

DICTIONARY SKILLS INSTRUCTIONS FOR THE CONTEST DIRECTOR

The following guidelines are to be used to expand upon, but not replace, the information in the *Constitution and Contest Rules*, Section 1422. The rules may also be found in the *A+ Handbook* and on the UIL web site.

BEFORE THE MEET

Check your contest packet...you should receive:

1. Tests
2. Answer Keys
3. Answer Sheets
4. Contest Roster

Room.

Secure a room of adequate size with desks or tables and chairs of the proper height for the number of contestants.

Materials and Equipment.

1. The test packet (tests, keys, answer sheets).
2. The contest roster may be filled out with contestants' names from entry forms prior to the contest.
3. A copy of the current *Constitution and Contest Rules* or a copy of the rules for this contest.
4. An accurate clock or stopwatch.
5. Pencil sharpener or extra pencil for use by contestants.
6. Blank sheets of paper for each contestant.
7. Students provide their own dictionaries (which may be tabbed) and pens or pencils.

Personnel.

1. *Contest Director.* A contest director is needed and may be a coach.
2. *Assistant.* A person who may be a coach should be appointed to assist the contest director during the contest.
3. *Graders.* A minimum of three competent graders who may be coaches.

DURING THE CONTEST

1. *Clearing the Room.* Contestants and coaches should be informed of the time and place of the verification period. Spectators and coaches who are not assigned a specific duty in administering the contest should be dismissed from the contest room before the contest begins.
2. *Materials.* The test and contestant answer sheets will be provided by the League office. The contest director should provide each contestant with sheets of blank paper for note taking. The contestants are responsible for providing their own dictionaries (which may be tabbed), pencils or pens, and erasers.
3. *Numbering Contestants.* All contestants should be given a test answer sheet. Using the contest roster, the contest director should call roll and assign a number to each contestant. The contestants should be instructed to write their assigned number in the top right-hand corner of the answer sheet.
4. *Testing.* The contest director should place a copy of the test questions on the desk in front of each contestant, and remind contestants that answers must be recorded on the answer sheet, not on the copy of the test.
5. *Time.* The contestants shall be given 20 minutes to answer the test questions. The contest director shall be the official timekeeper. Only a start and stop signal will be given.
6. *Test Collection.* When the 20 minutes have expired and the stop signal has been given, the contest director shall ask all contestants to place their pencils on the desk and then collect all tests, answer sheets and note sheets.

GRADING THE CONTEST PAPERS

1. Each paper should be independently scored twice, and papers contending to place should be scored a third or fourth time as needed.
2. All graders should be familiar with the grading procedures, which are listed in the *Constitution and Contest Rules* (Section 1422), in the *A+ Handbook* and on the UIL web site.
3. *Scoring.* Each paper shall be scored following the marking of all papers. Scoring is plus 3 points for every correct answer and minus 2 points for each incorrect answer. There shall be no deduction of points for any unanswered or skipped questions. Deduct twice the number of questions answered incorrectly from three times the number of questions answered correctly. Example: If a contestant has answered 31 questions correctly ($31 \times 3 = 93$) and has answered 9 incorrectly ($9 \times 2 = 18$) his total is $93 - 18 = 75$, or 75 points. If a contestant has answered 31 questions correctly ($31 \times 3 = 93$) and has answered 7 incorrectly ($7 \times 2 = 14$) and has skipped 2 questions, his total is $93 - 14 = 79$, or 79 points. No ties are to be broken in this contest. If there is a tie for first place, there is no second place. If there is a tie for second place, there is no third place, etc.
4. *Team Scores.* If your district has elected to include team competition, the combined scores of the three contestants from a school shall constitute the team's score. A team must have three contestants compete to participate in the team competition.

ANNOUNCING THE WINNERS AND RETURNING PAPERS

1. *Verification Period.* Contestants and coaches shall be allowed a time not to exceed 15 minutes to examine their own tests and an answer key before the official results are announced. If errors are found, either in the grading or recording of scores, these should be reported to the contest director at this time. The contest director is authorized to make a change on the key before the results are announced.
2. *Official Results.* Once the viewing period has expired and all test papers are collected by the contest director, official results shall be announced. Official results, once announced, shall be final.
3. *Places.* Places shall be determined and recognized through sixth place in each division. Names and schools may be announced through sixth place.
4. *Points.* Points shall be awarded through sixth place according to Section 905 (d).
5. *Returning the Tests and Answer Sheets.* Dictionary skills questions and answer sheets may be mailed to the contestants on or after the official release date, if the contestants provide the contest director with a self-addressed, stamped envelope, or materials may be mailed to participating schools. No tests or materials may be returned the day of the meet.

AFTER THE CONTEST

1. Provide the district director with a list of the winners and the number of contestants participating.
2. Make recommendations for next year.