



Science

These directions expand upon but do not replace the information in the UIL Constitution and Contest Rules. The contest director should read Section 952 of the Constitution, then read these guidelines for additional details.

Before the contest

ROOM

Choose a room adequate in size and selected with quietness and excellent lighting as prime factors. The UIL recommends classroom armchairs or desks with accompanying armless chairs (no stools). (DISTRICT) Remember that each school may enter six science contestants.

MATERIALS AND EQUIPMENT

The contest director will provide the following.

- A copy of the rules from the *Constitution and Contest Rules*
- Clean scratch paper for use by the contestants
- Accurate clock for timing and clock which contestants can see during the contest
- Red markers and calculators for grading
- Confirm, before the day of the event, that the spring meet director has the packet of spare answer keys, to be opened in case the answer keys are missing from the packet. If no spare keys can be located, ask the director to contact the League office.
- (DISTRICT) One 8 1/2 x 11 envelope per school (8-12)

CONTEST PACKET

The League office will provide the following.

- Instructions
- Sufficient copies of the tests and answer keys in a sealed envelope (Do not open the sealed district test packet until just prior to the beginning of the contest. The district director may schedule a specific time and place for contest directors to pick up these packets on the day of the event.)
- Answer sheets (approximately 70)
- Certificates for the top scorers in Biology, Chemistry and Physics
- Contest Evaluation Form
- (REGION) Regional awards order form (green)
- (REGION) State Meet information cards for state meet qualifiers (14)

PERSONNEL

- Contest director. A coach of a contestant may serve as contest director.
- Assistant to the contest director. (REGION) The UIL staff may appoint an assistant to the contest director from one of the high schools in the region, if requested. This individual will serve as a support person for the contest director and may be on hand before, during and after the meet to answer

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

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

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

A school must have at least three contestants compete in order to advance as a Science team.

questions which may arise concerning the contest. Coaches of competitors may serve as assistants to the director.

- Graders. The contest director shall arrange for competent graders and shall designate one of the graders as head grader. Almost certainly your best graders will be coaches of the contestants, and we encourage you to use their skill and experience to ensure accurate and efficient grading of the test papers. Coaches have, upon request, the privilege of grading.
- Head grader. The contest director shall appoint a head grader who shall (when the contest begins) transport the answer keys and surplus tests to the grading room, supervise the checking of the answer key, and shall supervise the grading of the first papers until the contest director can get to the grading room.
- One monitor. The contest director may appoint one monitor, who may be a coach of a contestant.

TIME

- Allot 2 1/2 hours for the contest: up to 20 minutes for roll call and opening remarks, and exactly two hours for the test. It is critical to stay on schedule as some contestants may need to go to other events.
- Arrange for and announce, during the opening remarks and if possible in the meet program, the time and place of a 15-minute verification period prior to the announcement of official results.

CONTEST ROSTER & RESULTS SHEET

(DISTRICT & REGION) Your meet district director will provide to you a contest roster, generated from the UIL Spring Meet Online Entry System. It will list the contestants and alternates from each school. You will need to assign contestant numbers, and you may use the numbers beside each contestant's name on the roster. You will also record scores and/or results on the contest roster to give to the meet director, who will then enter the results/scores into the online system.

SUBSTITUTIONS

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

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

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

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

TEAM COMPETITION

(DISTRICT) Schools may enter six competitors at the district level. All six competitors may compete for individual honors. The top three scores for each school will count in team competition. Team members who qualify to regional will compete for both team and individual honors at that level. The top four members of the winning team may advance to the next higher meet. The top second place overall team (wild card) in the region will also advance to regional competition.

(REGION) A team must have a minimum of three contestants to qualify for the team competition. A person who advances to this level of competition also qualifies for individual ranking and medals.

ALTERNATES (REGION)

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

SORTING ENVELOPES (DISTRICT)

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

During the contest

1. Approximately 30 minutes before the actual contest begins, the contest director and monitor shall open the test packet to verify that there is an adequate number of tests and that there are no missing or misprinted pages on any test.
2. Gather contestants, coaches and other interested individuals in the contest room for roll call. Make documented substitutions prior, during or at the close of roll call.
3. Allow contestants to use only calculators which meet the rules restrictions. The contest director shall solicit the help of coaches to ensure that all models of calculators used in the contest confirm to the rules and that all calculators are cleared.
4. Advise the contestants as to the time and place of the verification period, the announcement of unofficial and official results and where the results will be posted.
5. Read aloud the following statement: "Coaches, contest directors and contestants are responsible for maintaining confidentiality of contest material. Transfer of information relative to the test shall be considered a violation of the academic spring meet code and subject to penalties as outlined in Section 700 of the C&CR."
6. When the contest is about to begin, send all individuals except the contestants, contest director and the one monitor from the room and keep them out of the contest room throughout the actual contest. Other individuals may station themselves outside the contest room to maintain quiet during the contest.
7. Send the graders to the grading room as soon as the contest begins. The head grader shall transport the answer keys and surplus tests to the grading room and supervise the checking of the answer key. In the case of an error on the answer key of an objectively-scored contest, graders should notify the UIL State Office of the nature of the error and/or contact the respective state contest director to seek clarification. Papers should be judged on correctness rather than on an incorrect answer given in the key.
8. Read aloud to contestants the following instructions:
 - a. Indicate answers in the appropriate blanks provided on the answer sheet.
 - b. No oral time warning shall be given; if you desire to see the amount of time remaining in the contest, refer to the clock or to your watch. Contestants shall not use a timing device which emits an audible signal. All cell phones and other devices that emit audible sounds must be turned off.
 - c. If you finish the test before the end of the allotted time, remain at your seat and retain your paper until told to do otherwise. You may use this time to check your answers.
 - d. Keep your papers closed at all times except when told to do otherwise; this is particularly important while the test papers are being distributed and before the signal to begin the contest has been given.
 - e. If you are in the process of actually writing an answer when the signal to stop is given, you may finish writing that answer.
 - f. You may place as many notations as you desire anywhere on the test paper except the answer sheet which is reserved for answers only. You may use additional scratch paper provided by the contest director.
 - g. During the contest proper, no questions may be asked or answered.
 - h. You may use only calculators approved by contest officials. Computers are not permitted.
9. The contest director shall number the test papers and answer sheets on the outside (or in the space provided for the contestant's number) and these numbers shall correspond with the contestant's number on the contest roster. Check all tests to ensure that all pages are printed clearly and completely. Distribute the test papers by calling out the contestant's name, from the contest roster, and giving that contestant the test and answer sheet with the corresponding number.
10. Thirty minutes after the start of the contest, announce that papers may be turned in, but those desiring the full allotted time of two hours may continue. Papers that are turned in before the contest time has elapsed should be delivered to the head grader to begin grading.

CALCULATORS ALLOWED

The calculator used must be silent, hand-held and battery operated. The calculator cannot be a "computer," cannot have built-in or stored functionality that provides scientific information, and cannot have wireless communication capability. Graphing calculators that do not have built-in or stored functionality that provides additional scientific information are allowed. All memory must be cleared. Calculators that accept memory cards or memory sticks are not permitted. Each student may bring one spare calculator.

WILD CARD

Each region's highest scoring second place team may advance to the regional academic meet. In the event of a tie, all teams involved in the tie will advance.

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



Grading the papers

After the contest, gather all used contest papers so that none may be retained by the contestants, coaches or other interested parties.

- Contestants and coaches not assisting in grading are not permitted in the grading room. Allow sufficient time for careful grading. Do not sacrifice accuracy for speed. Double check the grading to be sure that no errors have been made.
- Use the C&CR and the appropriate answer key in grading/scoring the test papers.

DETERMINING PLACES

- Overall winners. After grading all tests, record the scores of all contestants on the roster and results form. First place goes to the contestant making the highest net grade; second place goes to the contestant making the next highest net grade; etc.
- Top scorers. Record the score in each of the three subject areas (biology, chemistry and physics) independently to determine the top contestants in each subject area. Contestants with the top score in each area qualify for the next higher competition and are eligible to compete equally with the overall winners. This includes individual and team honors.
- Team competition. Team scores and ranks are calculated when results are entered into the online system from the Roster and Results Form. The sum of the school's three highest contestant scores will determine the team score. Declare the team with the highest total the team winner. The top four overall scorers on the winning team may advance to the next level of competition.

TIES

- Overall winners. In the event of a tie, the formula for percent accuracy shall be used to break the tie. The formula is: percent accuracy equals number of problems correct divided by the number of problems attempted. The contestant with the highest percent accuracy shall be awarded the higher place. If the percent accuracy scores are the same, then a tie exists. Should there be a tie for first place, there is no second place. Should there be a tie for second, there is not third, and etc.
- Top scorers. Ties among contestants for the top score in biology, physics and chemistry will be broken by considering the number of questions attempted in that subject area and the number answered correctly to determine the highest percentage correct. If tied contestants have the same percentage score, then a tie exists, and both will advance to the next higher meet. Request an additional certificate from the League office.
- Team competition. If at the district or regional meet two or more teams vying for first place have the same team score, first place shall be awarded to the team with the highest score of the fourth-place team member. Should two or more contestants who are the fourth-place team member have the same score, then a team tie will be declared and all teams involved in the tie shall advance. A team without a fourth member forfeits the right to participate in the tiebreaker. At the State Meet, no tie breaking procedure will be used for teams in any place; if two first place awards are made based on a declared tie, there will be no second place, etc.

After the contest

VERIFICATION PERIOD

Announce unofficial results (contestant numbers, names and scores) of those who appear to have placed first through sixth, the top two teams, and the names and scores of the top scorers. Permit the contestants and coaches to examine the contestant's answer sheet with a copy of the test and answer key for a period not to exceed 15 minutes. Permit discussion concerning the test. If questions arise, students should raise their hands. Students should not use pencils or pens during verification. If errors exist in the recording of scores, only the contest director may correct them.

In the case of an error on the answer key of an objectively-scored contest, graders should notify the UIL State Office of the nature of the error and/or contact the respective state contest director to seek clarification. Papers should be judged on correctness rather than on an incorrect answer given in the key.

Should local contest directors not be able to contact these persons, they have the option of withholding the announcement of official results for up to two school days until the state contest director can be consulted. The contest director shall see that no papers, answer keys or notes remain with the contestants or coaches.

(DISTRICT) Ask coaches to place their contestants' papers in their school envelope.
 (DISTRICT AND REGION) Pick up all tests and answer sheets so that none remain with the contestant or coach, before the announcement of the official winners. Contestants and coaches not present at the verification period forfeit their opportunity to ask questions.

ANNOUNCING OFFICIAL WINNERS

- Overall winners. After all questions have been resolved, the contest director should announce the name, school and score of each contestant who places first through sixth. These results, once announced as official, shall be final.
- Top scorer. Announce the name, school and score of each contestants who placed first and second (alternate) in the top scorer competition in each of the three subject areas. These results, once announced as official, shall be final. Only the first place scorer in each of the three subject areas advances.
- Team competition. Announce the team member's names, school and team score for the team champion and alternate team. These results, once announced as official, shall be final.

POSTING RESULTS DURING THE MEET

Announce or post the names, schools and scores of the persons placing first through sixth, the names, school and scores of the winning and alternate team, and the names, schools and scores of the top scorers in each subject area.

POST-DISTRICT QUALIFICATIONS

Contestants can qualify to region or state as first, second or third place individual winners, as top scorers in one of the three subject areas, or as members of the winning team or wild card team. All who qualify to the next higher meet will compete for individual honors.

RETURNING PAPERS

(DISTRICT) If results are final and all test questions resolved, entries may be returned no sooner than the end of the contest on the Saturday of the respective district week.
 (REGION) If all questions are resolved and if the meet is held on Saturday, the test, answer keys and answer sheets should be returned to the contestants the day of the meet.

REPORT TO DIRECTOR

(DISTRICT) Individual contest directors shall give the contest roster/results form and sorting envelopes to the 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 UIL online system and made available for public review by 5 p.m. on the Monday following the second district week.
 (REGION) Individual contest directors shall give the contest roster/results form and sorting envelopes to the regional director immediately after the contest. The regional meet director is responsible for entering results into the UIL Spring Meet Online Entry System and making them available for public review by 5 p.m. of the Monday following the regional meet. Regional directors shall also provide a list of contestant absentees if alternates were not present to take these individuals' places.

MAILING RESULTS

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

EXTRA CONTEST MATERIALS

(DISTRICT) Destroy all extra materials on the Monday following the second district week.
 (REGION) Destroy all extra materials on the Monday following the regional meet.

ENTER ALL SCORES INTO ONLINE SYSTEM!

Enter the scores of all contestants into the UIL Spring Meet Online Entry System — not just the top six. Do so prior to verification, and use these unofficial results for verification. All scores are needed to determine team champions. Also, note individual champions for biology, chemistry and physics.

INDIVIDUAL POINTS

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

TEAM POINTS

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

TOP SCORERS

Biology	3
Physics.....	3
Chemistry	3

Individual school maximum points = 42

SCIENCE TEAM members also qualify to compete for individual awards at all levels.