

SOCIAL STUDIES CONTEST INSTRUCTIONS FOR THE CONTEST DIRECTOR

The following guidelines are to be used to expand upon, but not replace, the information in the *A+ Handbook*. The contest 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. Rules
2. Tests and Answer Keys
3. Answer Sheet
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 contest packet, which contains tests and materials.
2. The contest roster may be filled out with contestants' names from entry forms prior to the contest.
3. A copy of the current rules for this contest.
4. An accurate clock or stopwatch.
5. Pencil sharpener and/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.* At least three competent graders are required, and additional graders may be used if available. Coaches may serve as graders.

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. *Numbering the Contestants.* The contest director should call roll and assign a number to each contestant. Instruct contestants to write their assigned contest number in the top right-hand corner of the answer sheet. (Contestant numbers may be written on answer sheets beforehand and handed to students as roll is called.)
3. *Testing.* The contest director should place a copy of the test questions on the desk in front of each contestant, and inform contestants that answers must be recorded on the answer sheet.
4. *Time.* Contestants in both divisions (grades 5-6 and grades 7-8) will be given 30 minutes to answer the test questions. The contest director shall be the official timekeeper. Only a start and stop signal will be given.

5. *Test Collection.* When the testing time has elapsed 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 of the tests.
6. *Tie Breaker.* No ties are to be broken in this contest.

GRADING THE CONTEST PAPERS

1. *Graders.* The contest director shall appoint competent judges to grade the contest papers. The graders may be chosen from a list of coaches or teachers of the contestants.
2. *Grading.* After the tests have been gathered, all tests should be delivered to the graders. Each test shall be independently scored twice, and papers contending to place should be scored a third time.
3. *Scoring.* Three points will be awarded for each correct answer. Deduct two points for each incorrect answer. No points are added or deducted for questions that are not answered.
4. *Points.* Individual points are to be awarded through sixth place. See Section 1408 (i). Tied contestants split the total points equally for the two or more places in which a tie exists.
5. *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.
6. *Ties.* No ties are to be broken. 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.

ANNOUNCING THE WINNERS

1. *Verification Period.* Contestants and/or coaches shall be allowed a time not to exceed 15 minutes to examine their own tests and answer keys 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. If a consensus is reached that the key contains an error, the contest director is authorized to make a correction before results are announced.
2. *Official Results.* Once the viewing period has expired and all tests collected by the contest director, the official results shall be announced. Official results, once announced, 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.