

## UIL Computer Applications Tests Instructions and Scoring

### I. Preparation

#### A. Setup

1. Contestants should set up their equipment during the 30 to 45 minutes prior to the scheduled time for the contest, and test to be sure all hardware and software components are working, and leave all applications open at the start of the contest.
2. Students from the same school may not sit adjacent to each other.
3. Roll is taken, and adjustments are made for alternates 10 minutes before the scheduled contest time.
4. Coaches are asked to leave 5 minutes before the scheduled time for the contest, and they are given a copy of the test to take while students are taking the test.
  - a. Coaches take tests individually or in groups at a different location than students.
  - b. Coaches gain insight of areas that will be complicated to grade by taking the test.
5. Be certain all students' work spaces are cleared of everything except computer, printer, optional keyboard, keypad and mouse, and writing instruments (i.e. no *Handbooks* or printed materials).
6. **If the contest uses downloaded Starter Files, be sure all students have the files or allow them to copy the files prior to starting the contest from a flash drive.**

#### B. Equipment

1. Each student must have a laptop/notebook computer, printer, and saving device, such as a floppy drive, a thumb/flash drive, or a CD.
2. Competitors may have an external mouse, keyboard, and keypad, but not an external hard drive.
3. **No equipment may be shared by students during contests, and networked systems may not be used.**

#### C. Software

1. Microsoft Office 2010, 2013 or 2016 or a more current version, but no older version.
2. Spreadsheet elements must be done in Excel; database elements, in Access; and documents, in Word.
3. Graders may check students' saving device to verify that the appropriate application and element was used for a given printout, and if the correct application/element was not used, that printout is not graded. (i.e. If a report is requested in Access, printing a table in Access or Excel is not acceptable.)

### II. Contest

#### A. 5-minute Tiebreaker

1. Tiebreakers are distributed to all students face down. (Manila envelopes are passed out, if you want all tests to be collected into an envelope to be turned in at contest end as is done at the State Meet.)
2. To start the tiebreaker, the director should ask all competitors to turn over their tiebreaker and type until time is called for the 5 minute test without printing during the tiebreaker time period.
3. If a student finishes a tiebreaker, he/she starts again at the beginning to type as much as possible.
4. At the end of 5 minutes, the director should ask all students to stop typing and raise their hands.
5. If it is a large group, ask half of the competitors to print their files, and when these are complete, ask the other half to print their files.
6. Director should ask all competitors to put their Contestant number in the upper right corner of every page of their printed tiebreaker and on the manila envelope, if this is used.
7. Director should ask all competitors to pass their tiebreaker in to the officials (or ask them to put the document into their manila folder, as we do at State).

#### B. 30-minute Test

1. Pass out tests with cover sheets showing so students may not view the test, and ask assistants to watch that students do not view the test.
2. Preview time is 3 minutes beginning when the director asks students to open tests and begin.
3. Test is 30 minutes.
  - a. Test should start immediately after the 3-minute preview period.
  - b. Encourage students to save frequently.
  - c. Give a 10-minute warning when there are 10 minutes left in the contest.
  - d. Give a 2-minute warning where there are 2 minutes left in the contest.
  - e. At the end of 30 minutes, the director should stop the contest and ask all students to raise their hands until all printing has ceased.
  - f. Printouts initiated during the actual 30-minute contest will be graded. Printing may continue into the post-test period, but may not be initiated after time is called.

**C. Equipment malfunction during a contest**

1. If a problem occurs during the tiebreaker, every effort must be made to correct the problem or the student may NOT participate in the 3-minute preview or 30-minute test. A student may not continue to try to make his equipment work during the preview as no one may use computers at that time.
  - a. If a student does not create a tiebreaker, but his equipment is repaired, he/she may continue with the actual 3-minute preview and 30-minute contest.
  - b. In case of a tie, the student without a tiebreaker paper automatically loses the tie.
2. Prior to a contest, every effort should be made to correct equipment problems by substituting equipment, keyboards, printers, etc. with a backup or borrowed equipment from another contestant or from the contest director, if possible.
3. The tiebreaker output should be proof that everything was working at the beginning of the contest.
4. **A contestant should raise his/her hand and advise the contest director during the contest** if any equipment problems occur.
5. One of the director's assistants should be assigned to attempt to resolve the problem. **The assigned assistant must not be the student's coach or a related party.**
6. If a system is inoperative and the problem cannot be resolved, the contestant can turn in only what he or she has completed before the equipment failed; and, after the contest, he or she can print anything that had been saved onto diskette/cd/flash drive on a different system or on the same system that has been made workable with the assistant overseeing. **No changes may be made to any printout.**
7. If the problem is a printer and it cannot be resolved within 5 minutes time, the student may continue working the test and saving to his/her saving device. He/she will be allowed to print from the saving device after the contest on the same system that has been made workable or on a different system with the assistant overseeing. **No additional changes may be made to any printout.**
8. **A contestant may not complete the contest at a later time.**
9. If a contestant has not attempted any printing before the two-minute warning and a printer malfunctions, the process is the same, but only one printout will be graded.
10. Printing may only be done after conclusion of a contest if both of the following have occurred.
  - a. **The contest director was apprised of a malfunction during the contest.**
  - b. **Time was expended during the contest by an assistant addressing the problem.**

**D. Conclusion**

1. Have all students select their Printout 1 and 2 and be sure their contestant number is on each page.
2. If a student printed a chart or graph separate from a document that he/she did not have time to embed in a document, the student should put his/her contestant number in the upper right corner and turn this in along with printout(s). Credit will be given for some chart elements that are correct, but all credit will be lost for margins, indenting a chart, spacing before and after a chart, etc. If a student's printout already has a chart or graph embedded in a printed document, the extra chart is not graded, even if the chart in the document was simply a placeholder from a template.
3. Have students label their saving device with their Contestant number.
4. Turn all printouts and students' saving device in to officials (or place them in manila envelopes).
5. If you use manila envelopes, warn that no printouts will be graded that are not in their envelope.
6. Explain that if a student turns in more than one printout for one of their documents, the graders will arbitrarily grade the first one encountered, whichever that is. No attempt will be made by graders to determine which is the better printout.
7. Ask students to verify that their Contestant number is on every page being turned in for grading, as well as on the manila envelope, if you are using envelopes.
8. Ask students to pass in their tests and saving devices (or envelopes with these inside).
9. Ask students then to pass in their scratch paper to be put in the trash.
10. Have students remove all equipment or make arrangements to remove it after grading.

### III. Grading

**A. All coaches are required to grade.**

1. If a coach cannot grade, it is the coach's responsibility to provide a substitute, preferably someone somewhat familiar with the contest, and advise the director that they are providing a substitute.
2. If a coach does not grade, the director can disqualify his/her student(s).

**B. View all papers from each contestant.**

1. Consider covering ALL contestant numbers with post-it notes.
2. Verify that all pages have contestant numbers. If a printout does not have identification, the director can try to determine which contestant produced it and grade it.
3. Verify that there are no "extra" printouts. If there are more than one of a given printout, simply take the first one you encounter as the one to grade, and mark an X on the "extra" printout.
4. If there is an "extra" printout with a chart or graph, verify that the document with which it is associated does not have a chart or graph already printed. If it does, mark X on the stand-alone chart and grade the chart/graph embedded in the document, even if it is from a template.
5. Paperclip all printouts to be graded together (and to the outside of the envelope if using these).
6. Tiebreakers remain in a separate stack or are returned to the student's envelope.

**C. Sort tests into 1A, 2A, 3A, etc., and arrange coaches into like groups.**

1. Give 1A tests to 3A coaches, 2A tests to 4A coaches, 3A tests to 5A coaches, 4A tests to 1A coaches, and 5A tests to 2A coaches or something of this ilk.
2. No coach should grade his/her own student's printouts.

**D. Follow these grading rules.**

1. Grading is all or nothing (i.e. each item on the score sheet is worth zero or the specified points).
2. Zero is the lowest possible grade for a printout. There are no negative grades for either printout.
3. Rulers, other than those in computer software, should not be used during the contest or during grading. Grading of centering, margins, etc. is a visual check. Do not attempt to be "ruler-exact." Do not fold papers to ascertain an exact center.
4. If there is a significant error on the test, notify the UIL state office or contact the State Contest Director for clarification. Mistakes in the keys should be corrected, and all printouts should be graded on correctness, not on an incorrect answer. That is, if a word is obviously misspelled (like *alternations* instead of *alterations*), credit is given for either spelling.
5. **Do not disqualify a printout on "mailability" standards.**
6. Allow about ¼" differential between requested margins and printed margins.
7. Right-justified data in a printout may vary between alphabetic data and numeric data with numeric data leaving the rightmost character position in numbers presumably for a minus sign if one were present.
8. Do not grade parts of a template that a contestant has not entered in a document. No credit is given for possible correct information in a document that was brought in as a template in the complimentary close, reference initials, or other parts of a document beyond where a contestant had entered information in the document.
9. If a contestant skipped to alter information at the bottom of a template for a document, such as a sender's name, then he/she effectively completed the entire document and gets credit for completing all paragraphs even if one or more are incomplete or missing altogether. In these cases, the entire document is graded for typos, and credit is given for correct data in the close, sender's name, etc.
10. If a contestant completed most of a paragraph and omitted a sentence or line, the student gets credit for completing the paragraph if it appears that he or she inadvertently skipped over a portion and continued typing beyond that part. Deduct typos for the omitted portion.

**E. Typographical errors are graded with the following criteria.**

1. All of the following are considered typos.

misspelling	incorrect numbers	missed capitalization
missed punctuation	double words	incorrect formatting
words run together	incorrect row/line spacing, either extra or omitted	
incorrectly divided words	incorrect borders/lines, either extra or omitted	
omitted words or numbers	missing or extra parts of a chart or graph	
2. If an error is a global error as all Group Headers have the same misspelled word, it is one typo or if an entire column of numbers is formatted wrong, it is one typo.
3. ***Do not* count off for differences between one and two spaces following some punctuation marks** as this often is difficult to differentiate.
4. ***Do not* count off twice for an error.**
5. If deductions are made directly on the score sheet, do not then count off for an error as a typo.
6. If deductions are made on one printout, do not count off for the same error on another printout.

**F. Grade all Printout 1's together.**

1. As you encounter questions, be certain that all coaches understand how the element is to be graded so all papers will reflect the same grading.
  2. If there is an error on a test, call the State Contest Director for resolution (830.370.8966).
  3. Have 3 coaches grade each paper, and then have a 4<sup>th</sup> coach verify all agree and transfer the final grade to the Final Score sheet.
  4. If there is a discrepancy among the 3 grades, the 4<sup>th</sup> grader reviews the problem with the original graders for the test and resolves the problem or contacts the director to resolve it.
  5. When all Printout 1 papers are completed, start grading Printout 2.
    - a. Ask all coaches to walk thru the grading of Printout 2 together.
    - b. Follow the same procedure as used in Printout 1.
    - c. Grade all Printout 2 papers together.
  6. Return all tests to the director (clipped to their envelope, if using these).
- G. Tiebreakers are only graded to break ties for first thru sixth place, and the director grades these.
- H. Director enters all grades into the official website.

**IV. Verification**

- A. Unofficial results may or may not be posted prior to verification at the discretion of the contest director.
- B. Graded tests along with score sheets, a copy of the test itself, and copies of the answer keys are examined by contestants and their coaches during verification.
- C. Only a contestant's coach may examine the test with him/her or a person that has been approved by the contest director.
- D. Contestants and coaches are not to compare papers or examine anyone's test but their own.
- E. Verification is not to exceed 15 minutes.
- F. Report questions or errors in grading or recording scores to the contest director.
  1. The contest director will determine if the problem in question is an error.
  2. The contest director will recalculate the score and initial the change.
- G. Those not present during verification period forfeit the opportunity to raise objections.
- H. Official results will be announced after all questions have been resolved and rankings have been corrected, if necessary.

**V. Ties**

- A. Ties from first through sixth place are to be broken using the five-minute tiebreaker document.
- B. If the scores on the tiebreaker document are the same, then a tie exists.
- C. Should there be a tie for first place, there is no second place. Should there be a tie for second place, then there is no third, and so on.
- D. Mailability is no longer relied on to determine ties.

## 2024 UIL Computer Applications District Test – Tiebreaker

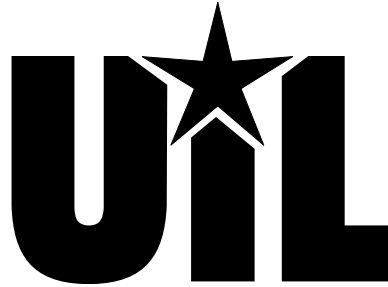
**General tiebreaker test instructions:** The tiebreaker is a five-minute timed typing test to be completed using Calibri 12-point font in Word. At the end of that time, the contestants will be instructed to send their output to their printers. Scores will be calculated based on gross words per minute typed less one point per word, space, punctuation mark, or capitalization error plus bonus points for following directions or for correct format for a given type of document.

- I. **Create** a left-bound report in Calibri 12-point font.
  - A. Use data from the following page for the report.
    1. Use 1 ½" top margin and conventional side and bottom margins.
    2. Center the following title in boldface type using all caps: **FRASER RIVER**
  - B. Save document as **Tb-Dist**.
  - C. Write your contestant number in the upper right-hand corner of your printout.
- II. **STOP** when time is called and print your document when instructed to do so.

The Fraser River, the chief river of British Columbia, Canada, rises in two branches among the Rocky Mountains near 52° 45' N., 118° 30' W. It first flows northwest for about 160 meters, then rounds the head of the Cariboo Mountains then flows directly south for over 400 meters to Hope, where it again turns abruptly and flows west, falling into the Gulf of Georgia at New Westminster. After the junction of the two forks near its northern extremity, the first important tributary on its southern course is the Stuart, which drains Lake Stuart, Lake Fraser, and the Saint-François. One hundred miles south, the Quesnel River drains a large lake of the same name. The Thompson, its largest tributary, flows in from the east, draining a series of mountain lakes and receiving at Kamloops the North Thompson, which flows through deep and impassable canyons. Below Hope, the Lillooet flows in from the north.

The Fraser is the 10<sup>th</sup> longest river in Canada and a typical mountain stream, rapid and impetuous through all its length and, like most of its tributaries, is in many parts not navigable, even by canoes. On its southern course between Lytton and Yale, while bursting its way through the Coast Range, it flows through majestic canyons, which, like those of the Thompson, were the scene of many tragedies during the days of the gold rush to the Cariboo district. At Yale, about 80 meters from its mouth, it becomes navigable, though its course is still very rapid. In the Cariboo district, comprised within the great bend of the river near Tete Jaune Cache, are many valuable gold deposits. With its tributaries, the Fraser drains the whole province from 54° to 49° N., except the extreme southeastern corner, which is within the basin of the Columbia and its tributary, the Kootenay. It is named after Simon Fraser, who led an expedition in 1808 under contract from the North West Company.

# UNIVERSITY INTERSCHOLASTIC LEAGUE



## Computer Applications

**DISTRICT**

**2024**

***DO NOT OPEN YOUR TEST UNTIL YOU ARE TOLD TO BEGIN.  
DO NOT LEAVE THE ROOM UNTIL TIME IS CALLED.***

## UIL 2024 Computer Applications District Test

**General test instructions:** Follow instructions to create printouts for this contest. When time is called, printouts will be graded. Calibri 12-point font must be used for Excel and Word documents, but Access default font size is acceptable for database reports.

### I. DATABASE WITH REPORT

**MAXIMUM 125**

- A. Create a blank database named **District**.
- B. In design view, create a table named **Employees** with the field specifications on the right and with no primary key.
- C. In datasheet view, enter the data below and save the table.
- D. Create an update query in design view using the **Employees** table to update the following fields.

Field Name	Data Type	Description (Optional)
First Name	Short Text	15 characters
Last Name	Short Text	15 characters
Years	Number	Double, fixed, 0 decimals
Rate	Number	Double, fixed, 2 decimals
Hours	Number	Double, fixed, 0 decimals
Gross	Currency	Currency, 2 decimals
Start	Number	Double, fixed, 0 decimals

1. Use an If function with the following parameters to update the **Gross** field.
  - a. The decision parameter tests to see if **Hours** is equal to or less than 40.
  - b. The value if true parameter should be **Rate** times **Hours** for those who worked 40 hours.
  - c. The value if false parameter should use the following calculation for those who worked in excess of 40 hours.
    - (1) Add **Rate** times 40.
    - (2) Add **Rate** times the result of **Hours** minus 40 and multiply the result by 1.5.
  - d. Run the query.

First Name	Last Name	Years	Rate	Hours	Gross	Start
Clara	Nette	1	7.75	36.75		
Watts E.	Dunn	3	9.25	45.70		
Topsy	Sharp	9	13.75	52.60		
Horace	Torey	6	18.25	40.00		
Phil	McCavity	8	9.75	21.50		

2. Update the **Start** field by subtracting the **Years** field from 2023.
  3. Run the query and save it as **UpdQry**.
- E. Use the report wizard to create a report using 1" margins and the following specifications.
    1. Use all the fields from the **Employees** table.
    2. Group on **Last Name**, and calculate the sum for **Gross**.
    3. Sort by **Start** in descending order.
    4. Use stepped layout and portrait orientation.
    5. Use the following title: **Employees Shifts**
    6. Modify the report in the design view with the following specifications.
      - a. Add a label top aligned with the title and right-aligned on the right-hand margin, replacing 99999 with your contestant number: **(99999)-District-1**
      - b. Center the title between margins.
      - c. Center all column headings, detail data and summary values in their respective columns.
      - d. Everything in the report header, page header and report footer should be black, bold type, and everything else should be plain, black type.
    7. Be sure nothing is truncated or wrapped.
  - F. Save your report and print it on one page.



G. The report should have the following appearance. (Colons represent missing data, values may be incorrect and shading and borders are ignored in grading.)

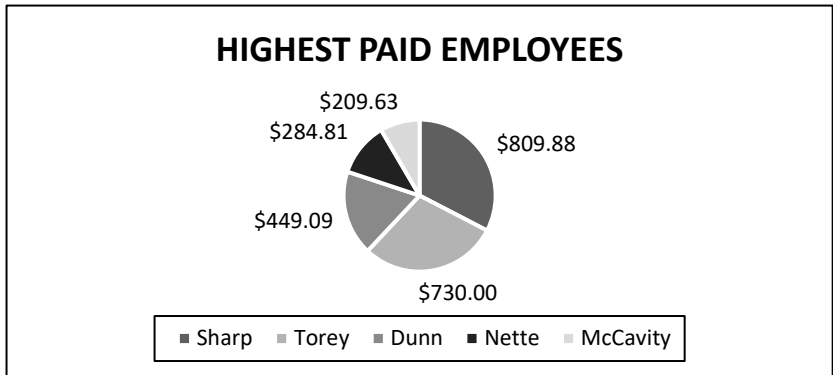
<b>Employees Shifts</b>						(99999)-District-1
<b>Last Name</b>	<b>Start</b>	<b>First Name</b>	<b>Years</b>	<b>Rate</b>	<b>Hours</b>	<b>Gross</b>
Dunn						
	2020	Watts E.	3	9.25	45.70	\$449.09
Summary for 'Last Name' = Dunn (1 detail record)						
Sum						\$449.09
:						
:	:	:	:	:	:	:
<b>Grand Total</b>						<b>\$2,483.40</b>

H. Export the **Employees** table to Excel with formatting and layout and open the destination file after the export is complete; name the spreadsheet **Employees**.

**II. EXCEL PRINTOUT WITH CHART**

**MAXIMUM 150**

- A. In the **Employees** Excel spreadsheet, sort the data by **Gross** in largest to smallest order.
- B. Select Cells B2 thru B6 and Cells F2 thru F6, and create a 2-D pie chart with these specifications.
  - 1. Use the following chart title centered above chart: **HIGHEST PAID EMPLOYEES**
  - 2. Click on the pie slices and under Chart Design, click Change Colors and select a monochromatic palette with a black pie slice.
  - 3. Data label values should contain the values from Cells F2 thru F6 and shown on outside end of each slice of pie as currency with 2 decimals.
  - 4. Show legend at the bottom of the chart with a black border around it.
  - 5. Use a black border around the chart area.
  - 6. Your chart should have the appearance at right.



- C. Print your spreadsheet in Calibri 12-point font with the following specifications.
  - 1. Use portrait orientation and 1" margins.
  - 2. Center the printout vertically and horizontally on one page.
  - 3. Use the following header 1" from the top of the page on the right-hand margin, replacing 99999 with your contestant number: (99999)-District-2
  - 4. Show gridlines and row and column indicators.
  - 5. Center all column headings, detail data and summary values in their respective columns.
  - 6. Row 1 should be in boldface type with shading.
  - 7. Move the chart so that it covers Cells A7 thru G20.
  - 8. Center and merge Cell A21 thru Cell G21 and copy and paste the formula from **UpdQry** for **Gross** from **Part I**.
  - 9. Copy and paste the formula from **UpdQry** for **Start** from **Part I** and center in Cell D22.
  - 10. Set the print area as Cells A1 thru G22.
  - 11. Be sure nothing is truncated or wrapped.
- D. Save your spreadsheet as **Employees** and print it on one page.

## UIL 2024 Computer Applications District Test - Score Sheet - Printout 1

I. DATABASE WITH REPORT		MAXIMUM			125
1	<b>Format</b> <i>(Grading for formatting, not correct data)</i>	PTS	GRD1	GRD2	GRD3
2	Printout in portrait orientation on 1 page	10			
3	All margins 1"	5			
4	Title centered between margins	5			
5	Header top aligned with title and right aligned on right margin	5			
6	7 columns of data and no more <i>(count column headings in page header)</i>	5			
7	All column headings matching key and in same order	5			
8	All column headings, detail lines and summary values shown centered in their respective columns	10			
9	Everything in report header, page header and report footer shown in bold, black type, and everything else in plain, black type	5			
10	All <b>Start</b> and <b>Years</b> values shown as numbers with no commas and no decimals, all <b>Rate</b> and <b>Hours</b> values shown as numbers with no commas and 2 decimals and all <b>Gross</b> values shown as currency with 2 decimals	10			
11	Nothing truncated or wrapped <i>(Check descenders for Summary for.. line)</i>	5			
12	<b>Format Total</b>	<b>65</b>			
13	<b>Grouping/Calculations</b> <i>( Grading for correct data, not formatting)</i>				
14	Records grouped by <b>Last Name</b>	10			
15	5 groups shown with correct record in each group	10			
16	All values in <b>Start</b> matching key or equal to 2023 minus the value in <b>Years</b>	10			
17	All values in <b>Gross</b> matching key*	10			
18	All group summary values matching key or equal to sum of detail values in each group	10			
19	<b>Grand Total</b> value matching key or equal to sum of group summary values in each group	10			
20	<b>Grouping/Calculations Total</b>	<b>60</b>			
21	<b>♣ SUBTOTAL PRINTOUT</b>	<b>125</b>			
22	<b>SUBTRACT DEDUCTION</b>	<b>-40</b>	-	-	-
23	<ul style="list-style-type: none"> <li>♣ Deduct 2 points for each typo in the printout. Header is subject to 2 typos, if present, and subject to 2 typos plus 5 points for location, if missing. Shading and borders are ignored in grading.</li> <li>* If most are correct, but some are incorrect due to a typo, give credit and take typos for error causing incorrect answer.</li> <li>♣ Errors include misspelling, missed capitalization or punctuation, extra, double or omitted words, values or rows, words that run together, incorrectly divided words, incorrectly wrapped or truncated words or values or other errors.</li> </ul>				
24	<b>♣ TOTAL PRINTOUT</b>	<b>125</b>			
25	<b>GRADERS' INITIALS</b>				

## UIL 2024 Computer Applications District Test - Score Sheet - Printout 2

II. SPREADSHEET PRINTOUT		MAXIMUM			150
1	<b>Format</b> <i>(Grading for formatting, not correct data)</i>	PTS	GRD1	GRD2	GRD3
2	Printout in portrait orientation on 1 page in Calibri 12-point font	5			
3	All margins at least 1"	5			
4	Header shown 1" from top of page and 1" from right edge of page	5			
5	Printout shown centered vertically and horizontally on the page	5			
6	7 columns shown and no more	5			
7	Gridlines and row and column indicators shown	5			
8	Print area shown as Cells A1 thru Cell G22	5			
9	Column headings matching key	5			
10	Everything in Row 1 shown in boldface type and shaded	5			
11	All column headings, detail data and values shown centered in respective cells	5			
12	All values in Columns C and G shown as numbers with no commas and no decimals, all values in Columns D and E shown as numbers with no commas and 2 decimals and all values in Column F shown as currency with 2 decimals	5			
13	Nothing shown truncated or wrapped	5			
14	<b>Format Total</b>	<b>60</b>			
15	<b>Calculations</b> <i>(Grading for correct data, not formatting)</i>				
16	Data sorted by <b>Gross</b> from largest to smallest	5			
17	2-D pie chart shown	5			
18	Chart shown covering Cells A7 thru G20	5			
19	Chart title centered above chart in all caps and boldface type	5			
20	Pie slices shown in grayscale with 1 black slice	5			
21	Data label values shown as <b>Gross</b> values and formatted as currency with 2 decimals	5			
22	Data labels shown at outside ends of pie slices	5			
23	Legend shown at bottom of chart with black border	5			
24	Black border shown around chart area	5			
25	Formula on Row 21 centered in Cell D21 or centered on two lines	10			
26	1st part of formula on Row 21 shown as $\text{If}([\text{Hours}] \leq 40, [\text{Rate}] * [\text{Hours}],$	5			
27	2nd part of formula on Row 21 shown as $[\text{Rate}] * 40 + [\text{Rate}] * 1.5 *$	5			
28	3rd part of formula on Row 21 shown as $([\text{Hours}] - 40)$	5			
29	Formula on Row 22 centered in Cell D22	10			
30	Formula on Row 22 matching key	10			
31	<b>Calculations Total</b>	<b>90</b>			
32	<b>♣ SUBTOTAL PRINTOUT</b>	<b>150</b>			
33	<b>SUBTRACT DEDUCTION</b> <span style="float: right;"><b>Maximum</b></span>	<b>-40</b>	-	-	-
34	<p>♣ Deduct 2 points for each typo or missing field in the printout, not otherwise graded. Header is subject to 2 typos if present &amp; subject to 2 typos + 5 points for location if missing. *If most values are correct, give credit, and take typos for incorrect or missing data.</p> <p>♣ Errors include misspelling, missed capitalization or punctuation, extra, double, or omitted words, values, or rows, words that run together, incorrectly divided words, incorrect, wrapped or truncated words or values, or other errors.</p>				
35	<b>♣ TOTAL PRINTOUT</b>	<b>150</b>			
36	<b>GRADERS' INITIALS</b>				

**UIL 2024 Computer Applications District Test - Score Sheet**

**FINAL SCORE**

❖ TOTAL PRINTOUT 1	125			
❖ TOTAL PRINTOUT 2	150			
❖ TOTAL SCORE	275			
GRADERS' INITIALS				

**DESIGN VIEW OF ACCESS REPORT**

Report Header							
<b>Employees Shifts</b>						(99999)-District-1	
Page Header							
<b>Last Name</b>	<b>Start</b>	<b>First Name</b>	<b>Years</b>	<b>Rate</b>	<b>Hours</b>	<b>Gross</b>	
Last Name Header							
Last Name							
Detail							
	Start	First Name	Years	Rate	Hours	Gross	
Last Name Footer							
="Summary for " & "'Last Name' = " & " " & [Last Name] & " (" & Count(*) & " " & If(Count(*)=1,"d							
Sum						=Sum([Gross]	
Page Footer							
=Now()		UIL Computer Applications - ANSWER KEY FOR GRADERS - Printout 1				" & [Pages]	
Report Footer							
<b>Grand Total</b>						<b>Sum([Gross]</b>	

<b>Employees Shifts</b>						<b>(99999)-District-1</b>
<b>Last Name</b>	<b>Start</b>	<b>First Name</b>	<b>Years</b>	<b>Rate</b>	<b>Hours</b>	<b>Gross</b>
Dunn	2020	Watts E.	3	9.25	45.70	\$449.09
Summary for 'Last Name' = Dunn (1 detail record)						
Sum						\$449.09
McCavity	2015	Phil	8	9.75	21.50	\$209.63
Summary for 'Last Name' = McCavity (1 detail record)						
Sum						\$209.63
Nette	2022	Clara	1	7.75	36.75	\$284.81
Summary for 'Last Name' = Nette (1 detail record)						
Sum						\$284.81
Sharp	2014	Topsy	9	13.75	52.60	\$809.88
Summary for 'Last Name' = Sharp (1 detail record)						
Sum						\$809.88
Torey	2017	Horace	6	18.25	40.00	\$730.00
Summary for 'Last Name' = Torey (1 detail record)						
Sum						\$730.00
<b>Grand Total</b>						<b>\$2,483.40</b>

	A	B	C	D	E	F	G
1	<b>First Name</b>	<b>Last Name</b>	<b>Years</b>	<b>Rate</b>	<b>Hours</b>	<b>Gross</b>	<b>Start</b>
2	Topsy	Sharp	9	13.75	52.60	\$809.88	2014
3	Horace	Torey	6	18.25	40.00	\$730.00	2017
4	Watts E.	Dunn	3	9.25	45.70	\$449.09	2020
5	Clara	Nette	1	7.75	36.75	\$284.81	2022
6	Phil	McCavity	8	9.75	21.50	\$209.63	2015
7	<p style="text-align: center;"><b>HIGHEST PAID EMPLOYEES</b></p> <p style="text-align: center;"> <span style="display: inline-block; width: 10px; height: 10px; background-color: #444; border: 1px solid black; margin-right: 5px;"></span> Sharp             <span style="display: inline-block; width: 10px; height: 10px; background-color: #ccc; border: 1px solid black; margin-left: 20px; margin-right: 5px;"></span> Torey             <span style="display: inline-block; width: 10px; height: 10px; background-color: #888; border: 1px solid black; margin-left: 20px; margin-right: 5px;"></span> Dunn             <span style="display: inline-block; width: 10px; height: 10px; background-color: #333; border: 1px solid black; margin-left: 20px; margin-right: 5px;"></span> Nette             <span style="display: inline-block; width: 10px; height: 10px; background-color: #eee; border: 1px solid black; margin-left: 20px; margin-right: 5px;"></span> McCavity           </p>						
8							
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20							
21	IIf([Hours]<=40,[Rate]*[Hours],[Rate]*40+[Rate]*1.5*([Hours]-40))						
22	2023-[Years]						

**2024 UIL Computer Applications District Test - Tiebreaker Score Sheet**

**GENERAL INSTRUCTIONS:** All contestants take the tiebreaker component of the test, but it is only to be scored if a tie occurs in the top six places.

**I. CALCULATE GROSS WORDS PER MINUTE:**

- A. Circle all errors on the tied contestants' papers.
- B. Determine the gross words per minute.
  1. Find the number of words typed to the right of the last complete line typed by contestant.
  2. Add the number of words in the last line if it is incomplete to the tally.
  3. Divide the number by five to get the gross words per minute.
  4. For example, if a contestant typed twenty lines plus seven words on the next line, add the number out to the right of the completed line plus seven.
  5. Divide by five to get gross words per minute.

**II. DETERMINE THE GROSS WORDS PER MINUTE** \_\_\_\_\_

**III. DEDUCT ONE POINT FOR EACH ERROR** \_\_\_\_\_

**IV. ✓ TOTAL - GROSS WPM TYPED LESS ERRORS** \_\_\_\_\_

**V. ADD FIVE BONUS POINT FOR EACH SUCCESS**

<b>FORMAT</b>	Top margin 1 ½"			
	Left margin 1 ½"			
	Right margin 1"			
	Left margin greater than right margin			
	Bottom margin 1 – 1 ½"			
<b>TITLE</b>	Title in boldface type			
	Title centered			
	3 blank lines between title and body			
<b>BODY</b>	Body of report double spaced			
	Paragraphs indented ½"			
¶ 1	Add five points for each degrees symbol ° <b>max 10</b>			
¶ 1	Add five points for cedilla on François			
Credit for Page 2 only if Page 2 is present:				
<b>PAGE 2</b>	No single line paragraph ending Page 1			
	No single line paragraph beginning Page 2			
	Top margin 1" on Page 2			
	Page number 1" from top and right edge of paper			
¶ 2	Add five points for degree symbol °			
	Text double-spaced down from page number			
<b>✓ TOTAL - BONUS POINTS</b>				
<b>✓ GRAND TOTAL-WPM PLUS BONUS POINTS</b>				
<b>GRADERS' INITIALS</b>				

## FRASER RIVER

The Fraser River, the chief river of British Columbia, Canada, rises in two	13
branches among the Rocky Mountains near 52° 45' N., 118° 30' W. It first flows	28
northwest for about 160 meters, then rounds the head of the Cariboo Mountains then	42
flows directly south for over 400 meters to Hope, where it again turns abruptly and	57
flows west, falling into the Gulf of Georgia at New Westminster. After the junction of	72
the two forks near its northern extremity, the first important tributary on its southern	86
course is the Stuart, which drains Lake Stuart, Lake Fraser, and the Saint-François. One	100
hundred miles south, the Quesnel River drains a large lake of the same name. The	115
Thompson, its largest tributary, flows in from the east, draining a series of mountain	129
lakes and receiving at Kamloops the North Thompson, which flows through deep	141
and impassable canyons. Below Hope, the Lillooet flows in from the north.	153
The Fraser is the 10 <sup>th</sup> longest river in Canada and a typical mountain stream, rapid	168
and impetuous through all its length and, like most of its tributaries, is in many parts	184
not navigable, even by canoes. On its southern course between Lytton and Yale,	197
while bursting its way through the Coast Range, it flows through majestic canyons,	210
which, like those of the Thompson, were the scene of many tragedies during the days	225
of the gold rush to the Cariboo district. At Yale, about 80 meters from its mouth, it	242



becomes navigable, though its course is still very rapid. In the Cariboo district,	255
comprised within the great bend of the river near Tete Jaune Cache, are many valuable	270
gold deposits. With its tributaries, the Fraser drains the whole province from 54° to	284
49° N., except the extreme southeastern corner, which is within the basin of the	298
Columbia and its tributary, the Kootenay. It is named after Simon Fraser, who led an	313
expedition in 1808 under contract from the North West Company.	323