



# Poetry Interpretation

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 1006 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
- 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
- Category description sheets
- Instructions to contest directors for documentations check
- (REGION) State Meet information cards for state qualifiers (5)
- (REGION) "No-Show" forms
- (REGION) Meet Evaluation

**STUDENTS ARE PROHIBITED** from using the same literature more than one year in UIL State Meet poetry contest.

**INVENTORY ALL materials well in advance to make sure you have what you need. If necessary, 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 their own students.**



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

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

**“D” DENOTES “district”**

**“P” DENOTES “place”**

**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; judges should not serve as timekeepers)
- Tabulation room staff (2-3)

**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, run the prose and poetry contests at the same time, as contestants are not allowed to enter both. Two and one-half hours has been allotted for the preliminary round of this contest. It is critical to stay on schedule since some students may need to go to other events. A verification period is required after the preliminary round and after the final round before the official results are announced.

**DISTRICT SECTIONING (DISTRICT)**

Assign contestants to sections for the preliminary rounds in accordance to the C&CR. For example, 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.

Under no circumstances are different sections of the same event to be run at different times.

**REGIONAL SECTIONING (REGION)**

Sectioning is conducted the same way at the regional level as it is at district, but it is critical 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 most likely result in a strong 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

## SPEAKING ORDER

Competitors may request to be placed first or second in the round in order to compete in a nonconflicting event, 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, previous page) 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, instructions for judging and poetry category descriptions. 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, prelim judges in sections of prose interpretation can then serve as a panel of judges for the final round of poetry interpretation. Poetry prelim round judges will then serve as a panel of judges for the final round in prose. Panels should always be an odd number (3, 5, etc.). You may use a single judge in each section of the prelim 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.

Hold a judges meeting prior to beginning the contest to explain the categories and performer requirements. Instruct judges not to discuss their decisions with other individuals or judges while judging a given contest or prior to turning in completed ballots.

## During the contest

### 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 on the online advance qualifiers list if a contestant is not present. Only certified alternates from that district may fill the empty slot.

### CATEGORY DRAW

Contestants must prepare a selection from each of the categories described in C&CR, Section 1006 (c)(3) and must be prepared to read a selection from each category. The contest director should conduct a drawing prior to the beginning of the round to determine which category will be read by all contestants in the round. For example, if category B is drawn, all contestants will read from that category. Once a category is drawn for the round it must be used for that round. For the final round the remaining category will be used. A separate draw may be held for both the prose and poetry contests. The contest director may check

**"D" DENOTES**

**"district"**

**"P" DENOTES**

**"place"**

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

**Consult the UIL Prose & Poetry Handbook and web site for expanded clarification of categories and documentation.**

**FOR MORE information on disqualification see C&CR, Section 1006 (c).**

**STUDENTS SHALL not be allowed to compete without sufficient documentation.**

**FOR CRUCIAL time-keeping instructions, see C&CR, Section 1003 (b) (4).**

**FOR TABULATING results and determining winners use UIL TalkTab software.**

documentation for all rounds before the first round begins, so that a student does not advance to the final round and is unable to read due to insufficient documentation. If documentation is checked for both categories before prelims and either one is insufficient, the student should not be allowed to read. Documentation may also be checked in advance of the meet.

#### CATEGORY REQUIREMENTS/RULE REMINDERS

*The contest director should read aloud to the contestants the specific requirements of the category drawn.* Remind the contestants that the time limit, including the introduction, is seven minutes. There is no grace period nor minimum time. The responsibility for keeping within the seven minutes rests with the contestant, not the timekeeper. The penalty for exceeding the seven minute time limit is disqualification.

#### CATEGORY RESTRICTIONS

Material chosen for either category of poetry interpretation shall meet the following restrictions: (A) all selections shall be published, printed material; Internet material must be published concurrently in hard copy; (B) selections from plays or screenplays shall not be used; (C) song lyrics published only as music shall not be used in either category; (D) no contestant shall use selections from the same literary work more than one year at UIL State Meet; (F) selections shall be read in the English translation. However, incidental use of foreign language words and phrases in any selection may be used as in the original.

#### POETRY CATEGORIES

##### Category A “Exploring Excellence in Poetry”

The contestant shall perform a published poem, or excerpts of poems, written by an award-winning poet. All poems or excerpts of poems read shall be written by a single poet. Works by anonymous poets are not acceptable. Woven programs are prohibited in Category A. The poet used in this category shall not be used in Category B of poetry. The poet selected for this category shall have won one of the awards listed below. Nominees and finalists are not eligible. Any published poem by the award-winning poet may be used.

- |  |  |
|--|--|
| (A) Pulitzer Prize for Poetry.               | (J) First Book Awards for Poetry from the Native Writers Circle of the Americas. |
| (B) National Book Award for Poetry.          | (K) Academy Fellowship.  |
| (C) PEN Voelcker Award for Poetry.           | (L) Frost Medal for Distinguished Achievement.                                   |
| (D) PEN Joyce Osterweil Award for Poetry.    | (M) Kingsley Tufts Poetry Award.   |
| (E) PEN Beyond Margins Award.                | (N) Kate Tufts Discovery Award.  |
| (F) Pushcart Prize for Poetry.               | (O) National Book Critics Circle Awards.   |
| (G) Los Angeles Times Book Prize for Poetry. | (P) Lenore Marshall Prize.   |
| (H) Bobbitt National Prize for Poetry.       | (Q) Witter Bynner Poetry Prize.  |
| (I) Cave Canem Poet Winners.                 |  |

No other award lists will be accepted.

##### Documentation Requirements for Category A

In order to meet category restrictions, the contestant shall provide proof their selection is published in hard copy. Examples of acceptable proof include the original published source or a photocopy of the Library of Congress cataloging information. If the selection is drawn from a literary collection, the contestant must supply the original source or a photocopy of the table of contents that designates the title of the book and proof the specific selection is included in that book, or an online printout proving the selection is included in the published collection. For Category A, the contestant also shall provide published proof that the poet is listed as an award recipient on one of the approved award lists. If an online data service is used for documentation, contestants should print the home page/main index page of the site from which the documentation was retrieved. Printouts of the documentation and the home page should include the URL of the web sites. Students shall not be allowed to compete without sufficient documentation.

##### Category B “Exploring Poetry”

The contestant shall perform published poetry. In this category, the contestant shall select one of the following options for performance: 1) perform a single poem or excerpt of a poem by one poet; 2) perform a thematic collection of up to six poems by one or more poets. The thematic collection may be woven or it may incorporate transitions without weaving. The introduction and/or transitional material should be used to help the audience identify the theme and connection of the poetry. If the program is woven, it must be stated in the introduction. The poet(s) used in this category shall not be used in Category A of poetry. Works by anonymous poets are permissible in this category only. The goal of this category is to explore poetic forms that may include, but are not limited to the following: classical, slam, beat, narrative, blank verse, lyrical and free verse. The contestant and/or coach should refer to the current *UIL Prose and Poetry Handbook* in regards to weaving of poetry.

## Documentation Requirements for Category B

In order to meet category restrictions, the contestant shall provide proof their selection is published in hard copy. Examples of acceptable proof include the original published source or a photocopy of the Library of Congress cataloging information. If the selection is drawn from a literary collection, the contestant must supply the original source or a photocopy of the table of contents that designates the title of the book and proof the specific selection is included in that book, or an online printout proving the selection is included in the published collection. If an online data service is used for documentation, contestants should print the home page/main index page of the site from which the documentation was retrieved. Printouts of the documentation and the home page should include the URL of the web sites. Students shall not be allowed to compete without sufficient documentation.

## BIBLIOGRAPHIC INFORMATION

Students are urged to take to the contest site the original published source of the selection and/or to add bibliographic information for selections in the form of a footnote on their manuscript copy.

## TIMEKEEPING

Judges in the round should not also keep time. The timekeeper should sit where they can be seen by contestants and should demonstrate to contestants the type of time signals to be used. There is no grace period in poetry interpretation. The responsibility of keeping within the given time limit rests with the contestant, not the timekeeper. The penalty for exceeding the seven minute time limit is disqualification from the round, with the only exception being in the final round of the State Meet. All timekeepers should be trained in advance of the contest according to instructions in the 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.

## AUDIENCES

Contestants should be offered the educational opportunity to experience the variety of literature and performances available through UIL participation. Therefore, it is permissible for contestants to listen to each other. Additionally, coaches of the contestants, and anyone else interested in listening to the performers, are allowed to be in the contest room. Before the round begins, request that all cell phones be turned off.

## 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.**

**The TabTalk 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.**

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

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

# After the contest

## CHECKING BALLOTS

Check to see that the ranks on the judge's 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. Do not dismiss your judges until doing this.

## TABULATING RESULTS

Contest sites are urged to use UIL software for tabulating results. Download it from the UIL web site. 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.

1. Any contestant who receives a majority of firsts shall be awarded first place.
2. 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.
3. If, at this point, two or more contestants tie with the same low sum of total ranks, the tie shall be broken 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.
4. 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.

5. If after converting to decimal values two contestants remain tied with equal sums of decimal values, this tie shall be broken by judges' preference.
6. 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.

Second place must be determined next. If a tie existed for first place, the person tied with the first place winner is automatically given 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. Contestant #1 is then awarded third before any other contestant or place is considered, and 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

## 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.

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.

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, 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

**FOR INSTRUCTIONS  
on ballot verifica-  
tion see C&CR, Sec-  
tion 1003 (b) (6).**

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.

Please note that 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.

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.

**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.**

## 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 official results are announced. Questions about judges' decisions are not allowed.

## OFFICIAL RESULTS

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

## AWARDS

Present medals to the individual winners according to the guidelines outlined in the *UIL Constitution and Contest Rules*.

## 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 to the UIL State Office 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

Destroy or distribute any extra contest materials.

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# Prose Interpretation

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 mailed 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
- 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 Sheets for a panel of judges
- Category description sheets
- Instructions to contest directors for documentations check
- (REGION) State Meet information cards for state meet qualifiers (5)
- (REGION) "No-Show" forms
- (REGION) Meet Evaluation

**STUDENTS ARE PROHIBITED from using the same literature more than one year in UIL State Meet prose contest.**

**INVENTORY ALL materials well in advance to make sure you have what you need. If necessary, 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 their own students.**

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

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

**“D” DENOTES “district”**

**“P” DENOTES “place”**

**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; judges should not serve as timekeepers)
- Tabulation room staff (2-3)

**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, run the prose and poetry contests at the same time, as contestants are not allowed to enter both. Two and one-half hours has been allotted for the preliminary round of this contest. It is critical to stay on schedule since some students may need to go to other events. A verification period is required after the preliminary round and after the final round before the official results are announced.

**DISTRICT SECTIONING (DISTRICT)**

Assign contestants to sections for the preliminary rounds in accordance to the C&CR. For example, 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.

Under no circumstances are different sections of the same event to be run at different times.

**REGIONAL SECTIONING (REGION)**

Sectioning is conducted the same way at the regional level as it is at district, but it is critical 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 most likely result in a strong 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

## SPEAKING ORDER

Competitors may request to be placed first or second in the round in order to compete in a nonconflicting event, 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, previous page) 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, instructions for judging and prose category descriptions. 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, prelim judges in sections of prose interpretation can then serve as a panel of judges for the final round of poetry interpretation. Poetry prelim round judges will then serve as a panel of judges for the final round in prose. Panels should always be an odd number (3, 5, etc.). You may use a single judge in each section of the prelim 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.

Hold a judges' meeting prior to the beginning of the contest to explain the categories and performer requirements. Instruct judges not to discuss their decisions with other individuals or judges while judging a given contest, or prior to turning in completed ballots.

## During the contest

### 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 on the online advanced qualifier list if a contestant is not present. Only certified alternates from that district may fill the empty slot.

### CATEGORY DRAW

Contestants must prepare a selection from each of the categories described in C&CR, Section 1006 (c)(3) and must be prepared to read a selection from each category. The contest director should conduct a drawing prior to the beginning of the round to determine which category will be read by all contestants in the round. For example, if category B is drawn, all contestants will read from that category. Once a category is drawn for the round it must be used for that round. For the final round the remaining category will be used. A separate draw may be held for both the prose and poetry contests. The contest director may check

**"D" DENOTES**

**"district"**

**"P" DENOTES**

**"place"**

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

**Consult the UIL Prose & Poetry Handbook and web site for expanded clarification of categories and documentation.**

**FOR MORE information on disqualification see C&CR, Section 1006 (c).**

**STUDENTS SHALL not be allowed to compete without sufficient documentation.**

**FOR CRUCIAL time-keeping instructions, see C&CR, Section 1003 (b) (4).**

**FOR TABULATING results and determining winners use UIL TalkTab software.**



documentation for all rounds before the first round begins, so that a student does not advance to the final round and is unable to read due to insufficient documentation. If documentation is checked for both categories before prelims and either one is insufficient, the student should not be allowed to read. Documentation may also be requested and checked in advance of the meet.

**CATEGORY REQUIREMENTS/RULE REMINDERS**

*The contest director should read aloud to the contestants the specific requirements of the category drawn.* Remind the contestants that the time limit, including the introduction, is seven minutes. There is no grace period nor minimum time. The responsibility for keeping within the seven minutes rests with the contestant, not the timekeeper. The penalty for exceeding the seven minute time limit is disqualification.

**PROSE CATEGORIES**

**Category Restrictions**

Material chosen for either category of prose interpretation shall meet the following restrictions: (A) all selections shall be published, printed material, (B) selections from plays or screenplays shall not be used, (C) speeches shall not be used, (D) no contestant shall use an individual writer in more than one category in the contest, (E) no contestant shall use selections from the same literary work more than one year at UIL State Meet, (F) selections shall be read in the English translation; however, incidental use of foreign language words and phrases in any selection may be used as in the original.

**Category A: “Exploring the Southern Experience”**

The contestant shall perform a selection from a printed, published work written in prose by a single author. The selection should explore the experiences that depict the culture, heritage, struggle, triumph or mystique of life in the South. In addition to the literary work being about the South, the author shall be born in one of the following states: Alabama, Arkansas, Florida, Georgia, Louisiana, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, or West Virginia. Only a prose work by an author born in one of the twelve states listed is acceptable. The selection may be fiction or non-fiction, but may not include speeches, one-person theatre or theatrical monologues. Works by anonymous authors are not permissible. The author used in this category shall not be used in Category B of prose.

**Documentation Requirements for Category A**

In order to meet category restrictions, the contestant shall provide proof their selection is published. Examples of acceptable proof include the original published source or a photocopy of the Library of Congress cataloguing information. If the selection is drawn from a literary collection, the contestant must supply the original source or a photocopy of the table of contents that designates the title of the book, as well as proof that the specific selection is included in that book, or a printout from an online source proving the selection is included in the published collection. For Category A, the contestant shall also provide documentation that the writer was born in one of the following states: Alabama, Arkansas, Florida, Georgia, Louisiana, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, or West Virginia. Examples of acceptable documentation include the original or photocopy of an encyclopedia or reference book, or other published biographical information that verifies the author’s place of birth. Also acceptable is correspondence from the author or publisher, or a published newspaper, magazine article or book jacket that verifies the author’s place of birth. If an online data service is used for documentation, contestants should print the home page/main index page of the site from which the documentation was retrieved. Printouts of the documentation and the home page should include the URL of the web site. The author in this category shall not be used in Category B of prose. See the UIL Prose and Poetry Handbook and the official UIL web site for acceptable and unacceptable online documentation. Students shall not be allowed to compete without sufficient documentation.

**Category B: “Exploring Prose Fiction”**

The contestant shall perform a single selection from a printed, published piece of prose fiction. The literary work may be written by a single author or be a collaborative work by two or more authors. A literary work by an anonymous author is permissible in this category. The goal of this category is for the student to explore the many diverse realms of prose fiction. The selection for this category may include but is not limited to short stories, novels, science fiction, fantasy or folklore. The selection may not include speeches, one-person theatre or theatrical monologues. The author used in this category shall not be used in Category A of prose.

**Documentation Requirements for Category B**

In order to meet category restrictions, the contestant shall provide proof their selection is published.

Examples of acceptable proof include: the original published source or a photocopy of the Library of Congress cataloging information from its source or from the Library of Congress web site. If the selection is drawn from a literary collection, the contestant must supply the original source or a photocopy of the table of contents that designates the title of the book and proof the specific selection is included in that book, or a printout from an online source proving the selection is included in the published collection. For Category B, the contestant also shall provide published documentation that the selection is classified as fiction. Verification may consist of one of the following: Library of Congress or Dewey Decimal classification systems that designate the selection as fiction; other published sources such as The New York Times fiction bestseller list; or a published source that designates the selection as one of the approved literary forms for this category. Approved online sources may also be used for documentation purposes. If an online source is used for documentation, contestants should print the home page/main index page of the site from which the documentation was retrieved. Printouts of the documentation and the home page should include the URL of the web site. See the UIL Prose and Poetry Handbook and the UIL web site for acceptable and unacceptable online documentation. Students shall not be allowed to compete without sufficient documentation.

#### BIBLIOGRAPHIC INFORMATION

Students are urged to take to the contest site the original published source of the selection and/or to add bibliographic information for selections in the form of a footnote on their manuscript copy.

#### TIMEKEEPING

Judges in the round should not also keep time. The timekeeper should sit where they can be seen by contestants and should demonstrate to contestants the type of time signals to be used. There is no grace period in prose interpretation. The responsibility of keeping within the given time limit rests with the contestant, not the timekeeper. Judges should not also keep time in their round. The penalty for exceeding the seven minute time limit is disqualification from the round, with the only exception being in the final round of the State Meet. All timekeepers should be trained in advance of the contest according to instructions in the 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.

#### AUDIENCES

Contestants should be offered the educational opportunity to experience the variety of literature and performances available through UIL participation. Therefore, it is permissible for contestants to listen to each other. Additionally, coaches of the contestants, and anyone else interested in listening to the performers, are allowed to be in the contest room. Before the round begins, request that all cell phones be turned off.

#### 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.**

**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.**

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



## After the contest

### CHECKING BALLOTS

Check to see that the ranks on the judge's 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. Do not dismiss your judges until doing this.

### TABULATING RESULTS

Contest sites are urged to use UIL software to tabulate results. Download it from the UIL web site. 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, the tie shall be broken by the use of judges' preference.
- 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. 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 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 criteria 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.

Second place must be determined next. If a tie existed for first place, the person tied with the first place winner is automatically given 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. Contestant #1 is then awarded third before any other contestant or place is considered, and the next place to be awarded is fourth.

Contestant	Judge	Judge	Judge	Total	Rank
	A	B	C		
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.

**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, 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. Contestant #1 is then awarded third.

Please note that 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.

Contestant	Judge A	Judge B	Judge C	Total	Preference
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:

**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 #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.
- Contestant #3 has the next highest total and is awarded third, and contestant #5 is awarded fourth.
- Both contestants remaining unranked have a majority of fifths or better. Therefore, contestant #6 with the lower sum of total ranks is awarded fifth, 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 Value
	A	B				
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	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 sweepstakes.

**BALLOT VERIFICATION**

This period is mandatory. Read the instructions in the C&CR, Section 1003 (b) (6) on ballot verification. 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 official results are announced. Questions about judges' decisions are not allowed.

**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.**

## OFFICIAL RESULTS

When the ballot verification period is over, announce or post the official results. 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*.

## 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 included 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.

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