

Informative Speaking

These directions expand upon but do not replace the information in the UIL Constitution and Contest Rules. The contest director should read Sections 1000, 1003, and 1004 of the Constitution, then read these guidelines for additional details.

Before the meet

REGIONAL ADVISORY COMMITTEE (REGION)

The League office appoints a committee of speech and debate coaches to advise and assist the regional contest director before, during, and after the meet. A list will be sent in late fall. Include these committee members in conducting a planning meeting for regional competition several weeks prior to the regional contest. Their knowledge and insight will help ensure a smooth contest day.

ROOMS

- Contest assembly room
- Preparation room* (shared room with Persuasive Speaking)
- A separate room for each section in the preliminary round
- Tabulation room (may be shared with other speech events)

MATERIALS AND EQUIPMENT

The contest director provides the following:

- Stopwatch and time cards for each section
- Copy of current *Constitution and Contest Rules*
- Computer software for tabulating results: strongly recommended and available for downloading from the speech page of the UIL web site. (See Tabulating results.)

CONTEST PACKET

The League office provides the following.

- Individual evaluation sheets
- Master Ballots/instructions to judges
- Timekeeping Record Sheet
- Judges' Ranking Sheet for a panel of judges
- Topics (four sets for prelims and one set for finals) mailed under separate cover just prior to meet
- (REGION) State Meet information cards for state qualifiers (5)
- (REGION) "No-Show" form
- (REGION) Regional Meet Evaluation

SINCE INFORMATIVE and persuasive speakers use the same files, they *must* share the same preparation room. You can also use this room as an assembly and draw room.

INVENTORY ALL materials well in advance to make sure you have what you need. If necessary, feel free to photocopy any of the UIL forms you may require.

COACHES OF contestants entered may be used to help administer the contest but should not judge.

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

FOR NUMBER OF sections needed, see C&CR, Section 1003 (b) (1).

PERSONNEL

- Sufficient number of competent and objective judges (1, 3, or 5 per section)
At minimum, judges should be high school graduates.
- Chairperson/Timekeeper (1 per section)
- Tabulation room staff (2-3)
- Prep room monitors (2-3) and supervisor(s) of topic selection

SUBSTITUTION (DISTRICT)

Before the contest begins, students may be substituted for entries on the official district meet online entry form if the substitutes present the contest director with substitute eligibility forms or letters from the superintendent or designated administrator certifying their eligibility. At the conclusion of the meet, submit the letters to the district director. Make sure changes are entered into the Spring Meet Online Entry System.

ALTERNATES (REGION)

If a student who has qualified for the regional meet is unable to attend, district officials should notify in writing the alternate (listed on the district results form) who should then be permitted to compete. Only the designated alternate from that district is allowed to fill the empty slot.

SCHEDULING

If space permits, hold the informative speaking and the persuasive speaking contests at the same time, since contestants may not enter both. Be sure they share the same prep room. Allot two and one-half hours for the preliminary round of these contests. It is critical to stay on schedule since some students may need to go to other events. Arrange for a verification period after the preliminary round and after the final round.

DISTRICT SECTIONING (DISTRICT)

Assign contestants to sections for the preliminary rounds in accordance to the UIL C&CR. An event with 24 contestants may be arranged into three or four prelim sections. Avoid, when possible, placing contestants from the same school in the same section. Distribute first, second and third place entries as equally as possible throughout the sections.

Run all prelim rounds of the extemporaneous speaking events simultaneously in different rooms. Under no circumstances are different sections of the same event to be run at different times. Since all preliminary sections use the same set of topics, this is the only means of assuring an equitable contest.

REGIONAL SECTIONING (REGION)

At the regional level it is important to distribute first, second and third place district winners as equally as possible throughout the sections. For example, avoid placing all the first places from districts in the same section which would result in a stronger section. The following charts illustrate how the first, second and third places from eight districts might be sectioned.

Example One: Three Preliminary Sections (not speaking order)

Section 1	Section 2	Section 3
D - P	D - P	D - P
1 - 1	1 - 2	1 - 3
2 - 3	2 - 1	2 - 2
3 - 2	3 - 3	3 - 1
4 - 1	4 - 2	4 - 3
5 - 3	5 - 1	5 - 2
6 - 2	6 - 3	6 - 1
7 - 1	7 - 2	7 - 3
8 - 3	8 - 1	8 - 2

"D" DENOTES "district"

"P" DENOTES "place"

Example Two: Four Preliminary Sections (not speaking order)

Section 1	Section 2	Section 3	Section 4
D - P	D - P	D - P	D - P
1 - 1	1 - 2	1 - 3	2 - 1
2 - 2	2 - 3	3 - 1	3 - 2
3 - 3	4 - 1	4 - 2	4 - 3
5 - 1	5 - 2	5 - 3	6 - 1
6 - 2	6 - 3	7 - 1	7 - 2
7 - 3	8 - 1	8 - 2	8 - 3

SPEAKING ORDER

To allow a contestant to be in another nonconflicting event, competitors may request to be placed first or second in the round but students may not request to be placed in the last half of the round. The contest director may randomly determine speaking order; or contestants may draw for speaking order.

DISTRICT: If the contest director determines speaking order, each school should receive a variety of speaking positions. For example, if a school enters three students, ideally the three students from that school should receive an early, middle, and late speaking position. If the contestants do not draw to determine speaking order for finals, the contest director should assign speaking order so that a student has a different position for finals than he or she had in prelims (e.g., speaker #1 in prelims and #4 in finals). *Speakers prefer drawing for speaking order.*

REGION: If speaking order is determined by the contest director, each district should receive a variety of speaking positions. Ideally the three contestants from a district should receive an early, middle, and late speaking position. The following chart (based on example 1 above) illustrates giving the three places from a district a variety of speaking positions.

Section 1	Section 2	Section 3
D - P	D - P	D - P
1. 1 - 1	1. 6 - 3	1. 4 - 3
2. 2 - 3	2. 7 - 2	2. 5 - 2
3. 3 - 2	3. 8 - 1	3. 6 - 1
4. 4 - 1	4. 1 - 2	4. 7 - 3
5. 5 - 3	5. 2 - 1	5. 8 - 2
6. 6 - 2	6. 3 - 3	6. 1 - 3
7. 7 - 1	7. 4 - 2	7. 2 - 2
8. 8 - 3	8. 5 - 1	8. 3 - 1

If the contestants do not draw to determine speaking order for finals, the contest director should assign speaking order so that a student has a different position for finals than he or she had in prelims (e.g. speaker #1 in prelims and #4 in finals).

JUDGES

Inform each judge of the time and place of the contest and provide a copy of the individual evaluation sheet and instructions for judging. One effective way to utilize judges is to permit prelim judges in one event to serve as judges for the final round in another event. For example, preliminary judges in sections of informative speaking can then serve as a panel of judges for the final round of persuasive speaking. Persuasive speaking preliminary round judges will then serve as a panel of judges for the final round in informative speaking. Panels should always be an odd number (3, 5, etc.). You may use a single judge in each section of the preliminary rounds at district, but the UIL recommends using a panel of three judges when possible, especially at regionals. The UIL strongly encourages the use of a panel of judges in finals. An individual should not judge the preliminary and the final round of a given event. Instruct judges not to discuss their decisions with other individuals or judges while judging a given contest, or prior to turning in completed ballots.

Before the contest

PREPARATION ROOM

Have the contestants place their research materials and files in the preparation room before the contest.

Materials allowed in the preparation room

1. Magazines, newspapers, journals with no added annotations. Examples: Newsweek, Dallas Morning News, Wall Street Journal, Foreign Affairs that may be highlighted in one color.
2. Other published source materials. Example: reference books, Facts on File, atlas, book of quotations.
3. Published speeches. Examples: the presidential State of the Union address, Vital Speeches.
4. Online materials. Examples: printouts of published material from computer online data services if not modified or in outline form that include the downloaded URL, the White House web site.
5. Index without annotation. Example: computer or hand-written list of subject titles/dates of magazines or folders included in the files.

Materials NOT allowed in the preparation room

1. Outlines. Examples: multi-colored highlighted articles that could be interpreted as an outline, outlines from previous speeches, debate briefs, pre-prepared outlines on possible topics.
2. Prepared notes, extemp speeches, debate evidence handbooks. Examples: extemp subscription service analyses, database summaries of multiple sources on a specific topic.

**"D" DENOTES
"district"**

**"P" DENOTES
"place"**

**THE UIL PROVIDES
a database of
potential speech
judges on its web
site.**

**FOR PREPARATION
room restrictions,
see C&CR, Section
1004 (d) (4).**



REMEMBER:
Read aloud the rule reminders to the contestants assembled before topics are drawn!

EXAMPLE:
Speaker #1
draws at 9:00 and
speaks at 9:30;
Speaker #2
draws at 9:10 and
speaks at 9:40;
Speaker #3
draws at 9:20 and
speaks at 9:50, etc.
See Extemp Draw
Guide, page 161 in
the Appendix.

3. Unpublished handwritten or typed material other than an index. Examples: one or more articles cut and pasted into a single document, previously used extemp notecards, flow of a debate round.
4. Computer or other electronic retrieval device. Examples: Palm Pilot, cell phone, laptop computer.
5. Index with annotations. Example: title of article, with added comment, "great pro-con article on global warming."

After the contestant chooses a topic, the contestant has thirty minutes to utilize these materials to prepare the speech. There should be one or more monitors in this room to supervise contestants as they choose topics and to make certain that the room is quiet and that contestants do not confer. At the end of 30 minutes prep time, release the contestant to the speaking room. Students should leave with nothing other than the official topic slip and a note card no larger than 3/5 inches, if they choose to use one. No legal pads may be taken from the prep room. Use a monitor at the exit door to see that these rules are observed. Dismissing students before the end of the thirty minutes may encourage them to seek help on their speech. Ideally, to avoid any consultation on the contestants' part, have a monitor accompany them from the preparation room to the room in which they will speak.

ROLL CALL

Call roll to see that contestants are present.

DISTRICT: Call for the substitute listed on the advance qualifiers list if a contestant is not present.

REGION: Call for the alternate listed on the online advanced qualifiers form if a contestant is not present. Only certified alternates from that district may fill the empty slot.

RULE REMINDERS

Read the following rule reminders aloud to the contestants assembled to draw topics:

- Preparation room: To assist in preparing the speech, the speaker may use magazines, newspapers, journals and other published source materials, and copies made by a copier in compliance with copyright laws, as long as the material cannot be considered an outline of a speech. Any source material resembling the outline of a speech is not to be used by the speaker to prepare the contest speech. Prepared notes, extemp speeches, debate evidence handbooks and briefs are not allowed. Published material from computer online data services may be used. The URL source of the published downloaded material should be included. Typed or handwritten materials may not be taken into the preparation room, except in the form of an index file which has been prepared by the student for the sole purpose of convenience in finding references to specific topics. A computer or other electronic retrieval devices shall not be taken into the preparation room. This includes cell phones. Conversing is not allowed in the prep room.
- Restrictions on notes: A speaker may use only one note card that is no larger than 3x5 inches when delivering the speech. However, there is no limit placed on the quantity of information on the one card. **When leaving the prep room, contestants may take only their topic slip and note card to the contest room. No other materials (including a legal pad) may be taken from the prep room.**
- Drawing topics: At approximately 10-minute intervals, you will be called by speaking order to draw five topic slips from the containers marked by section. After drawing five slips, select one on which to speak and return the remaining four slips to the respective container. Do not discuss your topic with others. After the 30-minute preparation period, take your topic slip to your contest room and present it to the chairperson or judge.
- Restrictions on time: A speech may not be longer than seven minutes. There is no minimum time. You may complete the sentence in progress without disqualification, after the allotted time has expired. The responsibility of keeping within the seven minute time limit rests with you, not the timekeeper.
- Verification period: After both the preliminary round and the announcement of the unofficial results, and the final round and the announcement of unofficial results, your individual evaluation sheets will be made available. Approximately 15 minutes has been allotted for each verification period and it is the responsibility of you and your coach to question any tabulation error before the official results of the rounds are announced. This is not a time to question the decision or ranking a judge has given you. Anyone not present for this ballot verification period forfeits the opportunity to verify tabulation. The verification period after prelims and before the announcement of the students who will advance to finals will begin at approximately _____ in room _____. The verification period after finals and before the announcement of official results will begin at approximately _____ in room _____.

TOPIC DRAW

- Preparation of topics. To prepare topics for the extemp draw, cut the topic sheets into the slips, as indicated. Each preliminary section has its own set of topics. The UIL provides identical topics for

each section, so to avoid duplication of the topics in the draw, place each section's topics in a separate container (envelope, receptacle, etc.) and label them. Having the contestants' names on each section envelope is also helpful.

- Drawing topics. (See Extemp Draw Guide, page 161) Contestants will draw topics 30 minutes prior to speaking, in a staggered manner. This means that all first speakers will draw at the same time and speak at the same time (in different rooms, before different judges); all second speakers will draw at the same time and speak at the same time; etc. Each contestant will draw five topics from the container, choose one to speak on, and return the other four topics to the container from which they were drawn. To prevent speakers in the same room from speaking on identical topics, it is important that the topics for different sections do not get mixed. Rules do not prohibit a contestant from using his or her index file when drawing topics.
- Room arrangement. To simplify the drawing procedure, hold both the informative and persuasive draws at the same time, since a student may not enter both contests. To minimize confusion, informative speakers should draw topics on one side of the room and persuasive speakers should draw topics on the other.

During the contest

CHAIRPERSON

Audiences are permitted and encouraged. Before the round begins, request that all cell phones be turned off. When a speaker has entered the room to give their speech, the chairperson/timekeeper should announce to the judges the name of the contestant and the topic selected from the speaker's topic slip. This information may be written on a chalkboard if one is available in the contest room while the judge is writing notes on the previous speaker. The chairperson/timekeeper should give the judges time to write the speaker's name and topic on the ballot before allowing the speaker to begin.

TIMEKEEPING

Timekeeping is critical to this contest. The timekeeper should sit where they can be seen by contestants and should demonstrate to contestants the type of time signals to be used. All timekeepers should be trained in advance of the contest according to the instructions in C&CR Section 1003 (b) (4), which are provided below:

(4) *Timekeeper and Signal Standards.*

- (A) A timekeeper should be provided for each contest to notify the contestant of the amount of time remaining from the total allotted time. The timekeeper should sit where they can be seen by contestants and should demonstrate before each contestant begins the type of time signals to be used. The time cards are a much preferred method of signal.
- (B) A timekeeper may use either hand signals or timecards to indicate to the speaker the remaining time. If timecards are available, when the speaker begins to talk, the card marked "7" should be held so that the speaker can see it. When the speaker has talked for one minute, the card marked "6", should be held so the speaker can see it, which indicates six minutes remaining, etc. When the speaker has talked for six minutes the timekeeper should raise the card marked "1" above his/her head. When only 30 seconds remain, the timekeeper should raise the "1/2" card (preferably a yellow card) above the head. At the end of the full seven minutes, the timekeeper should hold the "stop" card (preferably a red card) above the head, or otherwise indicate that the total allotted time has been consumed. An interpretative contestant who is still speaking as the "stop" card is raised is deemed to have gone over seven minutes. Prose and poetry contestants may not go over seven minutes without disqualification. In informative and persuasive speaking, the speaker may complete only the sentence in progress without disqualification.

The following hand signals (signal with fingers) are recommended if timecards are not used:

- After three minutes have elapsed, give a signal of four fingers.
- After five minutes have elapsed, give a signal of two fingers.
- After six minutes have elapsed, give a signal of one finger.
- After seven minutes have elapsed, the timekeeper may stand or otherwise indicate that the total time has elapsed.

After the contest

CHECKING THE BALLOTS

Check to see that the ranks on the judge’s master ballot and the individual evaluation sheets are the same. Check to see that each judge gave one and only one first, second, third, fourth, fifth, sixth, etc.

TABULATING RESULTS

Contest sites are urged to use the UIL software to tabulate results. There are no ties in speech events. In the case of panel judging it is critical that the UIL system of majority or better ranks be utilized. (A Judges’ Ranking Sheet for a panel of judges is included in the appendix.) The following criteria, in the following order, shall be used to determine all ranks:

Remember: In any case where there is a tie all contestants who are tied shall be awarded a place before going on to another contestant or place.

- Any contestant who receives a majority of firsts shall be awarded first place.
- In the event that no contestant receives a majority of firsts, the contestant with the lowest sum of total ranks shall be awarded first place.
- If, at this point, two or more contestants tie with the same low sum of total ranks, break the tie by the use of judges’ preference. Judges’ preference is a method of tabulation and does not infer that judges confer to reach a preference. (See further explanation below)
- Should a tie occur at this point between three or more contestants which cannot be broken by judges’ preference, the ranks of only the tied contestants shall be converted to decimal equivalents on the following scale.

Rank of first	=	1.00
Rank of second	=	.50
Rank of third	=	.33
Rank of fourth	=	.25
Rank of fifth	=	.20
Rank of sixth	=	.17
Rank of seventh	=	.14
Rank of eighth	=	.13

The contestant with the highest sum total of the decimal value of ranks shall be awarded first place.

- If after converting to decimal values two contestants remain tied with equal sums of decimal values, this tie shall be broken by judges’ preference.
- Should a tie between three or more contestants occur which cannot be broken by these methods, it shall be broken by a blind draw.

The order of this criterion shall be used to determine all ranks. When determining second place, a majority of second place ranks or better is the first criterion. When determining third place, a majority of third place ranks or better is the first criterion, etc.

Determine second place next. If a tie existed for first place, automatically give the person tied with the first place winner second place. If no tie existed, a contestant (not already awarded a place) ranked second or better by a majority of the judges shall be awarded second place. If, however, no contestant receives a majority of seconds or better or if two unranked contestants receive a majority of seconds or better, (i.e., ranks of 1 and 2, or 2 and 2), then the contestant with the lowest sum of total ranks shall be awarded second. In the following example, both unranked contestants have a majority of seconds or better, so contestant #2, whose sum of total ranks is lower, is ranked second. Award Contestant #1 third before any other contestant or place is considered. The next place to be awarded is fourth.

	Judge	Judge	Judge		
Contestant	A	B	C	Total	Rank
One	3	2	2	7	3rd
Two	2	1	3	6	2nd
Three	1	5	1	N/A	1st

In the next example, first place was awarded to a contestant with a majority of firsts, and no contestant had a majority of seconds or better. Contestants 1 and 2 have the same sum of total ranks, so the tie for second must be determined by judges’ preference.

The TalkTab computer program for tabulating multiple judge ranks may be downloaded for free from the speech page of the UIL web site. District and region contest directors should use it to avoid incorrect placement.

ATTENTION: In any case where there is a tie all contestants who are tied shall be awarded a place before going on to another contestant or place.

FOR MORE information on converting ties to their decimal equivalent, See C&CR Section 1003 (b) (4) (B) (v).

Contestant	Judge A	Judge B	Judge C	Total	Preference	Rank
One	②	5	③	10	+	2nd
Two	4	②	4	10	-	3rd

Contestant 1 is ranked higher (or receives higher preference) than contestant 2 by two of the three judges (A & C), and is awarded second place. Contestant 2 shall be awarded third place before any other contestant or place is considered. Any tie between only two contestants can be broken by judges' preference.

Many three-way ties, where three contestants have the same sum of total ranks, can also be broken by determining judges' preference. For determining judges' preference with three contestants, compare the first tied contestant with the second tied contestant. Then compare the first tied contestant with the third (other) tied contestant, as in the following example.

Contestant	Judge A	Judge B	Judge C	Total	Preference	Rank
One	1	4	4	9	- -	3rd
Two	4	3	2	9	+ +	1st
Three	5	1	3	9	+ -	2nd
Four	3	5	5	13		5th
Five	2	2	6	10		4th
Six	6	6	1	13		6th

No speaker has a majority of firsts, and three speakers are tied with a rank sum of 9.

1. Compare speaker #1 to speaker #2, and two of three judges (B & C) ranked #2 higher. A (+) beside speaker #2 in the preference column, and a (-) beside number #1 indicate the judges' preference.
2. Now compare speaker #1 to the other contestant involved in the tie, speaker #3. Two judges (B & C) ranked #3 higher than #1, indicated by a (+) in the preference column for speaker #3, and a (-) in the preference column for #1.
3. Now compare speaker #2 to speaker #3, and note that two of the three judges (A & C) ranked speaker #2 higher, as indicated by a (+) in the preference column for speaker #2, and a (-) for speaker #3. The two (+)'s for speaker #2 in the judges' preference column indicate that speaker #2 was preferred over both other contestants, so this speaker is awarded first.
4. Speaker #3 was ranked higher than speaker #1 by two of the three judges, so contestant #3 is awarded second.
5. Contestant #1 is then awarded third.

Although speaker #5 has a majority of second place ranks, this contestant is not awarded second place, because all three contestants tied for first must be ranked before considering other contestants or places.

The next place to be determined is fourth place, and speaker #5 is the only unranked contestant with a majority of fourths or better (two second place ranks). Therefore, contestant #5 is awarded fourth place.

The next place to be determined is fifth, and speaker #4 is the only unranked contestant with a majority of fifths or better. Therefore, contestant #4 is awarded fifth place, and speaker #6 is awarded sixth.

Should a tie occur at this point between three or more contestants which cannot be broken by judges' preference, the ranks of only those contestants involved in the tie shall be converted to their decimal equivalent.

In the following example, contestant #2 has a majority of firsts and is awarded first place. No unranked contestant has a majority of seconds or better, and contestants #1, #3, and #5 have the same total low sum of ranks.

INDIVIDUAL POINTS

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

SPEECH TEAM POINTS

1st place.....	10
2nd place.....	5

SPEECH

TEAM POINTS

The UIL Spring Meet Online Entry System will calculate and award speech team points.

Contestant	Judge			Total	Preference
	A	B	C		
One	1	6	4	11	+ -
Two	2	1	1	N/A	
Three	3	2	6	11	- +
Four	6	3	5	14	
Five	4	5	2	11	- +
Six	5	4	3	12	

Judges' preference cannot be determined because no contestant is given preference over both others. Only the ranks of the tied contestants shall be converted to their decimal equivalent as follows:

Contestant #1	Contestant #3	Contestant #5
1st = 1.00	3rd = .33	4th = .25
6th = .17	2nd = .50	5th = .20
4th = <u>.25</u>	6th = <u>.17</u>	2nd = <u>.50</u>
1.42	1.00	.95

- Contestant #1 has the highest sum total of decimal value, and is awarded second place.
- Contestant #3 has the next highest total, and is awarded third place, and contestant #5 is awarded fourth place.
- Both contestants remaining unranked have a majority of fifths or better. Therefore, contestant #6, with the lower sum of total ranks, is awarded fifth place and contestant #4 is awarded sixth.

Contestant	Judge			Total Value	Preference	Decimal	Rank
	A	B	C				
One	1	6	4	11	+ -	1.42	2nd
Two	2	1	1	N/A			1st
Three	3	2	6	11	- +	1.00	3rd
Four	6	3	5	14			6th
Five	4	5	2	11	- +	.95	4th
Six	5	4	3	12			5th

- If after conversion to decimal values, two contestants remained tied, this tie shall be broken by judges' preference, as in the following example of three contestants tied for first:

Contestant	Judge			Total	Pref	Decimal	Rank
	A	B	C				
One	1	5	2	8		1.70	1st
Two	3	1	4	8	+	1.58	2nd
Three	4	3	8	8	-	1.58	3rd

In this example, judges' preferences cannot be determined among the three tied contestants. When ranks are converted to decimal value, contestant #1 has the highest total and is therefore awarded first place. Now judges' preferences shall be used to break the simple two-way tie between contestants #2 and #3. Two of the three judges (A&B) ranked contestant #2 higher than #3, and contestant #2 is awarded second place. Contestant #3 shall be awarded third place before any other contestant is considered.

If at this point, a tie still exists among three or more contestants whose decimal value of ranks is equal, the tie must be broken by a blind draw, except at state finals. The following example illustrates a tie among three contestants that must be broken by a blind draw.

Contestant	Judge			Total	Pref	Decimal Value	Rank
	A	B	C				
One	1	3	5	9	+ -	1.53	TIE
Two	3	5	1	9	- +	1.53	TIE
Three	5	1	3	9	+ -	1.53	TIE

All three contestants shall be awarded ranks by a blind draw before any other contestant or place is considered. Points shall be divided equally in accordance to Section 902 of the C&CR.

DISQUALIFICATIONS

Only the contest director is empowered to disqualify contestants for time or rule violations. Judges should rank all contestants in a round and then bring the issue to the contest director's attention after the round. Judges may not disqualify contestants. For disqualifications in the final round, the contestant should receive no place (rank). He or she also does not contribute to the speech team award or overall sweepstakes.

BALLOT VERIFICATION

This period is mandatory. Before the official results are announced in both preliminary and final rounds, the contestants and/or coaches should be given the unofficial results and allowed to view individual evaluation sheets for no more than 15 minutes. The judges' ranking sheet used to tabulate ranks from a panel of judges should be available during the verification period. Contestants and/or coaches may, at this time, bring up any questions concerning tabulation to the attention of the contest director. The contest director will then correct any errors before the official results are announced. Students may keep their evaluation sheets after results are declared official. Questions about judges' decisions are not allowed.

OFFICIAL RESULTS

When the ballot verification period is over, the official results may be announced or posted. These results are final. At this time, individual evaluation sheets may be released to coaches/students.

AWARDS

Present medals to the winners according to the guidelines outlined in the UIL *Constitution and Contest Rules*. If a contestant advances to the final round in this event but does not compete in that round, the contestant should not receive a place (rank). He or she also does not contribute points to the speech team award or sweepstakes.

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. 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. A "No-Show" form is provided in your packet.

MAILING RESULTS

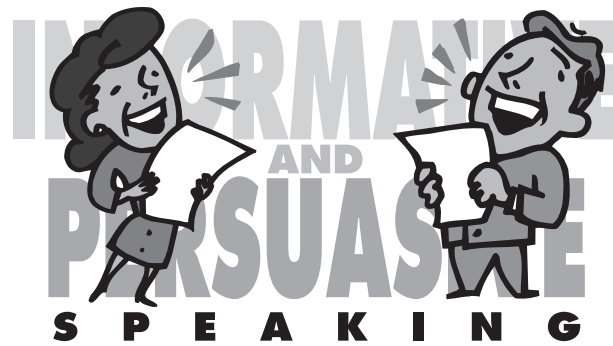
Mailing full meet results to participating schools is optional since results will be posted online.

EXTRA CONTEST MATERIALS

Destroy or distribute any extra contest materials. *Note:* topics should be destroyed.

ONLINE NOTE:
If this is your final speech event to certify ranks, be sure to click on "Verify speech team results" to calculate speech team points.

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Persuasive Speaking

These directions expand upon but do not replace the information in the UIL Constitution and Contest Rules. The contest director should read Sections 1000, 1003, and 1005 of the Constitution, then read these guidelines for additional details.

Before the contest

REGIONAL ADVISORY COMMITTEE (REGION)

The League office appoints a committee of speech and debate coaches to advise and assist the regional contest director before, during and after the meet. A list will be sent in late fall. Include these committee members in conducting a planning meeting for regional competition. Their knowledge and insight will help ensure a smooth contest day.

ROOMS

- Contest assembly room
- Preparation room* (shared room with informative speaking)
- A separate room for each section in the preliminary round
- Tabulation room (may be shared with other speech events)

MATERIALS AND EQUIPMENT

The contest director provides the following.

- Stopwatch and time cards for each section
- Copy of current *Constitution and Contest Rules*
- Computer software for tabulating results: strongly recommended and available for downloading from the speech page of the UIL web site. (See Tabulating Results.)

CONTEST PACKET

The League office provides the following.

- Individual evaluation sheets
- Master Ballots/instructions to judges
- Judges' Ranking Sheet for a panel of judges
- Timekeeping Record Sheet
- Topics (four sets for prelims and one set for finals) mailed under separate cover just prior to meet
- (REGION) State Meet information cards for state meet qualifiers (5)
- (REGION) "No-Show" form
- (REGION) Meet Evaluation

SINCE INFORMATIVE and persuasive speakers use the same files, they *must* prepare in the same room. You can also use this room as an assembly and draw room.

INVENTORY ALL materials well in advance to make sure you have what you need. If necessary, feel free to photocopy any of the UIL forms you may require.

COACHES OF contestants entered may be used to help administer the contest but should not judge.

FOR more information on substitutions, see C&CR, Section 902 (g) (B).

FOR NUMBER OF sections needed, see chart in C&CR, Section 1003 (b) (1).

PERSONNEL

- Sufficient number of competent and objective judges (1, 3, or 5 per section)
At minimum, judges should be high school graduates.
- Chairperson/Timekeeper (1 per section)
- Tabulation room staff (2-3)
- Prep room monitors (2-3) and supervisor(s) of topic selection

SUBSTITUTION (DISTRICT)

Before the contest begins, students may be substituted for entries on the official district meet online entry form if the substitutes present the contest director with substitute eligibility forms or letters from the superintendent or designated administrator certifying their eligibility. At the conclusion of the meet, submit the letters to the district director. Make sure changes are entered into the Spring Meet Online Entry System.

ALTERNATES (REGION)

If a student who has qualified for the regional meet is unable to attend, district officials should notify in writing the alternate (listed on the district results form) who should be permitted to compete. Only the designated alternate from that district is allowed to fill the empty slot.

SCHEDULING

If space permits, hold the informative speaking and the persuasive speaking contests at the same time, since contestants may not enter both. Allot two and one-half hours for the preliminary round of these contests. It is critical to stay on schedule since some students may need to go to other events. Arrange for a verification period after the preliminary round and after the final round.

DISTRICT SECTIONING (DISTRICT)

Assign contestants to sections for the preliminary rounds in accordance to the UIL C&CR. An event with 24 contestants may be arranged into three or four prelim sections. Avoid, when possible, placing contestants from the same school in the same section. Distribute first, second and third place entries as equally as possible throughout the sections.

Run all prelim rounds of the extemporaneous speaking events simultaneously in different rooms. Under no circumstances are different sections of the same event to be run at different times. Since all preliminary sections use the same set of topics, this is the only means of assuring an equitable contest.

REGIONAL SECTIONING (REGION)

At the regional level it is important to distribute first, second and third place district winners as equally as possible throughout the sections. For example, avoid placing all the first places from districts in the same section which would result in a stronger section. The following charts illustrate how the first, second and third places from eight districts might be sectioned.

Example One: Three Preliminary Sections (not speaking order)

Section 1	Section 2	Section 3
D - P	D - P	D - P
1 - 1	1 - 2	1 - 3
2 - 3	2 - 1	2 - 2
3 - 2	3 - 3	3 - 1
4 - 1	4 - 2	4 - 3
5 - 3	5 - 1	5 - 2
6 - 2	6 - 3	6 - 1
7 - 1	7 - 2	7 - 3
8 - 3	8 - 1	8 - 2

Example Two: Four Preliminary Sections (not speaking order)

Section 1	Section 2	Section 3	Section 4
D - P	D - P	D - P	D - P
1 - 1	1 - 2	1 - 3	2 - 1
2 - 2	2 - 3	3 - 1	3 - 2
3 - 3	4 - 1	4 - 2	4 - 3
5 - 1	5 - 2	5 - 3	6 - 1
6 - 2	6 - 3	7 - 1	7 - 2
7 - 3	8 - 1	8 - 2	8 - 3

“D” DENOTES “district”

“P” DENOTES “place”

SPEAKING ORDER

To allow a contestant to be in another nonconflicting event, competitors may request to be placed first or second in the round but students may not request to be placed in the last half of the round. The contest director may randomly determine speaking order; or contestants may draw for speaking order.

DISTRICT: If the contest director determines speaking order, each school should receive a variety of speaking positions. For example, if a school enters three students, ideally the three students from that school should receive an early, middle, and late speaking position. If the contestants do not draw to determine speaking order for finals, the contest director should assign speaking order so that a student has a different position for finals than he or she had in prelims (e.g., speaker #1 in prelims and #4 in finals). *Speakers prefer drawing for speaking order.*

REGION: If speaking order is determined by the contest director, each district should receive a variety of speaking positions. Ideally the three contestants from a district should receive an early, middle, and late speaking position. The following chart (based on example 1 above) illustrates giving the three places from a district a variety of speaking positions.

Section 1	Section 2	Section 3
D - P	D - P	D - P
1. 1 - 1	1. 6 - 3	1. 4 - 3
2. 2 - 3	2. 7 - 2	2. 5 - 2
3. 3 - 2	3. 8 - 1	3. 6 - 1
4. 4 - 1	4. 1 - 2	4. 7 - 3
5. 5 - 3	5. 2 - 1	5. 8 - 2
6. 6 - 2	6. 3 - 3	6. 1 - 3
7. 7 - 1	7. 4 - 2	7. 2 - 2
8. 8 - 3	8. 5 - 1	8. 3 - 1

If the contestants do not draw to determine speaking order for finals, the contest director should assign speaking order so that a student has a different position for finals than he or she had in prelims (e.g. speaker #1 in prelims and #4 in finals).

JUDGES

Inform each judge of the time and place of the contest and provide a copy of the individual evaluation sheet and instructions for judging. One effective way to utilize judges is to permit prelim judges in one event to serve as judges for the final round in another event. For example, preliminary judges in sections of informative speaking can then serve as a panel of judges for the final round of persuasive speaking. Persuasive speaking preliminary round judges will then serve as a panel of judges for the final round in informative speaking. Panels should always be an odd number (3, 5, etc.). You may use a single judge in each section of the preliminary rounds at district, but the UIL recommends using a panel of three judges when possible, especially at regionals. The UIL strongly encourages the use of a panel of judges in finals. An individual should not judge the preliminary and the final round of a given event. Instruct judges not to discuss their decisions with other individuals or judges while judging a given contest, or prior to turning in completed ballots.

Before the contest

PREPARATION ROOM

Have the contestants place their research materials and files in the preparation room before the contest.

Materials allowed in the preparation room

1. Magazines, newspapers, journals with no added annotations. Examples: Newsweek, Dallas Morning News, Wall Street Journal, Foreign Affairs that may be highlighted in one color.
2. Other published source materials. Example: reference books, Facts on File, atlas, book of quotations.
3. Published speeches. Examples: the presidential State of the Union address, Vital Speeches.
4. Online materials. Examples: printouts of published material from computer online data services if not modified or in outline form that include the downloaded URL, the White House web site.
5. Index without annotation. Example: computer or hand-written list of subject titles/dates of magazines or folders included in the files.

Materials NOT allowed in the preparation room

1. Outlines. Examples: multi-colored highlighted articles that could be interpreted as an outline, outlines from previous speeches, debate briefs, pre-prepared outlines on possible topics.
2. Prepared notes, extemp speeches, debate evidence handbooks. Examples: extemp subscription service analyses, database summaries of multiple sources on a specific topic.

"D" DENOTES

"district"

"P" DENOTES

"place"

THE UIL PROVIDES

**a database of
potential speech
judges on its web
site.**

FOR PREPARATION

**room restrictions,
see C&CR, Section
1004 (d) (4).**



REMEMBER:

Read aloud the rule reminders to the contestants assembled before topics are drawn!

EXAMPLE:

**Speaker #1
draws at 9:00 and
speaks at 9:30;
Speaker #2
draws at 9:10 and
speaks at 9:40;
Speaker #3
draws at 9:20 and
speaks at 9:50, etc.
See Extemp Draw
Guide, page 161 in
the Appendix.**

3. Unpublished handwritten or typed material other than an index. Examples: one or more articles cut and pasted into a single document, previously used extemp notecards, flow of a debate round.
4. Computer or other electronic retrieval device. Examples: Palm Pilot, cell phone, laptop computer.
5. Index with annotations. Example: title of article, with added comment, “great pro-con article on global warming.”

After the contestant chooses a topic, the contestant has thirty minutes to utilize these materials to prepare the speech. There should be one or more monitors in this room to supervise contestants as they choose topics and to make certain that the room is quiet and that contestants do not confer. At the end of 30 minutes prep time, release the contestant to the speaking room. Students should leave with nothing other than the official topic slip and a note card no larger than 3/5 inches, if they choose to use one. No legal pads may be taken from the prep room. Use a monitor at the exit door to see that these rules are observed. Dismissing students before the end of the thirty minutes may encourage them to seek help on their speech. Ideally, to avoid any consultation on the contestants’ part, have a monitor accompany them from the preparation room to the room in which they will speak.

ROLL CALL

Call roll to see that contestants are present.

DISTRICT: Call for the substitute listed on the school’s entry form if a contestant is not present.

REGION: Call for the alternate listed on the online advanced qualifiers form if a contestant is not present. Only certified alternates from that district may fill the empty slot.

RULE REMINDERS

Read the following rule reminders aloud to the contestants assembled to draw topics:

- Preparation room: To assist in preparing the speech, the speaker may use magazines, newspapers, journals and other published source materials, and copies made by a copier in compliance with copyright laws, as long as the material cannot be considered an outline of a speech. Any source material resembling the outline of a speech is not to be used by the speaker to prepare the contest speech. Prepared notes, extemp speeches, debate evidence handbooks and briefs are not allowed. Published material from computer online data services may be used. The URL source of the published downloaded material should be included. Typed or handwritten materials may not be taken into the preparation room, except in the form of an index file which has been prepared by the student for the sole purpose of convenience in finding references to specific topics. A computer or other electronic retrieval devices shall not be taken into the preparation room. This includes cell phones. Conversing is not allowed in the prep room.
- Restrictions on notes: A speaker may use only one note card that is no larger than 3x5 inches when delivering the speech. However, there is no limit placed on the quantity of information on the one card. **When leaving the prep room, contestants may take only their topic slip and note card to the contest room. No other materials (including a legal pad) may be taken from the prep room.**
- Drawing topics: At approximately 10-minute intervals, you will be called by speaking order to draw five topic slips from the containers marked by section. After drawing five slips, select one on which to speak and return the remaining four slips to the respective container. Do not discuss your topic with others. After the 30-minute preparation period, take your topic slip to your contest room and present it to the chairperson or judge.
- Restrictions on time: A speech may not be longer than seven minutes. There is no minimum time. You may complete the sentence in progress without disqualification, after the allotted time has expired. The responsibility of keeping within the seven minute time limit rests with you, not the timekeeper.
- Verification period: After both the preliminary round and the announcement of the unofficial results, and the final round and the announcement of unofficial results, your individual evaluation sheets will be made available. Approximately 15 minutes has been allotted for each verification period and it is the responsibility of you and your coach to question any tabulation error before the official results of the rounds are announced. This is not a time to question the decision or ranking a judge has given you. Anyone not present for this ballot verification period forfeits the opportunity to verify tabulation. The verification period after prelims and before the announcement of the students who will advance to finals will begin at approximately _____ in room _____. The verification period after finals and before the announcement of official results will begin at approximately _____ in room _____.

TOPIC DRAW

- Preparation of topics. To prepare topics for the extemp draw, cut the topic sheets into the slips, as indicated. Each preliminary section has its own set of topics. The UIL provides identical topics for each section, so to avoid duplication of the topics in the draw, place each section’s topics in a separate

container (envelope, receptacle, etc.) and label them. Having the contestants' names on each section envelope is also helpful.

- Drawing topics. (See Extemp Draw Guide, page 161) Contestants will draw topics 30 minutes prior to speaking, in a staggered manner. This means that all first speakers will draw at the same time and speak at the same time (in different rooms, before different judges); all second speakers will draw at the same time and speak at the same time; etc. Each contestant will draw five topics from the container, choose one to speak on, and return the other four topics to the container from which they were drawn. To prevent speakers in the same room from speaking on identical topics, it is important that the topics for different sections do not get mixed. Rules do not prohibit a contestant from using his or her index file when drawing topics.
- Room arrangement. To simplify the drawing procedure, hold both the informative and persuasive draws at the same time, since a student may not enter both contests. To minimize confusion, informative speakers should draw topics on one side of the room and persuasive speakers should draw topics on the other.

During the contest

CHAIRPERSON

Audiences are permitted and encouraged. Before the round begins, request that all cell phones be turned off. When a speaker has entered the room to give their speech, the chairperson/timekeeper should announce to the judges the name of the contestant and the topic selected from the speaker's topic slip. This information may be written on a chalkboard if one is available in the contest room while the judge is writing notes on the previous speaker. The chairperson/timekeeper should give the judges time to write the speaker's name and topic on the ballot before allowing the speaker to begin.

TIMEKEEPING

Timekeeping is critical to this contest. The timekeeper should sit where they can be seen by contestants and should demonstrate to contestants the type of time signals to be used. All timekeepers should be trained in advance of the contest according to the instructions in C&CR Section 1003 (b) (4), which are provided below:

(4) *Timekeeper and Signal Standards.*

- (A) A timekeeper should be provided for each contest to notify the contestant of the amount of time remaining from the total allotted time. The timekeeper should sit where they can be seen by contestants and should demonstrate before each contestant begins the type of time signals to be used. The time cards are a much preferred method of signal.
- (B) A timekeeper may use either hand signals or timecards to indicate to the speaker the remaining time. If timecards are available, when the speaker begins to talk, the card marked "7" should be held so that the speaker can see it. When the speaker has talked for one minute, the card marked "6", should be held so the speaker can see it, which indicates six minutes remaining, etc. When the speaker has talked for six minutes the timekeeper should raise the card marked "1" above his/her head. When only 30 seconds remain, the timekeeper should raise the "1/2" card (preferably a yellow card) above the head. At the end of the full seven minutes, the timekeeper should hold the "stop" card (preferably a red card) above the head, or otherwise indicate that the total allotted time has been consumed. An interpretative contestant who is still speaking as the "stop" card is raised is deemed to have gone over seven minutes. Prose and poetry contestants may not go over seven minutes without disqualification. In informative and persuasive speaking, the speaker may complete only the sentence in progress without disqualification.

The following hand signals (signal with fingers) are recommended if timecards are not used:

- (i) After three minutes have elapsed, give a signal of four fingers.
- (ii) After five minutes have elapsed, give a signal of two fingers.
- (iii) After six minutes have elapsed, give a signal of one finger.
- (iv) After seven minutes have elapsed, the timekeeper may stand or otherwise indicate that the total time has elapsed.

After the contest

CHECKING THE BALLOTS

Check to see that the ranks on the judge's master ballot and the individual evaluation sheets are the same. Check to see that each judge gave one and only one first, second, third, fourth, fifth, sixth, etc.

TABULATING RESULTS

Contest sites are urged to use the UIL software to tabulate results. There are no ties in speech events. In the case of panel judging it is critical that the UIL system of majority or better ranks be utilized. (A Judges' Ranking Sheet for a panel of judges is included in the appendix.) The following criteria, in the following order, shall be used to determine all ranks:

Remember: In any case where there is a tie all contestants who are tied shall be awarded a place before going on to another contestant or place.

- Any contestant who receives a majority of firsts shall be awarded first place.
- In the event that no contestant receives a majority of firsts, the contestant with the lowest sum of total ranks shall be awarded first place.
- If, at this point, two or more contestants tie with the same low sum of total ranks, break the tie by the use of judges' preference. Judges' preference is a method of tabulation and does not infer that judges confer to reach a preference. (See further explanation below)
- Should a tie occur at this point between three or more contestants which cannot be broken by judges' preference, the ranks of only the tied contestants shall be converted to decimal equivalents on the following scale.

Rank of first	=	1.00
Rank of second	=	.50
Rank of third	=	.33
Rank of fourth	=	.25
Rank of fifth	=	.20
Rank of sixth	=	.17
Rank of seventh	=	.14
Rank of eighth	=	.13

The contestant with the highest sum total of the decimal value of ranks shall be awarded first place.

- If after converting to decimal values two contestants remain tied with equal sums of decimal values, this tie shall be broken by judges' preference.
- Should a tie between three or more contestants occur which cannot be broken by these methods, it shall be broken by a blind draw.

The order of this criterion shall be used to determine all ranks. When determining second place, a majority of second place ranks or better is the first criterion. When determining third place, a majority of third place ranks or better is the first criterion, etc.

Determine second place next. If a tie existed for first place, automatically give the person tied with the first place winner second place. If no tie existed, a contestant (not already awarded a place) ranked second or better by a majority of the judges shall be awarded second place. If, however, no contestant receives a majority of seconds or better or if two unranked contestants receive a majority of seconds or better, (i.e., ranks of 1 and 2, or 2 and 2), then the contestant with the lowest sum of total ranks shall be awarded second.

In the following example, both unranked contestants have a majority of seconds or better, so contestant #2, whose sum of total ranks is lower, is ranked second. Award Contestant #1 third before any other contestant or place is considered. The next place to be awarded is fourth.

	Judge	Judge	Judge		
Contestant	A	B	C	Total	Rank
One	3	2	2	7	3rd
Two	2	1	3	6	2nd
Three	1	5	1	N/A	1st

In the next example, first place was awarded to a contestant with a majority of firsts, and no contestant had a majority of seconds or better. Contestants 1 and 2 have the same sum of total ranks, so the tie for second must be determined by judges' preference.

The TalkTab computer program for tabulating multiple judge ranks may be downloaded for free from the speech page of the UIL web site. District and region contest directors should use it to avoid incorrect placement.

ATTENTION: In any case where there is a tie all contestants who are tied shall be awarded a place before going on to another contestant or place.

FOR MORE information on converting ties to their decimal equivalent, See C&CR Section 1003 (b) (4) (B) (v).

Contestant	Judge A	Judge B	Judge C	Total	Preference	Rank
One	2	5	3	10	+	2nd
Two	4	2	4	10	-	3rd

Contestant 1 is ranked higher (or receives higher preference) than contestant 2 by two of the three judges (A & C), and is awarded second place. Contestant 2 shall be awarded third place before any other contestant or place is considered. Any tie between only two contestants can be broken by judges' preference.

Many three-way ties, where three contestants have the same sum of total ranks, can also be broken by determining judges' preference. For determining judges' preference with three contestants, compare the first tied contestant with the second tied contestant. Then compare the first tied contestant with the third (other) tied contestant, as in the following example.

Contestant	Judge A	Judge B	Judge C	Total	Preference	Rank
One	1	4	4	9	- -	3rd
Two	4	3	2	9	+ +	1st
Three	5	1	3	9	+ -	2nd
Four	3	5	5	13		5th
Five	2	2	6	10		4th
Six	6	6	1	13		6th

No speaker has a majority of firsts, and three speakers are tied with a rank sum of 9.

1. Compare speaker #1 to speaker #2, and two of three judges (B & C) ranked #2 higher. A (+) beside speaker #2 in the preference column, and a (-) beside number #1 indicate the judges' preference.
2. Now compare speaker #1 to the other contestant involved in the tie, speaker #3. Two judges (B & C) ranked #3 higher than #1, indicated by a (+) in the preference column for speaker #3, and a (-) in the preference column for #1.
3. Now compare speaker #2 to speaker #3, and note that two of the three judges (A & C) ranked speaker #2 higher, as indicated by a (+) in the preference column for speaker #2, and a (-) for speaker #3. The two (+)'s for speaker #2 in the judges' preference column indicate that speaker #2 was preferred over both other contestants, so this speaker is awarded first.
4. Speaker #3 was ranked higher than speaker #1 by two of the three judges, so contestant #3 is awarded second.
5. Contestant #1 is then awarded third.

Although speaker #5 has a majority of second place ranks, this contestant is not awarded second place, because all three contestants tied for first must be ranked before considering other contestants or places.

The next place to be determined is fourth place, and speaker #5 is the only unranked contestant with a majority of fourths or better (two second place ranks). Therefore, contestant #5 is awarded fourth place.

The next place to be determined is fifth, and speaker #4 is the only unranked contestant with a majority of fifths or better. Therefore, contestant #4 is awarded fifth place, and speaker #6 is awarded sixth.

Should a tie occur at this point between three or more contestants which cannot be broken by judges' preference, the ranks of only those contestants involved in the tie shall be converted to their decimal equivalent.

In the following example, contestant #2 has a majority of firsts and is awarded first place. No unranked contestant has a majority of seconds or better, and contestants #1, #3, and #5 have the same total low sum of ranks.

FOR TABULATING results and determining winners use UIL TalkTab software.

ATTENTION: In any case where there is a tie all contestants who are tied shall be awarded a place before going on to another contestant or place.

FOR BREAKING TIES in panel judging see C&CR, Section 1003 (b) (3).

**FOR INSTRUCTIONS
on ballot verification see C&CR, Section 1003 (b) (6).**

INDIVIDUAL POINTS

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

SPEECH TEAM POINTS

1st place.....	10
2nd place.....	5

SPEECH TEAM POINTS

The UIL Spring Meet Online Entry System will calculate and award speech team points.

Contestant	Judge			Total	Preference
	A	B	C		
One	1	6	4	11	+ -
Two	2	1	1	N/A	
Three	3	2	6	11	- +
Four	6	3	5	14	
Five	4	5	2	11	- +
Six	5	4	3	12	

Judges' preference cannot be determined because no contestant is given preference over both others. Only the ranks of the tied contestants shall be converted to their decimal equivalent as follows:

Contestant #1	Contestant #3	Contestant #5
1st = 1.00	3rd = .33	4th = .25
6th = .17	2nd = .50	5th = .20
4th = <u>.25</u>	6th = <u>.17</u>	2nd = <u>.50</u>
1.42	1.00	.95

- Contestant #1 has the highest sum total of decimal value, and is awarded second place.
- Contestant #3 has the next highest total, and is awarded third place, and contestant #5 is awarded fourth place.
- Both contestants remaining unranked have a majority of fifths or better. Therefore, contestant #6, with the lower sum of total ranks, is awarded fifth place and contestant #4 is awarded sixth.

Contestant	Judge			Total Value	Preference	Decimal	Rank
	A	B	C				
One	1	6	4	11	+ -	1.42	2nd
Two	2	1	1	N/A			1st
Three	3	2	6	11	- +	1.00	3rd
Four	6	3	5	14			6th
Five	4	5	2	11	- +	.95	4th
Six	5	4	3	12			5th

- If after conversion to decimal values, two contestants remained tied, this tie shall be broken by judges' preference, as in the following example of three contestants tied for first:

Contestant	Judge			Total	Pref	Decimal Value	Rank
	A	B	C				
One	1	5	2	8		1.70	1st
Two	3	1	4	8	+	1.58	2nd
Three	4	3	8	8	-	1.58	3rd

In this example, judges' preferences cannot be determined among the three tied contestants. When ranks are converted to decimal value, contestant #1 has the highest total and is therefore awarded first place. Now judges' preferences shall be used to break the simple 2-way tie between contestants #2 and #3. Two of the three judges (A&B) ranked contestant #2 higher than #3, and contestant #2 is awarded second place. Contestant #3 shall be awarded third place before any other contestant is considered.

If at this point, a tie still exists among three or more contestants whose decimal value of ranks is equal, the tie must be broken by a blind draw, except at state finals. The following example illustrates a tie among three contestants that must be broken by a blind draw.

Contestant	Judge			Total	Pref	Decimal Value	Rank
	A	B	C				
One	1	3	5	9	+ -	1.53	TIE
Two	3	5	1	9	- +	1.53	TIE
Three	5	1	3	9	+ -	1.53	TIE

All three contestants shall be awarded ranks by a blind draw before any other contestant or place is considered. Points shall be divided equally in accordance to Section 902 of the C&CR.

DISQUALIFICATIONS

Only the contest director is empowered to disqualify contestants for time or rule violations. Judges should rank all contestants in a round and then bring the issue to the contest director's attention after the round. Judges may not disqualify contestants. For disqualifications in the final round, the contestant should receive no place (rank). He or she also does not contribute points toward the speech team award or overall sweepstakes.

BALLOT VERIFICATION

This period is mandatory. Before the official results are announced in both preliminary and final rounds, the contestants and/or coaches should be given the unofficial results and allowed to view individual evaluation sheets for no more than 15 minutes. The judges' ranking sheet used to tabulate ranks from a panel of judges should be available during the verification period. Contestants and/or coaches may, at this time, bring up any questions concerning tabulation to the attention of the contest director. The contest director will then correct any errors before the official results are announced. Students may keep their evaluation sheets after results are declared official. Questions about judges' decisions are not allowed.

OFFICIAL RESULTS

When the ballot verification period is over, the official results may be announced or posted. These results are final. At this time, individual evaluation sheets may be released to coaches/students.

AWARDS

Present medals to the winners according to the guidelines outlined in the UIL Constitution and Contest Rules. If a contestant advances to the final round in this event but does not compete in that round, the contestant should not receive a place (rank). He or she also does not contribute points to the speech team award or sweepstakes.

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. 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 contest 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 the State Office with a list of contestant absentees if alternates were not present to take these individuals' places. A "No-Show" form is provided in your packet.

MAILING RESULTS

Mailing full meet results to participating schools is optional since results will be posted on-line.

EXTRA CONTEST MATERIALS

Destroy or distribute any extra contest materials. *Note:* topics should be destroyed.

ONLINE NOTE:
If this is your final speech event to certify ranks, be sure to click on "Verify speech team results" to calculate speech team points.

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