



# Current Issues & Events

**These directions expand upon but do not replace the information in the UIL Constitution and Contest Rules. The contest director should read Section 932 of the Constitution, then read these guidelines for additional details.**

## Before the meet

### ROOM

Secure the best room available that is large enough for the number of contestants expected. It is very important to have a room with tables or desks with writing areas that are large, at least 18 x 24 inches.

### MATERIALS AND EQUIPMENT

The contest director will provide the following.

- A copy of the rules from the *Constitution and Contest Rules*
- Accurate clock for timing, preferably one that contestants can see during the contest
- Confirmation, before the day of the event, that the spring meet director has the emergency packet of spare tests and answer keys, to be opened in case the answer keys are missing from the packet. If no spare keys can be located, ask the director to contact the League office.
- Stapler
- Number two pencils
- (DISTRICT) One 8 1/2 x 11 envelope per school (8-12)

### CONTEST PACKET

The League office will provide the following.

- Instructions
- Copies of the tests and answer keys in a sealed envelope (Do not open the sealed district test packet until just prior to the beginning of the contest. The district director may schedule a specific time and place for contest directors to pick up these packets on the day of the event.)
- Answer sheets
- Grading memo
- Essay Rubric (canary) (30)
- Contest Evaluation Form
- (REGION) State Meet information cards for state meet qualifiers (11)
- (REGION) Regional awards order form

### PERSONNEL

- Contest director. This person may be a coach of a contestant.
- 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

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

**FOR MORE information on substitution, see C&CR, Section 902 (g) (B).**

**FOR SCHOOLS that enter four contestants, only the top three contestant scores count toward the team score even though all four members of the winning team may advance to the next level of competition.**

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. Coaches of competitors may serve as assistants.

- One additional assistant. This person may be a coach of a contestant.
- Head grader. The contest director shall designate a head grader who will assist the contest director. The final authority rests with the contest director.
- Graders. Almost certainly your best graders will be coaches of the contestants, and we encourage you to use their skill and experience to ensure accurate and efficient grading of the test papers. Coaches have, upon request, the privilege of grading. An impartial judge or judges who have no vested interest in the contest should grade the essays.

#### TIME

- The contest is 60 minutes in length. Expect to spend no less than 15 minutes for roll call, opening remarks and checking the test. Stay on schedule as some students may need to go to other events.
- Arrange for and announce, during the opening remarks and if possible in the program, the time and place of a 10-15 minute verification period prior to the announcement of official results.

#### 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. You will need to assign contestant numbers, and may use the number next to each contestant's name on the roster. You will 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.

#### 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 appendix) 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 is unable to compete, only one substitution may be made. 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 allow substitutions for individual contestants who are not members of a team.

#### 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.

#### TEAM COMPETITION

(DISTRICT) Schools may enter either three or four competitors at the district level. While all four competitors may compete for individual honors, only the contestants finishing with the top three scores in the objective portion of the contest for each school will count in team competition. All four members of the winning team will advance to the next higher meet.

#### 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. After the verification period, contestants' tests and keys should be placed in the appropriate envelope for return to each school no sooner than Saturday of the respective district week.

## During the contest

1. Seat contestants sparsely around the room, separating contestants from the same school. After the roll call and the reading of the “Confidentiality of Contest Material,” exclude from the room all persons except contestants, the contest director and an assistant.
2. Read aloud the following statement: “Coaches, contest directors and contestants are responsible for maintaining 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.”
3. Check roll from the contestants listed on the contest roster. Assign each contestant a number. This number should be indicated on the contest roster.
4. Open the contest packet. Check all contests to insure that all pages are printed clearly and completely. Distribute the tests. The contest director should instruct the contestants to write their assigned number in the top right-hand corner of the answer sheet.
5. Before giving the start signal have all contestants double check that their watches are not set to go off during the testing period. After this has been done, excuse coaches from the room, asking them to keep order and quiet in the hall.
6. Sit where it is possible to watch the contestants, and begin the contest. During the contest, remain silent. It is very important that the contestants be provided a quiet setting for the contest.
7. All participants must answer the essay question. The essay should be of an expository nature. The essay will be judged on content first and clarity and precision of composition second. Writing style should be a secondary consideration.
8. Contestants may turn in papers and exit the contest room as soon as they complete the test and the essay. End the contest exactly 60 minutes after the start signal. Collect all papers and retire to a private room for grading.

## Grading the contest

- The contest director will select judges to grade tests. Contest coaches may serve as graders of the objective portions of the contest. Impartial judge(s) who have no vested interest in the contest should be selected to grade the essays.
- The objective portion of the test may be machine or hand graded. If hand graded, each error should be initialed by the graders. Each contestant shall be awarded one point for each correct answer.
- After grading the objective portion of the contest, judges will then evaluate the essays of the eight contestants with the highest scores in the objective portion of the test. Essays of all contestants tied for the top eight places shall be judged. Each essay will be read and assigned a score based on a one to 10 scale, with 10 being the highest score possible. This score will be added to the point total from the objective portion of the test, resulting in an overall score.

### PLACES

- Individual competition. Award first place to the student with the highest overall score, second place to the student with the second highest overall score, third place to the student with the third highest overall score etc.
- Team competition. First place goes to the team receiving the highest cumulative score in the objective portion of the contest only, and second place to the team making the next highest, etc. For schools that enter four contestants, only the top three contestant scores count toward the team score even though all four members of the winning team may advance to the next level of competition.

### TIES

- Individual competition. If a tie exists after the grading of the essays, then those essays involved in the tie will be judged one against the other(s) to break the tie. When a tie occurs, those contestants who are tied shall be awarded a place before another contestant(s) are awarded a place. *All ties for individual places must be broken.*
- Team competition. If at the district or regional meet two or more teams vying for first or second 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 without a fourth member forfeits the right to participate in the tiebreaker. 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.

**When using Scantron to grade, do not use percentage grade to score the objective portion of the contest. Use the raw score instead.**

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

**INDIVIDUAL POINTS**

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

**TEAM POINTS**

1 <sup>st</sup> Place.....	10
2 <sup>nd</sup> Place.....	5

Individual school maximum points = 37

**CURRENT ISSUES**

**team members also qualify to compete for individual awards at all levels.**

# After the contest

## VERIFICATION PERIOD

- Unofficial results. Announce unofficial results of those who appear to have placed first through sixth, as well as the names and scores of the first place and alternate teams. Allow the contestant and coach a time period not to exceed 15 minutes to look at the contestant’s test/answer sheet and verify that it is the correct paper and that the contestant number is accurate. If any errors in scoring are found, the contest director should make the correction. Resolve questions at this time. Contest directors may contact the state director to inquire about a test item, at their own expense. Ask students to place their papers in their school’s sorting envelopes. Pick up all tests and answer sheets so that none remain with the contestant or coach. Contestants and coaches not present at the verification period forfeit their opportunity to ask questions.
- Official results. After all questions have been resolved, the contest director should announce, as official results, the name and the school of each contestant who places first through sixth, and the team members and team scores of the first place and alternate teams. These results, once announced as official, shall be final.

## QUALIFICATIONS TO REGIONAL (DISTRICT)

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

## POSTING RESULTS DURING THE MEET

Announce or post the names, schools and scores of the persons placing first through sixth, and the names, school and scores of the winning and alternate team.

## RETURNING PAPERS

(DISTRICT) If results are final and all test questions resolved, entries 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 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 meet director immediately after the contest. The district meet director is responsible for entering results into the UIL Spring Meet Online Entry System. District results must be submitted into the online system and made available for public review by 5 p.m. on the 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. The regional meet director is responsible for entering results into the UIL Spring Meet Online Entry System and making them available for public review by 5 p.m. of the Monday following the regional meet. 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 second district week.

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