



A+ Math

- (1) *Before the contest begins, open the test envelope in the presence of coaches. Check tests for defects and omissions. Next, inform contestants and coaches of the time and place of the verification period. Spectators and coaches not assigned specific duties in administering the contest should be dismissed from the contest room before the contest starts.*
- (2) *Distribute answer sheets, test booklets, and call roll (if necessary).*
- (3) **Say: “This is the UIL Math test. Write your contestant number in the upper right corner of the test booklet and answer sheet, and circle your correct grade level. Do not open your test booklet until I tell you to do so.”**
- (4) *After all students have written their contestant number and circled their grade level, **Say: “All answers should be recorded on your answer sheet, not on your copy of the test. You may use blank scratch paper during this test. You will have 30 minutes to take the test. You may now open your test booklet and begin taking the test.”***
- (5) *Allow students 30 minutes to take the test.*
- (6) *When the test period of 30 minutes has ended **Say: “Please stop taking the test and put your pencils or pens down. I will now collect your answer sheet, test booklet, and scratch paper.”***

**** The contest official may ad lib as necessary while conducting the contest. ****