

## **SCIENCE**

### **INSTRUCTIONS FOR THE CONTEST DIRECTOR(S)**

The following guidelines are to be used to expand upon, but not replace, the information in the *Constitution and Contest Rules*, Section 1466. The rules may be found in the *A+ Handbook* and on the UIL web site.

#### **BEFORE THE MEET**

**Check your contest packet...**you should receive:

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

#### **Room**

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

#### **Materials and Equipment**

1. The contest packet contains the rules, roster, tests and keys.
2. The contest roster may be filled out with contestants' names from entry forms prior to the contest.
3. Blank sheets of paper for each contestant.
4. A copy of the current *Constitution and Contest Rules* or a copy of the rules for this contest.
5. Red markers for grading.
6. An accurate clock or stopwatch.
7. Pencil sharpener or extra pencils for use by contestants.

#### **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 is needed, and more may be used if available. Coaches of the contestants may be graders. Be sure each is familiar with the scoring guidelines.

#### **DURING THE CONTEST**

1. Approximately 30 minutes before competition begins, the contest director and the assistant should quickly check each copy of the test for printing flaws before giving the test to the students. Assemble the contestants and coaches and explain how the contest is conducted, papers graded and winners announced. Announce when and where results will be verified, final results announced and awards presented.
2. During the test, exclude all from the room except contestants, the director and the one assistant.
3. Check names of contestants against the contest roster and assign a number to each. Instruct contestants to place the number assigned to them on the top right-hand corner of their answer sheet. (Contestant numbers may be written on answer sheets beforehand and handed to students as roll is called.)
4. The contest director should distribute the tests to contestants, instructing them not to open the tests until the start signal has been given.

5. Contestants will be given 45 minutes to answer the test questions. The contest director or assistant shall be the official timekeeper. Start and stop signals are to be given, in addition to a 15 minute warning. There should be a clock visible to all contestants.
6. When the 45 minutes have elapsed and the stop signal has been given, the contest director shall ask all contestants to place their pencils on their desks and shall collect all answer sheets and tests.

### **GRADING THE PAPERS**

1. After the test, gather all contest papers.
2. Exclude contestants from the room when grading. Allow sufficient time for careful grading, and do not sacrifice accuracy for speed. Five points shall be awarded for each correct answer, and two points shall be deducted for each incorrect answer. No points shall be awarded or deducted for an unanswered question.
3. *Team Competition*. If the district has elected to include team competition, the combined scores of the three contestants in each division from a school shall constitute the school's team score. A team must have three contestants compete to participate in the team competition.

### **ANNOUNCING THE WINNERS**

1. *Verification period*. After the papers are graded, but before results are announced, coaches and contestants shall be provided a time not to exceed 15 minutes to examine their own test papers. If errors are found, either in the grading or recording of scores, these should be reported to the contest director immediately. The contest director will then make the determining decision before results are announced. After the verification period, all tests and answer keys should be collected by the contest director.
2. *Ties*. No ties are to be broken. Should there be a tie for second place, there is no third place. Should there be a tie for third place, there is no fourth place, etc.
3. *Places*. Places should be determined through sixth place and points given according to Section 905 (d).
4. *Announcement of winners*. Once the verification period has expired, the contest director shall announce and post results. The results, once announced or posted, are final.

### **AFTER THE CONTEST**

1. Provide the district director with the Contest Roster with each contestant's score, a list of the individual and team winners, and the number of contestants participating.
2. Make recommendations or suggestions for the following year.
3. The district director or district meet host must return contestants' test, answer sheets, papers, etc. to participating schools. This material CANNOT be returned until the release date established in the current *Constitution and Contest Rules*. The meet director may need your assistance in putting the names of contestants and their schools on the papers to be returned, or in separating the contest materials to be returned to each school.