibility Control section should be completed BEFORE the testing hour begins.

The UIL strongly urges meet officials to enter results into the online system prior to verification.

**ENTER
ALL
SCORES
INTO ONLINE
SYSTEM!**
**Enter the scores
of all contestants into the UIL
Spring Meet Online Entry System
— not just the top
six. All scores are
needed to determine team champions and wild
card teams.**

TIES

- Individual competition. Do not break ties. In the case of a tie for first place, there is no second place. In the case of a tie for second place, there is no third place. In the case of a tie for third place, there is no fourth place, and both third place winners advance to the next level of competition.
- Team competition. If at the district or regional meet two or more teams vying for first place have the same team score, first place shall be awarded to the team with the highest score of the fourth-place team member. Should two or more contestants who are the fourth-place team member have the same score, then a team tie will be declared and all teams involved in the tie shall advance. A team that does not have a fourth member forfeits the right to participate in the tiebreaker. In the event of a team tie, the team score to be reported is the sum of the top three scores from each school. At the State Meet, no tie breaking procedure will be used for teams in any place; if two first place awards are made based on a declared tie, there will be no second place, etc.

After the contest

VERIFICATION PERIOD

- Announcements. Announce that no one present may use writing or erasing instruments during the verification period. Place these instruments out of sight in briefcases, purses, book bags, etc. If the key was changed during the grading process, the contest director shall announce the changes made.
- Review of materials. The contest director shall allow the contestants and coaches a time period not to exceed 15 minutes to look at all of the following items.
 - contestant's answer sheet
 - contestant's test
 - contestant's scoring chart
 - an answer key, in its original form as supplied by the League office
 - display of scores after entry into the UIL Spring Meet Online Entry System

Do not allow anyone to take papers from the room. During this period, the contestants shall verify that they have the correct papers and look for possible errors in the grading, calculation or data entry of scores. Resolve questions at this time.
- Display each contestant's score (not just the top 6 places) as it was entered in the Online Entry System (preferably by displaying the printed page from the online system after scores were entered). This will allow data entry of scores to be reviewed by contestants and coaches during the verification period. The display should include contestant number and score. Display of contestant names should be avoided. Instead of displaying all scores entered, the contest director may allow each contestant or coach to view privately his/her score, with the scores of other contestants concealed.
- Errors in grading or scoring. If errors in grading or scoring are found, the contest director shall make the corrections.
- Answer Key Errors. In the case of an error on the answer key of an objectively-scored contest, graders should notify the UIL State Office of the nature of the error and/or contact the respective state contest director to seek clarification. Papers should be judged on correctness rather than on an incorrect answer given in the key. Do not "throw out" a question as this could affect wild card team selection.
- Conclusion of verification period. Contestants and coaches not present at the verification period waive their opportunity to ask questions. Pick up all tests, answer sheets, scoring charts and keys so that none remain with a contestant or coach. Place the materials in the sorting envelopes by school.
- Official results. After resolving all questions, the contest director should announce, as official results, the name and the school of each contestant who places first through sixth and the schools of the winning and alternate teams. These results, once announced as official, shall be final.

QUALIFICATIONS TO REGIONAL OR STATE

Contestants can qualify to the next level of competition as individual first, second and third place winners or members of the winning team or wildcard team. All who qualify to regional or state will compete for individual honors.

RETURNING PAPERS

(DISTRICT) If results are final and all test questions resolved, papers may be returned no sooner than the end of the contest on the Saturday of the respective district week.

(REGION) If all questions are resolved and if the meet is held on Saturday, the test, answer keys, scoring charts and answer sheets should be returned to the contestants the day of the meet.

REPORT TO DIRECTOR

(DISTRICT) Individual contest directors shall give the contest roster/results form and sorting envelopes to the district director immediately after the contest papers are scored. The district meet director is responsible for entering results into the UIL Spring Meet Online Entry System. Enter the results of all contestants, not just the top six. All scores are needed to determine team scores. District results must be submitted into the UIL Spring Meet Online Entry System and made available for public review by 5 p.m. Monday following the second district week.

(REGION) Individual contest directors shall give the contest roster/results form and sorting envelopes to the regional director immediately after the contest papers are scored. The regional meet director is responsible for entering results into the UIL Spring Meet Entry Online System and making them available for public review by 5 p.m. of the Monday following the regional meet. Enter the results of all contestants, not just the top six. All scores are needed to determine team scores. Regional directors shall also provide a list of contestant absentees if alternates were not present to take these individuals' places.

MAILING RESULTS

Mailing full meet results to participating schools is optional since results will be posted online.

EXTRA CONTEST MATERIALS

(DISTRICT) Destroy all extra materials on the Monday following the district week.

(REGION) Destroy all extra materials on the Monday following the regional meet.

INDIVIDUAL POINTS

1st place.....	15
2nd place.....	12
3rd place.....	10
4th place.....	8
5th place.....	6
6th place.....	4

TEAM POINTS

1 ST Place.....	10
2 ND Place.....	5

Individual school maximum points = 37