

**Regional  
Academic Meet  
Director's Manual**  
for high school

University Interscholastic League  
2017-2018

# Regional Academic Meet Director's Manual

*The benefits derived from interschool competition are in direct proportion to the care with which the contest is planned.*

*A well-administered meet promotes good will between the host institution, the schools and the community.*

*Each academic meet director and contest director is to be congratulated upon accepting such responsibility.*

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University Interscholastic League

# 2017-2018 ACADEMIC CALENDAR

For up-to-date calendar, go to the UIL web site at [www.uiltexas.org/calendar](http://www.uiltexas.org/calendar)

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|--|--|
| ★ AUGUST 2017  | ★ FEBRUARY 2018  |
| 15 Academics/CX Debate/OAP: Schedule district planning meetings  | 1 Academics/OAP: Deadline for meet officials to set up district meets online and provide shipping information. |
| 15 One-Act Play: First day for directors' planning meetings  | 1 A+ Academics: First day for spring district meets  |
| ★ SEPTEMBER 2017   | 3 Academics: Last day to use Set A materials at invitational meets   |
| 9 Student Activities Conference: Tyler Junior College  | 8 Theatrical Design Entries due  |
| 11 Congress: Deadline to submit Intent to Participate & legislation from schools to region clerk   | 9 Academics: First day for invitational meets using Set B materials  |
| 23 Student Activities Conference: Texas Tech University  | 10 CX Debate: Last day to hold district competition  |
| 25 A+ Academics: Deadline to submit fall/winter district meet organization form & material orders  | 12 CX Debate: District results deadline  |
| 30 Student Activities Conference: University of Houston  | 15 ILPC: Newspapers/Broadcasts due for rating. Newspaper/Broadcasts Individual Achievement Awards entries due  |
| ★ OCTOBER 2017   | 15 CX Debate: Deadline to submit required judging information for state meet without \$100 late fee            |
| 1 One-Act Play enrollment deadline   | 15 CX Debate: Certification deadline for advancing teams   |
| 2 CX Debate: Deadline to hold planning meetings  | 21 Barbara Jordan Historical & Latino History Essay Competition deadline                                       |
| 2 HS Spring Meet: District directors' names due  | 23 One-Act Play: Title entry registration due  |
| 14 Student Activities Conference: University of Texas- Austin  | ★ MARCH 2018   |
| 15-16 Legislative Council meeting, Austin  | 1 ILPC: Teacher award nominations due  |
| ★ NOVEMBER 2017  | 1 TILF: First day to submit scholarship applications   |
| 1 CX Debate: District director names & information due   | 10 Academics: Last day for invitational meets using Set B materials  |
| 1 OAP: Last day to hold directors' planning meetings   | 12-13 CX Debate: State Tournament, 1A, 2A, & 3A  |
| 1 A+ Academics: First day for invitational meets   | 16-17 CX Debate: State Tournament, 4A, 5A, & 6A  |
| 1 Congress Region: First day   | 19-24 Academics (one week only) & Speech: District meets   |
| 2 One-Act Play: First day to contact 2nd & 3rd judging panel members   | 24 One-Act Play: District and bi-district certification deadline   |
| 15 Congress Region: Last day   | 26-31 2nd District week for Speech (no other academic events scheduled)  |
| 15 One-Act Play: Double representation due   | 26-31 One-Act Play: Area meets   |
| 15 A+ Academics: Participation registration due. Deadline to submit spring district meet information & materials orders                            | ★ APRIL 2018   |
| ★ DECEMBER 2017  | 1 A+ Academics: Last day for invitational meets. First day to return invitational materials to contestants     |
| 1 A+ Academics: First day for fall/winter district meets   | 13-14 Academics, Speech & One-Act Play: Regional meets   |
| 1 ILPC: Yearbook Individual Achievement Awards entries due. Yearbooks due for rating. Enrollment due.  | 16-17 One-Act Play: Region meet  |
| 1 CX Debate: Deadline to set up the district meet online   | 23-25 One-Act Play (4A-6A) State Meet  |
| 1 Academics: Deadline to submit orders for HS Invitational Set A materials (to be used Jan. 5-Feb. 3)  | 26 Theatrical Design State Meet  |
| 14 One-Act Play: Deadline to request scenic elements not permissible and to submit plays not on Approved List for consideration as contest entries | ★ MAY 2018   |
| ★ JANUARY 2018   | 3-5 Academic State Meet (non-speech events)  |
| 2 CX Debate: First day for district competition  | 3-5 One-Act Play (1A-3A) State Meet  |
| 5 Academics: First day to use Set A materials at invitational meets  | 5-6 ILPC State Convention  |
| 6 Academics: Deadline to submit orders for Invitational Set B materials (to be used Feb. 9-March 10)   | 11 TILF: Last day to submit scholarship applications (except TSSEC participants)                               |
| 8-10 Congress: State Meet  | 21-22 Speech/LD Debate State Meet  |
| 10 Film Contest: Deadline to submit entries.   | 26 A+Academics: Last day for spring district meets & first day to return materials to contestants              |
| 31 A+ Academics: Last day for fall/winter district meets & first day to return materials to contestants  | ★ JUNE 2018  |
|  | 12 Leg. Council Academic, Athletic and Policy Committee meetings, Austin                                       |
|  | 15-17 ILPC: Summer Publications Workshop, UT-Austin  |
|  | 26-27 Capital Conference   |
|  | ★ JULY 2018  |
|  | 17-19 TILF: Scholarship notifications mailed to applicants and principals                                      |

# Playing the Host

## **BASIC TIPS FOR ACADEMIC MEET HOSTS**

Hosting an academic meet can be a delight or a disaster for the meet director. Successful meets do not just happen. They take planning, positive people, more planning, perseverance and even more planning. Veteran coordinators have graciously shared several tips on what they do to make their meets both successful and fun. At the top of every list was the golden rule: plan, plan, plan.

## **BEFORE THE MEET**

- Make a “to do” list and stick to it.
- Plan early. In August, begin rounding up your contest directors. The success of your meet hinges on having competent and reliable contest directors.
- Prepare and present your budget early to the Regional Executive Committee. Although meets may provide revenue through entry fees, initial funding usually comes from your school and all finances are directed through your institution’s accounts. Think about what you need in plenty of time to submit the proposal and secure funding for contest directors, food services, travel and other personnel to work the meet.
- When the meet materials arrive, inventory your materials immediately to see that everything is included. Check your order carefully for completeness.
- Follow the UIL Conflict Pattern in setting the schedule. Allow sufficient time for competitors to get from one contest to another. Consider preparation time and verification periods when scheduling each event.
- Employ enough judges well in advance of the meet to keep your meet running on schedule. Send out confirmation letters or emails to each judge and call them the day before the contest. Have standby or extra judges available.
- Find out before the contest whether your judges know any contestants. Avoid hiring relatives or friends of contestants.
- Adjust the entry fee to participants if judges are scarce in your area.
- Get volunteers to serve as timers for speaking events. Be sure to provide clear instructions and training.
- Provide a judges’ workshop prior to the contest date.
- Provide a pick-up station for judges and contest directors to sign in and pick up contest materials on the day of the contest.
- Use college students as contest directors or assistants. Students who have been in the contest recently may be the most qualified to run it.
- Ask organizations to sponsor concessions during the day. They can earn enough money in a day to fund a sizable project.
- Provide a hospitality room for coaches and judges with light snacks and beverages. These individuals will spend hours assisting you without a break.
- Send good information to the schools attending the meet. Include information about the schedule, food services, parking, entertainment, sites in the area and maps.
- Designate a major holding area for schools attending, such as a cafeteria or student union.

- Check physical facilities and make sure they are adequate in size and that they have required items, such as paper-writing surfaces, clocks or sufficient power outlets.
- Give a list of rooms to be used for custodians. Ask that rooms be opened and locked at designated times. Get a key, if possible, to use in an emergency.
- Be sure your faculty receives a memo prior to the meet concerning the rooms being used.
- Label competition rooms.
- Walk the building before the meet starts to make sure designated rooms to be used are open.
- Hang a banner welcoming competitors.
- Post a scoreboard, either electronic or constructed from paper or fabric.
- Use brightly colored paper for important notices, or design an electronic notification system to post important info during the meet.
- Have extra supplies on hand for contest directors.

### **DURING THE MEET**

- Have a central information desk monitored by somebody who knows what’s going on and where things are. Provide recruitment materials. Headsets and walkie-talkies can be helpful in saving steps.
- Use monitors or “traffic directors” in halls where testing and performances are going on to keep non-competing students from disturbing.
- Have a central location near the major holding area where all events are verified.
- Provide activities for students: games, computer lab, campus tours, etc. Some hospitality/entertainment ideas are listed below.
- Present awards before an audience, perhaps in the major holding area (cafeteria, auditorium, gym).

### **GRADING/JUDGING & VERIFICATION**

- For subjective contests, hire the best judges possible and pay them a fair-market stipend for your area.
- For objective contests, coaches are allowed (at times, required) to grade.
- Read online entry instructions carefully when entering results.
- Enter results online before verification and announcement of final results. Make sure the scores/ places entered online mirror the scores/ places generated by the judging panel. Enter a score for every contestant, not just those who place, or rank contestants 1st - 6th in ready writing, journalism and speech events. Cancel contestants who are no-shows. This is critical for team scores.
- Make sure verification is held for all contests.
- Meet results are due online by 5 p.m. on the day following the meet.

### **HOSPITALITY/ENTERTAINMENT IDEAS**

- Provide a hospitality room for coaches and judges.
- Throughout the day, arrange fun contests or skits for the students who are waiting between competitions.
- Play bingo or “brain teaser” games, with prizes for the winners.
- Open the rec area and provide basketballs or volleyballs, or set up ping pong tables.
- Provide a list of area attractions, restaurants, malls, etc.
- Keep the food court or a concession stand open throughout the day.
- Plan campus tours or scavenger hunts.

## **AFTER THE MEET**

- Provide information cards about the state meet (provided by UIL) to winning students, alternates and coaches.
- Remind competitors and coaches to notify the UIL state office if a qualifying student will be unable to compete at the State Meet.
- Send thank you notes to all volunteers, as well as to those who worked for a minimal stipend.
- You may release tests, keys and other test information at the end of the day on Saturday.

# Regional Academic Meet

## **ORGANIZATION**

Names of the regional sites and directors are posted on the UIL website. The regional director is expected to exert every effort to notify all member schools in the region of the dates and schedule of the regional meet; however, the designated administrator of each school with qualified representatives is ultimately responsible for ascertaining the dates of the meet and scheduled times for each contest or event.

## **REGIONAL EXECUTIVE COMMITTEE**

Each regional site shall be under the charge of a Regional Executive Committee. The committee consists of a regional director as the chair and the spring meet chair and/or district academic meet director from each of the districts in the region.

Regional Executive Committee members will find their duties outlined in, Section 904, of the UIL Constitution and Contest Rules. (<https://www.uiltexas.org/policy/constitution/academics/meets>)

While some of these responsibilities may be delegated to the regional director, most executive committees will be making decisions regarding scheduling events and facilities, developing a budget and keeping track of all financial issues regarding the meet.

## **REGIONAL MEET DIRECTOR**

The regional director is ultimately responsible for all of the spring events for academics (including one-act play, track and field, golf and tennis), even though a contest director is appointed for each contest. Centralization of authority with the regional director is crucial to running a smooth meet. A regional meet director may appoint an academic meet director to oversee the portions of the academic meet. The regional director's job is made much simpler if the contest directors have clear instructions and adequate materials for learning how to administer the contests.

## **REGIONAL ACADEMIC MEET DIRECTOR**

The regional academic meet director is responsible for all academic events during the regional meet. The list of major duties includes: to secure appropriate facilities; to select or arrange for the selection of judges and directors of the contests in accordance with the individual contest plans, to update rosters with substitutes and alternates in the online entry system, to requisition and distribute to contest directors all contest materials furnished by the UIL office, to have immediate responsibility for conducting the meet in an orderly manner, and to certify results online by 5 p.m. of the day following the academic meet.

## **ORGANIZATIONAL MEETING**

Regional directors are encouraged to hold a meeting of the Regional Executive Committee. The committee can be asked to give the final approval of schedules, fees and method of collecting fees. Some regions use this time to preview the regional meet handbooks prior to posting them online. This is also a good time to make plans for determining how the committee will handle protests during the meet and how judges and graders will be selected.

## **DATE OF MEET**

The calendar on the UIL website lists dates that one-act play meets may be held and the days set aside for academic regional meets. The Academic Conflict Pattern provides for a possible one-day schedule, preferably a Saturday. When scheduling events, do not schedule all one-act play performances in conflict with other academic contests.

## **SCHEDULE**

The UIL requests that regional directors provide the UIL office with a copy of their schedules as soon as they are set or no later than Dec. 1 and before they are posted online and/or published for schools. Consult the UIL academic director if changes in the schedule are necessary.

## **ACADEMIC CONFLICT PATTERN**

In planning the schedule for academic contests, the Regional Executive Committee shall follow the Academic Conflict Pattern provided on the UIL website. Region meet schedules shall follow the Academic Conflict Pattern. Adjustments may be made in starting times of a session of events and events may be held on different days (i.e., Speech, Computer Science) as long as additional conflicts are not created. Sufficient time should be allowed for each contest to be carefully graded and for a verification period to be held prior to the announcement of official results.

## **REGIONAL MEET HANDBOOK**

The regional director prepares a handbook to post online that lists pertinent information concerning the meet. Items such as the date(s), event schedule, names of the persons in charge including assistant event directors, method of fee collection, person to whom fees should be sent, parking, special instructions or announcements, information about how to receive unclaimed materials or awards, campus map, hotels, restaurants, etc. should be included. Samples of online handbooks from other regional meets are available from UIL upon request. Regions should send a draft copy or provide a preview of the website to the UIL academic director in January. Please notify the UIL when the handbook is ready to be posted online. A link will be provided to the document or your website on the region page of the UIL website.

## **REGIONAL FEES**

Decide how much to charge and how to collect fees. The best way to collect fees is to bill each district for a full slate of entries. This option is easier and simpler for both the regional sites and the schools and is used by most regional hosts.

## **BUDGET**

Allocate funds to cover costs of all events, awards, mailings and miscellaneous expenses for hosting the meet. Knowledgeable contest directors will be helpful in determining costs of their individual events. Generally, all funds including entry fees, admission for one-act play and other incidentals go into one fund with expenses for all events coming from this fund.

## **CONCESSIONS/T-SHIRTS**

Concessions and memorabilia are a good source of revenue. Regional sites may design and sell regional meet T-shirts. Regions wishing to use the UIL logo or seal as a part of the design should contact the UIL state office.



## **HANDBOOKS FOR EVENTS**

Event handbooks are available for download from the UIL website and should be provided to each contest director well in advance of the meet (<http://www.uiltexas.org/academics/resources/contest-handbooks-manuals>).

# Academic Meet Director Duties

## Before the Meet

### **PREPARATION**

Review the Regional Academic Meet Director's Manual and Sections 900 - 906 of the current *UIL Constitution and Contest Rules*. Hold a planning meeting with the Regional Executive Committee. Plan training or an informational session with the contest directors of each event. Provide the schedule and handbook to the UIL by the deadline.

### **PERSONNEL**

Identify an individual to serve as a contest director for each event along with monitors and assistants as necessary. Experience is valuable but not essential. Providing a stipend is definitely an incentive. It will be advantageous to hire or appoint experienced individuals to oversee all speech events, one-act play and journalism. Provide a copy of pertinent pages from this handbook and a copy of the appropriate event handbook to each contest director well in advance of the meet so he/she can review the procedures and be confident in how to administer the contest. It is possible and beneficial to use coaches of students from schools attending the event.

### **ASSISTANTS TO THE CONTEST DIRECTORS**

The UIL encourages the use of high school academic coaches from participating schools to assist the contest director in events as needed. Most are well versed in the rules and procedures, ran contests at their district meet and are willing to help the contest directors set up, monitor/proctor the test, clear calculators, assist grading non-subjective tests, tab results, oversee verification and assist with the online system. Rely on their assistance. It will help your contest to run smoothly, and they will be able to answer many questions that may come up.

### **ADVISORY COMMITTEES**

Use of an advisory committee is an excellent way to speed up the process, have added input, give focus to the problem and diffuse anger. Regional speech advisory committees appointed by the state office may assist with pre-planning, finding judges, sectioning, tabulating results, etc. of speech events. The contest director has the authority to make decisions as long as he/she is within the limits of the rules. The advisory committee and assistants serve the contest director only in an advisory capacity. The final decision rests with the contest director.

### **FACILITIES**

Arrange for facilities well in advance of the date of the meet. Reserve necessary rooms and auditoriums. When contestants meet at one place for assignment, as in extemporaneous speaking events, the director should be sure the room is large enough. Room size is also important where an audience must be seated, as in speech events. An adequate number of tables and electrical outlets are necessary for computer applications, computer science, journalism and ready writing when computers and printing equipment are used. Contestants in accounting, calculator applications, mathematics and science ideally need continuous writing surfaces or large single desks to manage the paper test, scratch paper and calculator.

Work with the individual contest directors to ensure the needs of all students are met as best as possible. Various events may be scheduled at different sites or buildings to accommodate the requirements for the event. When this is done, close proximity of facilities is a high priority, particularly in similar events.

### **SPECIAL ARRANGEMENTS**

Assess the special needs of your site and arrange for any additional personnel such as janitors, security personnel, ushers, data entry personnel or information guides when necessary. Funds from entry fees, admission to plays, concession sales, etc. should be sufficient to cover any costs. Notify local restaurants and hotels of the meet date. Media coverage is possible in some areas and can be a great public relations opportunity for the regional site.

### **SECURING JUDGES**

Duties of the individual contest director might include securing judges, graders and other assistants. The ultimate responsibility belongs to the meet director. Arrange for payment of judges as needed. Both the regional director and contest director should collaborate to determine how much judges and/or graders are to be paid and agree upon a maximum number to recruit so they do not give out conflicting information. Coaches of contestants may grade objectively scored contests, but impartial judges must be secured for speaking, journalism and ready writing events. Judges in speaking and writing events should have no affiliation with any participating school or competitor. UIL provides an online database of potential speech judges. At the regional level, at least one member of the judging panel for journalism shall be a former or current high school journalism teacher. The Academic Quick Reference Chart in the appendix shows how many judges/graders are needed for each event. Hire extra judges in case a judge cancels at the last minute.

### **MATERIALS AND AWARDS**

Contest materials and awards will be mailed to the regional site without any action on the part of the regional director. Extemporaneous speaking topics will be shipped separately the week of the contest. Both the contest materials and awards should be previewed well in advance of the meet to make certain that everything is received. Awards will be billed to the regional site; however, there is no charge for contest materials.

Please open and inventory your boxes to verify you have all packets. A checklist is included in the shipment. The contest packets should then be given to the contest directors for inventory to make sure there are enough tests, answer documents, ballots, prompts, etc. A list of those items are included in the event handbook located inside each contest packet. Should extra items be needed for the event, please contact the UIL office, allowing as much time as possible for mailing.

Important: The Spelling Pronouncer's packet and the Computer Science Judging packet should be given to the contest directors far in advance, at least 48 hours before the contest.

### **AUTHORIZATION**

Individuals wishing to access the online system to enter results will need to be authorized with a UT EID. Regional directors previously authorized will still be in the system. Please send the UT EID of any additional officials needing access to the online system during your meet to UIL ([academics@uiltexas.org](mailto:academics@uiltexas.org)). An EID may be procured through the steps at this link ([https://idmanager.its.utexas.edu/eid\\_self\\_help](https://idmanager.its.utexas.edu/eid_self_help)).

## **ALTERNATES**

The district results certify alternates to the regional meet. If a qualified contestant placing first, second or third is unable to participate in the regional meet, the qualifier's designated administrator shall notify the district academic meet director in writing. The district academic meet director shall contact the regional director as well as the next lower place finisher, who shall become qualified to represent the district. Once an alternate has been designated as a contestant, the original qualifier is not eligible to be reinstated unless the alternate cannot compete. Alternates who are not taking the place of an absent qualifier shall not be allowed to participate in the competition.

## **SUBSTITUTES ON TEAMS**

A school may make only one substitute per team, and substitutes are allowed only for team members, not for individual qualifiers. Only accounting, calculator applications, computer science, current issues & events, literary criticism, number sense, mathematics, one-act play, science, social studies and spelling & vocabulary have provisions for substituting individuals on teams after the district meet. If a student cannot compete at the next highest level of competition, a school may make only one substitution per team. If the team has less than three members after the substitution, the team must forfeit, and the alternate team may advance. (Note: if two members of a four-member team are unable to advance, the team may drop one student, substitute one student and compete as a three-member team.)

## **PARTICIPANT ROSTERS**

Print the Roster and Results Worksheet that includes names/schools for each contest generated from the online system. This roster will be used for roll call before the contest and also serve as the contest results form to be filled out and given to the person inputting results into the UIL online system.

# During the Meet

## **SOLVING ISSUES**

The job of the academic meet director on the day of the meet is to watch everything go as planned. However, there may be issues that need to be resolved. Keep the lines of communication open with individual contest directors and be visible the entire day. Arrange for adequate communication between various contest directors and the meet director. Respond to problems objectively, fairly and quickly. If you have questions, please contact the UIL academic staff.

## **PREPARING THE BUILDING**

Arrive early and check that the facilities have been unlocked, the temperature is adequate and you are prepared for a great meet. Placing signs on contest doors or providing maps of buildings may be helpful to visitors. Designate persons to serve at information centers as guides or ushers. You may find it useful to register contestants and academic coaches as they arrive, but this is not necessary. It may be helpful to have contest directors check in at a central location well before their designated contest time.

## **PARTICIPANT ROSTERS**

Provide contest directors with an updated Roster and Results Worksheet with names/schools for each contest that had any last minute changes. Following roll-call and prior to the completion of grading, update the Roster and Results Worksheet in the online system with substitutes, alternates and canceling any no-shows. Print an updated copy for the contest director to fill in the results after grading, which will make for easier input of results into the online system prior to verification.

## **CONDUCTING THE CONTEST**

A copy of the event handbook will be included in the contest packet for the contest director and is available on the UIL website. Detailed instructions are included about procedures that should take place before, during and after the contest. The start time of the contest allows for preparations of calling roll, clearing calculators, passing out materials and reading required instructions before the contest begins. Additional set-up time for contests with equipment is noted in the conflict pattern. Contestants shall be allowed the complete testing time as indicated in the handbook from the signal for the contest to begin. Caution directors to pick up used and unused contest material after the event. Instruct them to follow the instructions in each handbook and from the meet director for returning papers.

## **LATE ARRIVALS**

Except in emergencies, UIL does not recommend allowing contestants to enter the room after a contest has begun. The decision to allow late entry rests with the meet director. Note: In some contests, it is against the rules or logistics for late entry. Consult the event's handbook for specifics.

## **LEAVING THE CONTEST ROOM**

A contest director, monitor or assistant shall be present in the room throughout the entire contest period. Any disruptions should be attended to swiftly to avoid distracting other contestants. Instructions are provided in each event handbook as to whether students are allowed to leave during the test, after a certain amount of time or must remain until the end of the testing period. In some events, students may turn in their paper and leave after a specified amount of time. In the case of a medical or other

emergency, the student shall receive permission to leave the contest room and shall be accompanied by a monitor while outside the contest room. Students who leave and return to the contest room without permission shall be disqualified.

## **GRADING THE CONTEST**

Graders for objectively scored contests should report to the grading room as soon as the contest begins. Graders may review the test and verify the official answer key according to the event handbook. Score points according to the guidelines in the handbook. Please see individual contest rules for tie-breaking procedures and those events in which all first through sixth place ties must be broken. After papers have been ranked, indicate on the answer sheet the name and school of the student that corresponds with the contestant number. This will expedite the verification process

## **ANSWER KEY ERRORS**

In the case of a suspected error on the answer key, the contest director should contact the UIL State Office and/or contact the state contest director as soon as possible to communicate the suspected error and to seek clarification before changing the key. Any key error confirmed by the UIL State Office or the state contest director should be corrected on the key used for grading.

## **PRELIMINARY RESULTS**

Designate a person to collect results and deliver them to the person responsible for inputting results into the Spring Meet Online Entry System. Meet directors or their designee must input scores/ranks prior to verification. Places determined by tie-breaking procedures for first through sixth place individual or first through second place team must be manually entered into the online system. This allows the system to tabulate team scores and catch possible errors, and allows coaches and contestants to verify data entry as well as scoring of contest papers. Make sure substitutes and all contest roster corrections are entered into the online system, tie-breaking procedures have been followed and ties have been manually broken in the system.

## **SPEECH TABULATION**

For speech tabulation, please use TALKTAB, a UIL computer program, for tabulating speech rankings. It should be downloaded from the speech “Tournament” page of the UIL website and reviewed prior to the meet.

## **ONE-ACT PLAY TABULATION**

See the One-Act Play Handbook for procedures. OAP contest manager’s report shall be submitted electronically to the UIL state office. The state theatre director shall be called prior to announcing results.

## **DISQUALIFICATION**

Any disqualification should be reviewed closely. You must contact a UIL staff member before making the final decision on a disqualification that may be questionable. Of particular concern is when a student is suspected of cheating. Contest directors should do what is possible to curtail the suspicion such as moving the student, talking to him/her privately and discussing the situation with the teacher from the school.

## **VERIFICATION PERIOD AND AWARDS**

Unofficial results should be entered into the Spring Meet Online Entry System before the verification period. In speaking contests, ranks of multiple judges should be entered into the TalkTab Speech Tabulation Software before the verification period, even if you choose to calculate manually. Instruct contest directors to double-check all results and hold verification periods, as required, before presenting



# After the Meet

## **OFFICIAL RESULTS**

All results shall be posted on the UIL Spring Meet Online Entry System. The online system will tabulate team scores, and it is possible to post them throughout the course of the meet. It will also tabulate points for the academic championship. The deadline for certifying and posting district results is 5 p.m. the day following the meet. Make certain results are open for public review. Qualifiers to the state meet will be advanced through the system. Check that contestant names are correct if substitutions have been made and no-show students have been canceled from the roster.

Please verify journalism and speech team points once you have entered and certified all of the events in each of those areas. At the end of the day, you should have 24 events listed on your Meet Summary page from this week's contests (23 events if one-act play results are incomplete).

Please change the Status of the Meet to "Results are posted and available for review" so that the public may see the results of your meet. This is located on the Update Meet page.

## **UNBREAKABLE TIES**

Please email a list of any ties that were unbreakable (only through 6th place) and are posted as ties in the online system to the UIL email ([academics@uiltexas.org](mailto:academics@uiltexas.org)). A tie for 7th place or after can remain a tie.

## **RETURNING MATERIALS**

You may release tests, keys, prompts, speaking topics, ballots and other test information at the end of Saturday of region week. If the meet concludes prior to the last contest day, materials may be mailed to schools.

## **UNCLAIMED MATERIALS AND AWARDS**

The schools are ultimately responsible for picking up their materials and awards. Arrangements may be made to mail unclaimed awards to appropriate schools, at the region director's discretion. It may be advantageous for schools to provide self-addressed, postage-paid envelopes. Region sites are not obligated to mail these items, unless the meet concludes before Saturday.

## **ANNOUNCING THE REGIONAL ACADEMIC CHAMPIONSHIP**

After the points have been input for all academic events including one-act play, speech team and journalism team, the UIL Spring Meet Online Entry System will determine the regional academic champion. Sweepstakes point totals for each school are on the Meet Summary page. You may award the sweepstakes trophy and runner-up only after all 24 events have certified results. If all points are reported, award the championship while students are still on site; otherwise, send the award later and notify the schools of the winner. On the Update Meet Information page, make certain results are posted and available for public review.

## **ORDERING ADDITIONAL AWARDS**

If ties occur and extra medals, plaques or certificates are needed, the regional director should contact the UIL office as soon after the meet as possible.

## **MEET EVALUATION**

If you or any of your contest directors have comments, complaints or suggestions about your meet, please contact the UIL staff. We look forward to hearing your comments and working with you to provide the highest quality meet possible.



# Frequently Asked Questions

## **\* DROP & SUBSTITUTE**

**A four-member team placed first at district. However, two members of the team can't compete at region because of a conflict. They can't sub two members onto a team. Do they need to contact the alternate team?**

Not necessarily. They can drop one student and sub one, thus competing at region with a three-member team. However, if they win at region, they may advance only three students as part of the winning team

## **\* ARRIVING LATE FOR A CONTEST**

**What if a student misses roll call?**

If a student is not present at roll call, the contest director will call for an alternate. Once an alternate has been designated as a contestant, the original contestant is disqualified.

## **\* PROVIDING COMPUTERS**

**Ready writing and journalism students want to use computers at the meet. Is that permissible?**

Yes. The responsibility of providing computers for contests is placed on the individual school, not the host site. Contestants have the opportunity to use laptop or notebook computers from district through state. For more details, see each event's handbook.

## **\* TIED RESULTS**

**Two students tied for fourth place in number sense. How do we award points?**

Fourth place receives eight points. Fifth place receives six points. That's 14 points in all. Thus, each student will earn seven points. Remember, in the event of a two-way tie for fourth, there is no fifth place, and the next place will be sixth.

## **\* ANSWER KEY ERRORS**

**We think we found an error in the answer key. What do we do?**

In the case of an error on the answer key of an objectively-scored contest, graders should notify the UIL State Office of the nature of the error and/or contact the respective state contest director to seek clarification. Papers should be judged by correctness and not an incorrect answer key. Do not alter or discard a question without a ruling from the state office or respective state contest director.

## **\* VERIFICATION PERIOD**

**What should take place during the verification period?**

The contest director or an assistant should provide the unofficial results with full scores. Contestants and coaches should be allowed to review their papers/tests/ballots, answer keys and the unofficial results. A full 15 minutes should be provided to allow errors to be found and corrected. At the end of the verification period, the results shall be final and no protests will be considered. Thus, it is essential that the appropriate steps be taken during verification. NOTE: for ready writing and journalism events, verification is for identification purposes only. Refer to event handbooks for specific information.

## **\* COMPUTER TABULATION**

**How can we simplify ranking speech contestants and one-act play?**

When using panel judging, the most efficient method is to employ software provided by UIL. The TalkTab software is available to download from the speech page and one-act play on the theatre page of the UIL website. Use it to avoid errors in tabulation of judges' rankings.

## **\* ELIGIBILITY**

**A student wrote an answer that was correct but the judges said they couldn't read it and counted it wrong. What should I do?**

There has been considerable discussion about ambiguous characters at all levels of competition. If the judges are unclear about an answer, they try to objectively decide what the contestant meant. If they remain unclear, it's wrong. As Calculator Applications Contest Director David Bourell said, "The critical component of any legibility question is reasonable doubt. The grader must have an honest question relative to the answer before legibility is questioned."

### **\* CONFLICT PATTERN**

**Does our schedule have to follow the Academic Conflict Pattern?**

Yes. Districts are free to schedule their academic meet over two, three or four days if they like as long as they stay within the sanctioned week of competition. However, the conflict pattern is mandated at region and state; so if a student earns the right to advance in ready writing and computer applications, he or she will be forced to choose even if the schedule allows. The decision must be made and the district academic director and regional academic director notified no later than the end of the second school day after the meet. The school of the alternate must also be notified.

### **\* THREE-MEMBER TEAMS**

**A first place team won at district with three members. For regional, can they add a fourth member?**

No. They may advance only the number of contestants who participated in the qualifying meet.

### **\* TIMEKEEPERS**

**Who should serve as a timekeeper?**

Only a trained individual. In one-act play, timekeepers should be adults. In all other events, this may be a student, a teacher or a lay person, but he or she should be fully familiar with instructions for timing, contained in the event's handbook.

### **\* DISMISSING JUDGES**

**Why should you not dismiss judges immediately after they've turned in their ballots or results?**

Because, in speech, master ballots may not match ranks in the individual evaluations. And for other contests, questions of all sorts might arise. Wait until after official results have been posted to release judges.

### **\* ACADEMIC TEAMS**

**How do you determine the team score in most events?**

Schools are allowed to enter four students at district in, say, mathematics. The three highest scores will be the team score. While lowest of the four scores will not count toward the team score, the fourth student advances to the next level with the team and competes for both individual and team ranking.

### **\* OAP POINTS**

**Do you have to count OAP points toward overall championship?**

Absolutely. All Regional contests listed under Sec. 902 (Schedule of Points) must be counted toward the academic championship.

### **\* REQUEST FOR ACCOMMODATION**

**A coach of a competitor provided a letter from UIL stating that the student can use an enlarged test based on an accommodation for a special need. Do I have to make a special test?**

Coaches may request accommodations for students with special needs. If approved, they will present a letter from the UIL state office to the meet director well in advance of the contest. This may range from testing in a separate room to using a computer for a contest that usually doesn't have one or accommodations for a visual impairment. In all cases, the school must provide any special equipment and assumes all responsibility for failure of that equipment. UIL will send enlarged materials or any other modification to a test in advance of the contest. If you have a specific question, do not hesitate to contact UIL staff.

### **\* CONTEST MATERIAL IS MISSING**

**I received the contest materials, but I do not have a packet for a contest. What should I do?**

Contact UIL about any missing materials. If you do not have enough answer sheets or you have materials for calculator applications in the computer applications envelope, we will get the correct materials sent to you. Your box of materials will also include an emergency disc with all the testing materials included that you may duplicate.

### **\* DISQUALIFICATION**

**A student failed to write an essay in social studies. Do we have to disqualify the student?**

According to the rules, the student is disqualified. Any other instance requiring disqualification, such as suspected cheating, please contact the UIL staff prior to making a final determination. If a student is disqualified, he or she shall be canceled as a contestant on the roster in the online entry system so that student does not earn points or is not eligible to advance to the next meet.

# Regional Academic Meet Director's Manual

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University Interscholastic League

# ACADEMIC CONFLICT PATTERN

The conflict pattern will be strictly observed at all region meets and at the UIL Academic State Meet. Contests in a given set do not conflict with contests in any other set, with the exception of restrictions in speaking events. For example, Number Sense in Set 1 does not conflict with Accounting in Set 2 or with Social Studies in Set 3.

## Set 1

**3 hours**

(i.e. 8-11 a.m.)

Only the following contests will be held during Set 1. These contests may be scheduled at the same time:

- Current Issues & Events
- Ready Writing
- Prose prelims
- Poetry prelims
- Lincoln-Douglas debate prelims

Each of the above contests conflict with:

- Calculator Applications
- Number Sense

Calculator Applications, Number Sense and Computer Applications may not be held at the same time.

## Set 2

**2 1/2 hours**

(i.e. 11 a.m.-1:30 p.m.)

Only the following contests will be held during Set 2. These contests may be scheduled at the same time:

- Accounting
- Informative Speaking
- Persuasive Speaking
- Science
- Spelling & Vocabulary

Each of the above contests conflict with:

- Feature Writing
- News Writing

Feature Writing and News Writing may not be held at the same time.

## Set 3

**2 hours**

(i.e. 1:30-3:30 p.m.)

Only the following contests will be held during Set 3. These contests may be scheduled at the same time:

- Social Studies
- LD finals
- Prose finals
- Poetry finals

Each of the above contests conflict with:

- Computer Science
- Editorial Writing
- Headline Writing
- Mathematics

Editorial Writing and Headline Writing may not be held at the same time.

Computer Science and Mathematics should not be held at the same time.

## Set 4

**2 1/2 hours**

(i.e. 3:30-6 p.m.)

Only the following contests will be held during Set 4. These contests may be scheduled at the same time:

- Computer Science  
(Programming session)
- Informative finals
- Literary Criticism
- Persuasive finals
- Poetry finals

If you enter:

Team Debate.....Lincoln-Douglas Debate

Lincoln-Douglas Debate.....Team Debate, Prose Interpretation, Poetry Interpretation

Prose Interpretation.....Lincoln-Douglas Debate, Poetry Interpretation

Poetry Interpretation.....Lincoln-Douglas Debate, Prose Interpretation

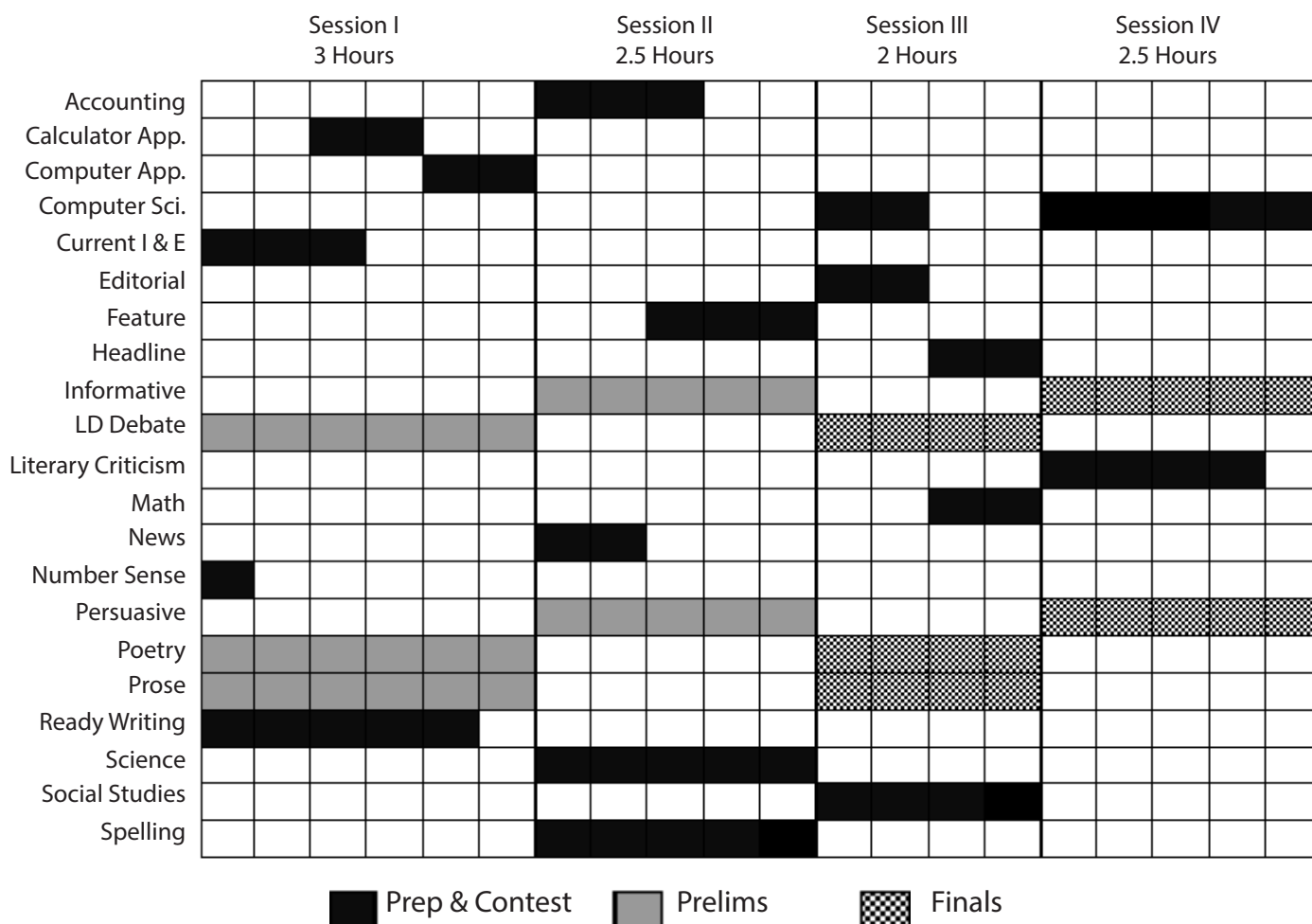
Informative Speaking.....Persuasive Speaking

Persuasive Speaking.....Informative Speaking

Congress.....No restriction on entering any other high school academic or speech event.

You may not enter these contests:

# Academic Conflict Pattern



The conflict pattern is not mandated, but it will be honored at all regional and state meets. Districts are also urged to use the conflicts in setting a schedule for their meets. Regional and state schedules will not be modified to allow participation in conflicting events.

**SESSION I**  
3 hours     The following events may begin at the same time: prose, poetry, Lincoln-Douglas debate, ready writing\*, computer applications\* and current issues & events. Calculator applications, number sense and computer applications may not be held at the same time. Students may also participate in both current issues & events and computer applications so long as they are set up and do not delay the start of the computer applications contest. Number sense and calculator applications conflict with current issues & events, ready writing, prose/poetry interpretation and Lincoln-Douglas debate.

**SESSION II**  
2.5 hours     The following events may begin at the same time: informative speaking, persuasive speaking, spelling & vocabulary, science and accounting. News writing\* and feature writing\* may not be held at the same time. Note: informative and persuasive speaking finals and computer science programming may conflict.

**SESSION III**  
2 hours     The following events may be held at the same time: mathematics, social studies, prose, poetry and Lincoln-Douglas debate. Editorial writing\* and headline writing may not be held at the same time. Computer science and mathematics may not be held at the same time.

**SESSION IV**  
2.5 hours     The following events may begin at the same time: informative speaking finals, persuasive speaking finals, literary criticism and computer science programming\*\*. Programming is administered at all levels of competition – district, regional and state.

\*- Events utilizing computers (computer applications, editorial, feature, news, and ready writing) must have at least 30 additional minutes earlier than indicated on the chart to set-up equipment. The contestant is not required to be present for equipment set-up.

\*\* – The 2.5 hour block indicated for Computer Science hands-on programming allows 30 minutes for roll call, preliminary announcements and the “dry run” practice problem, followed by a full two hours for the actual contest. NOTE: teams must also have at least 30 additional minutes earlier in the day to set up equipment. The equipment set-up may take place at any point during the contest day; all team members are not required to be present for equipment set-up.

# Sample Meet Schedule

The conflict pattern exists so students can be assured that they will be able to compete in the contests for which they've prepared. It is constructed in four sets of contests.

## 1-DAY SCHEDULE

### SET 1

8 a.m.

LD Debate prelims • Number Sense •  
Ready Writing computer set-up

8:30 a.m.

Prose (prelims) • Poetry (prelims)  
• Current Issues & Events • Ready Writing

9 a.m.

Calculator Applications • Computer Applications  
computer set-up

10 a.m.

Computer Applications contest

### SET 2

11 a.m.

Informative (prelims) • Persuasive (prelims) •  
Spelling • Accounting • Science • News Writing

Noon

Feature Writing

### SET 3

1:30 p.m.

Poetry finals • Prose finals • LD Debate finals •  
Computer Science written test • Editorial Writing  
• Social Studies

2:30 p.m.

Headline Writing • Mathematics • Computer  
Science Programming computer set up

### SET 4

3:30 p.m.

Informative finals • Persuasive finals  
• Literary Criticism • Computer Science programming

## 2-DAY SCHEDULE

### FIRST DAY, SET 1

4 p.m.

Number Sense • Ready Writing computer set up  
• Current Issues & Events

4:30 p.m.

Prose (prelims) • Poetry (prelims)  
• LD Debate (prelims) • Ready Writing

4:45 p.m.

Calculator Applications • Computer Applications  
set-up

5:45 p.m.

Computer Applications contest

### SECOND DAY, SET 2

9 a.m.

Informative (prelims) • Persuasive (prelims)  
• Spelling • Accounting • Science • News Writing

10 a.m.

Feature Writing

### SECOND DAY, SET 3

11:30 a.m.

Poetry finals • Prose finals • LD Debate finals  
• Computer Science written test • Editorial Writing  
• Social Studies

12:30 p.m.

Headline Writing • Mathematics • Computer  
Science Programming computer set-up

### SECOND DAY, SET 4

1:30 p.m.

Informative finals • Persuasive finals  
• Literary Criticism • Computer Science Programming

The suggested start time above includes prep and contest time. Events utilizing computers (computer applications, computer science programming, editorial, feature, news and ready writing) must have at least 30 additional minutes earlier than indicated on the chart to set-up equipment. Except for journalism events, computer set-up times are suggested on the sample schedule above.

# Regional Academics Contest Personnel Needs

## **I. Region Meet Director**

(Director General)

- Budget and Financial Reports
- Facilities
- Staffing
- Awards
- Communications with Regional Executive Committee
- Region Handbook

## **II. Academic Meet Director**

- Academic Meet and One-Act Play
- Schedule
- Staffing
- Contest administration
- Communications with District Academic Meet directors and schools

## **III. Academic Contest Directors**

- Speech events (prose, poetry, informative, persuasive, LD debate)
- Journalism (four contests)
- Accounting
- Computer Applications
- Computer Science
- Current Issues & Events
- Social Studies
- Literary Criticism
- Ready Writing
- Spelling and Vocabulary
- Number Sense
- Calculator Application
- Mathematics
- Science
- One-Act Play Contest Manager

## **IV. Hired Judges**

- Spelling and Vocabulary Pronouncer
- Journalism (four events; usually three judges can do for all four; one must be a former or current high school journalism advisor)
- Ready Writing (three judges)
- One-Act Play (assigned by UIL State office, contracted by regional host)
- \*Speech and Debate
  - Informative
  - Persuasive
  - Prose
  - Poetry
  - Lincoln-Douglas Debate

\*The five speech contests have 24 contestants each: preliminaries and final rounds are required and a panel of judges should be used. See Regional Speech & Debate Judges

# Regional Speech & Debate Judges

## **Speaking Events**

**Persuasive Speaking, Informative Speaking, Prose Interpretation, Poetry Interpretation**

24 contestants per individual speaking event  
3 preliminary sections per event (rules also allow for 4 prelim sections, if desired)  
1 preliminary round, 1 final round  
3 judges per section = 9 prelim judges  
3 judges in finals = 3 judges

Total judges per event = 12

4 speaking events:  $12 \times 4 = 48^*$

\* individuals are often assigned to judge prelims of prose and then finals of poetry; prelims of informative and then finals of persuasive

## **Lincoln-Douglas Debate**

24 debaters

1 judge per prelim round = 12 prelim judges

3 preliminary rounds (average)

12 prelim judges x 3 rounds

4 panels of 3 judges = quarters round

2 panels of 3 judges = semis round

2 panels of 3 judges = finals/trophy round

36 prelim rounds

4 rounds (12 judges)

2 rounds (6 judges)

2 rounds (6 judges)



# Rooms for Academic Events

Each event requires one contest room and one grading and verification room. Events may be held in the same room when the contests are scheduled at different times.

<b>CONTEST</b>	<b>CONTEST ROOM REQUIREMENTS</b>
Computer Applications	24 plugs and typewriting table
Accounting	40+ writing surfaces
Ready Writing	24 writing surfaces, plugs for laptop computers and printers
Literary Criticism	40+ writing surfaces
Number Sense	40+ writing surfaces
Calculator Applications	40 - 60 writing surfaces
Science	50+ writing surfaces
Social Studies	40+ writing surfaces
Computer Science*	40+ writing surfaces. *For hands-on programming, one additional contest room with 8+ plugs and tables appropriate for computer stations and a judging room with tables appropriate for computer stations.
Mathematics	40+ writing surfaces
Current Issues & Events	40+ writing surfaces
Journalism (each event)	24 writing surfaces, plugs for laptop computers and printers
Spelling & Vocabulary	40+ writing surfaces

Number of contestants will vary depending on the number of individual qualifiers on teams.

## **SPEECH & DEBATE**

Each event requires 3 - 4 contest rooms (except LD Debate which requires 12) and an assembly room. All speech and debate events may share one tab room. Events that may be held in the same room because the contests are scheduled at different times are paired as follows.

Poetry  
Informative Speaking\*

Prose  
Persuasive Speaking\*

LD Debate†

\* Informative and Persuasive also require a large prep room, which they must share.

† LD Debate may be held in the same rooms as the other speech events, depending on the schedule.

# ACADEMIC QUICK REFERENCE CHART

Note: Grading time varies. For most events, allocate a minimum of two hours.

Accounting	Calculator Applications	Computer Applications
<p><b>ROOMS</b> 1 – testing 1 – grading</p> <p>PREP TIME — 30 TEST TIME — 60</p> <p><b>CONTEST MATERIALS</b> UIL Packet: tests &amp; keys, answer blanks, scoring charts.</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch scratch paper; calculators for graders, pencils and one 8 1/2 x 11-inch envelope per school.</p> <p><b>PERSONNEL</b> During contest</p> <ul style="list-style-type: none"> <li>• Director</li> <li>• One or more assistant(s)/monitor(s)</li> <li>• Head Grader</li> </ul> <p><b>NUMBER OF ENTRIES</b> (District) 4 per school (Region) 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> individuals per district; 1<sup>st</sup> place team per district; wild card team.</p> <p><b>TIES</b></p> <ul style="list-style-type: none"> <li>• Individual — Break no ties.</li> <li>• Team — Break tie with fourth team member score. If tie still exists, all teams involved in tie advance.</li> </ul> <p><b>GRADING/JUDGES</b> At least 3, preferably more. Graders may be coaches.</p> <p><b>AWARDS</b> Individual medals: 1<sup>st</sup> through 6<sup>th</sup> Team medals: 1<sup>st</sup> and 2<sup>nd</sup> place teams</p> <p><b>POINTS</b> 1<sup>st</sup> — 15 2<sup>nd</sup> — 12 3<sup>rd</sup> — 10 4<sup>th</sup> — 8 5<sup>th</sup> — 6 6<sup>th</sup> — 4</p> <p>1<sup>st</sup> team — 10 2<sup>nd</sup> team — 5</p> <p><b>ADVANCE</b> Top 3 individuals and 1st place team. One wild card team per regional will also advance.</p>	<p><b>ROOMS</b> 1 – testing 1 – grading (can use same room as number sense)</p> <p>PREP TIME — 30 TEST TIME — 30</p> <p><b>CONTEST MATERIALS</b> UIL Packet: tests &amp; keys.</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch scratch paper; calculators for graders, pencils and one 8 1/2 x 11-inch envelope per school.</p> <p><b>PERSONNEL</b></p> <ul style="list-style-type: none"> <li>• Director</li> <li>• 1 or more assistant(s)/monitor(s)</li> <li>• Head grader</li> </ul> <p><b># OF ENTRIES</b> (District) 4 per school (Region) 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> individuals per district; 1<sup>st</sup> place team per district; wild card team.</p> <p><b>TIES</b></p> <ul style="list-style-type: none"> <li>• Individual — If two or more contestants have identical raw score, the higher place shall be given to the contestant gaining the most points on stated and geometric problems. If still tied, both advance.</li> <li>• Team — Break tie with fourth team member score. If tie still exists, all teams involved in tie advance.</li> </ul> <p><b>GRADING/JUDGES</b> At least 3, preferably more. Graders may be coaches.</p> <p><b>AWARDS</b> Individual medals 1<sup>st</sup> through 6<sup>th</sup> Team medals 1<sup>st</sup> and 2<sup>nd</sup> place teams</p> <p><b>POINTS</b> 1<sup>st</sup> — 15 2<sup>nd</sup> — 12 3<sup>rd</sup> — 10 4<sup>th</sup> — 8 5<sup>th</sup> — 6 6<sup>th</sup> — 4</p> <p>1<sup>st</sup> team — 10 2<sup>nd</sup> team — 5</p> <p><b>ADVANCE</b>: Top 3 individuals and 1st place team. One wild card team per regional will also advance.</p>	<p><b>ROOMS</b> 1 – testing* 1 – grading *Must include sufficient electric access for each contestant</p> <p>SET UP— 30 PREP TIME — 20 TEST TIME — 30 TIEBREAKER — 5</p> <p><b>CONTEST MATERIALS</b> UIL Packet: tests &amp; keys, answer blanks, meet evaluation sheet.</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch scratch paper; calculators for graders, pencils and one 8 1/2 x 11-inch envelope per school.</p> <p><b>PERSONNEL</b></p> <ul style="list-style-type: none"> <li>• Director</li> <li>• 1 assistant</li> <li>• Head grader</li> </ul> <p><b># OF ENTRIES</b> (District) 3 per school (Region) 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> individuals per district.</p> <p><b>TIES</b></p> <ul style="list-style-type: none"> <li>• Individual — Ties broken with 5-minute tiebreaker. If the percent accuracy scores on the tie breaker are the same, then a tie exists.</li> </ul> <p><b>GRADING/JUDGES</b> At least 3, preferably more. Coaches must serve as graders.</p> <p><b>AWARDS</b> Individual medals: 1<sup>st</sup> through 6<sup>th</sup></p> <p><b>POINTS</b> 1<sup>st</sup> — 15 2<sup>nd</sup> — 12 3<sup>rd</sup> — 10 4<sup>th</sup> — 8 5<sup>th</sup> — 6 6<sup>th</sup> — 4</p> <p><b>ADVANCE</b> Top 3 individuals</p>

# ACADEMIC QUICK REFERENCE CHART

Note: Grading time varies. For most events, allocate a minimum of two hours.

Computer Science	Current Issues & Events	Editorial Writing
<p><b>ROOMS</b> 1 – testing (with table surface) 1 – grading 1 – hands-on contest 1 – hands-on judging (rooms may be used for multiple purposes as schedule allows)</p> <p><b>SET UP</b> — 30 <b>PREP TIME</b> — 20 written, 30 hands-on <b>TEST TIME</b> — 45 written, 2 hours hands-on</p> <p><b>CONTEST MATERIALS</b> UIL Packet: tests, keys, answer sheets, hands-on contestant and judging packets, hands-on problem sets, meet evaluation form.</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch scratch paper; red pens/calculators for graders, and one 8 1/2 x 11-inch envelope per school.</p> <p><b>PERSONNEL</b></p> <ul style="list-style-type: none"> <li>• director</li> <li>• 1 assistant</li> <li>• 2-3 hands-on judges</li> <li>• 2-3 hands-on assistants, as needed</li> </ul> <p><b># OF ENTRIES</b> (District) 4 per school (Region) 1st/2nd/3rd individuals per district; 1st place team per district; wild card team.</p> <p><b>TIES</b></p> <ul style="list-style-type: none"> <li>• Individual — The formula for percent accuracy shall be used. Percent accuracy = number of problems correct divided by the # of problems attempted. If percent accuracy scores are the same, then a tie exists.</li> <li>• Team — Scores in the programming session are considered first. If a tie still exists, the scores on the written exam are considered. If a tie still exists, consider the total score of all entries from the school by adding in the fourth score for four-member teams (don't add anything for three-member teams). If a tie still exists after all tiebreakers are applied, it will not be broken.</li> </ul> <p><b>GRADING/JUDGES</b> At least 3, preferably more for the written exam, 2-3 judges for hands-on. Graders may be coaches.</p> <p><b>AWARDS</b> Individual medals 1<sup>st</sup> through 6<sup>th</sup>. Team medals 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> place teams</p> <p><b>POINTS</b> 1<sup>st</sup> — 15 2<sup>nd</sup> — 12 3<sup>rd</sup> — 10 4<sup>th</sup> — 8 5<sup>th</sup> — 6 6<sup>th</sup> — 4</p> <p>1<sup>st</sup> team — 20 2<sup>nd</sup> team — 16 3<sup>rd</sup> team — 12</p> <p><b>ADVANCE:</b> Top 3 individuals and 1st place team. One wild card team per regional will also advance.</p>	<p><b>ROOMS</b> 1 – testing 1 – grading</p> <p><b>PREP TIME</b> — 20 <b>TEST TIME</b> — 60</p> <p><b>CONTEST MATERIALS</b> UIL Packet: tests &amp; keys, answer blanks, rubrics.</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch paper; pencils for graders, stapler; and one 8 1/2 x 11-inch envelope per school.</p> <p><b>PERSONNEL</b></p> <ul style="list-style-type: none"> <li>• Director</li> <li>• One or more assistant(s)/monitor(s)</li> <li>• Head grader</li> </ul> <p><b>NUMBER OF ENTRIES</b> (District) 4 per school (Region) 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> individuals per district; 1<sup>st</sup> place team per district; wild card team.</p> <p><b>TIES</b></p> <ul style="list-style-type: none"> <li>• Individual — All ties are broken by judging the essays. Even if two essays were originally scored equally, compare one to the other to break the tie.</li> <li>• Team — Break tie with fourth team member's objective score. If tie still exists, all teams involved in tie advance.</li> </ul> <p><b>GRADING/JUDGES</b> At least 3, preferably more. Graders may be coaches.</p> <p><b>AWARDS</b> Individual medals: 1<sup>st</sup> through 6<sup>th</sup> Team medals: 1<sup>st</sup> and 2<sup>nd</sup> place teams</p> <p><b>POINTS</b> 1<sup>st</sup> — 15 2<sup>nd</sup> — 12 3<sup>rd</sup> — 10 4<sup>th</sup> — 8 5<sup>th</sup> — 6 6<sup>th</sup> — 4</p> <p>1<sup>st</sup> team — 10 2<sup>nd</sup> team — 5</p> <p><b>ADVANCE</b> Top 3 individuals and 1st place team. Top second place team per regional will also advance.</p>	<p><b>ROOMS</b> 1 – testing 1 – grading (can use one room for all journalism contests)</p> <p><b>SET UP</b> <b>PREP TIME</b> — 15 minutes <b>TEST TIME</b> — 45 minutes</p> <p><b>CONTEST MATERIALS</b> UIL Packet: fact sheet, judging criteria, tips (attach one to each entry)</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch scratch paper; red markers, pencils, pencil sharpener, stapler and one 8 1/2 x 11-inch envelope per school</p> <p><b>PERSONNEL</b></p> <ul style="list-style-type: none"> <li>• Director</li> <li>• Room monitors</li> </ul> <p><b>NUMBER OF ENTRIES</b> (District) Three per school (Region) 1st/2nd/3rd individuals per district</p> <p><b>TIES</b></p> <ul style="list-style-type: none"> <li>• Individual — No ties</li> </ul> <p><b>GRADING/JUDGES</b> Panel of three qualified judges. At least one judge should be a current or former high school journalism teacher.</p> <p><b>AWARDS</b> Individual medals 1<sup>st</sup> through 6<sup>th</sup></p> <p><b>POINTS</b> 1<sup>st</sup> — 15 2<sup>nd</sup> — 12 3<sup>rd</sup> — 10 4<sup>th</sup> — 8 5<sup>th</sup> — 6 6<sup>th</sup> — 4</p> <p>Team First place team — 10 points Second place team — 5 points</p> <p><b>ADVANCE</b> Top three individuals</p>

# ACADEMIC QUICK REFERENCE CHART

Note: Grading time varies. For most events, allocate a minimum of two hours.

Feature Writing	Headline Writing	Informative Speaking
<p><b>ROOMS</b> 1 – testing 1 – grading (can use one room for all journalism contests)</p> <p><b>SET UP</b> PREP TIME — 15 minutes TEST TIME — 60 minutes</p> <p><b>CONTEST MATERIALS</b> UIL Packet: fact sheet, judging criteria, tips (attach one to each entry)</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch scratch paper, red markers, pencils, pencil sharpener, stapler and one 8 1/2 x 11-inch envelope per school</p> <p><b>PERSONNEL</b></p> <ul style="list-style-type: none"> <li>• Director</li> <li>• Room monitors</li> </ul> <p><b>NUMBER OF ENTRIES</b> (District) Three per school (Region) 1st/2nd/3rd individuals per district</p> <p><b>TIES</b></p> <ul style="list-style-type: none"> <li>• Individual — No ties</li> </ul> <p><b>GRADING/JUDGES</b> Panel of three qualified judges. At least one judge should be a current or former high school journalism teacher.</p> <p><b>AWARDS</b> Individual medals 1<sup>st</sup> through 6<sup>th</sup></p> <p><b>POINTS</b> 1<sup>st</sup> — 15 2<sup>nd</sup> — 12 3<sup>rd</sup> — 10 4<sup>th</sup> — 8 5<sup>th</sup> — 6 6<sup>th</sup> — 4</p> <p>Team First place team — 10 points Second place team — 5 points</p> <p><b>ADVANCE</b> Top three individuals</p>	<p><b>ROOMS</b> 1 – testing 1 – grading (can use one room for all journalism contests)</p> <p><b>SET UP</b> PREP TIME — 15 minutes TEST TIME — 45 minutes</p> <p><b>CONTEST MATERIALS</b> UIL Packet: fact sheet, judging criteria, tips (attach one to each entry)</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch scratch paper, red markers, pencils, pencil sharpener, stapler and one 8 1/2 x 11-inch envelope per school</p> <p><b>PERSONNEL</b></p> <ul style="list-style-type: none"> <li>• Director</li> <li>• Room monitors</li> </ul> <p><b>NUMBER OF ENTRIES</b> (District) Three per school (Region) 1st/2nd/3rd individuals per district</p> <p><b>TIES</b></p> <ul style="list-style-type: none"> <li>• Individual — No ties</li> </ul> <p><b>GRADING/JUDGES</b> Panel of three qualified judges. At least one judge should be a current or former high school journalism teacher.</p> <p><b>AWARDS</b> Individual medals 1<sup>st</sup> through 6<sup>th</sup></p> <p><b>POINTS</b> 1<sup>st</sup> — 15 2<sup>nd</sup> — 12 3<sup>rd</sup> — 10 4<sup>th</sup> — 8 5<sup>th</sup> — 6 6<sup>th</sup> — 4</p> <p>Team First place team — 10 points Second place team — 5 points</p> <p><b>ADVANCE</b> Top three individuals</p>	<p><b>ROOMS</b></p> <ul style="list-style-type: none"> <li>• Assembly room</li> <li>• 1 joint prep room w/ persuasive</li> <li>• 1 per section</li> <li>• tab room (one tab room may be used for all speech events)</li> </ul> <p>TEST TIME — 30 prep, 7 per student in section, draw at 10 minute intervals</p> <p><b>CONTEST MATERIALS</b> UIL Packet: topics, ballots, instructions to judges, tabulation form.</p> <p>Director Provides: contestant roster; contest stopwatches, time cards and pencils for tab room</p> <p><b>PERSONNEL</b></p> <ul style="list-style-type: none"> <li>• director</li> <li>• timekeepers</li> <li>• tab room staff</li> <li>• chairperson</li> <li>• prep room monitors (at least 2)</li> <li>• contest escorts (optional)</li> </ul> <p><b># OF ENTRIES</b> (District) 3 per school (Region) 1st/2nd/3rd individuals per district.</p> <p><b>TIES</b></p> <ul style="list-style-type: none"> <li>• Individual — No ties.</li> </ul> <p><b>GRADING/JUDGES</b> 1, 3 or 5 per section for prelims; 3 or 5 for finals</p> <p><b>AWARDS</b> Individual medals 1<sup>st</sup> through 6<sup>th</sup></p> <p><b>POINTS</b> 1<sup>st</sup> — 15 2<sup>nd</sup> — 12 3<sup>rd</sup> — 10 4<sup>th</sup> — 8 5<sup>th</sup> — 6 6<sup>th</sup> — 4</p> <p>Top overall Speech team — 10 points; Second place overall speech team — 5 points.</p> <p><b>ADVANCE:</b> Top 3 individuals</p>

# ACADEMIC QUICK REFERENCE CHART

Note: Grading time varies. For most events, allocate a minimum of two hours.

Lincoln-Douglas Debate	Literary Criticism	Mathematics						
<p><b>ROOMS</b></p> <ul style="list-style-type: none"> <li>• Assembly room</li> <li>• 1 per debate</li> <li>• tab room (one tab room may be used for all speech events)</li> </ul> <p>TEST TIME — 45 per debate</p> <p><b>CONTEST MATERIALS</b> UIL Packet: LD debate resolution, ballots, instructions to judges.</p> <p>Director Provides: contestant roster; contest stopwatches, time cards and pencils for tab room.</p> <p><b>PERSONNEL</b></p> <ul style="list-style-type: none"> <li>• director</li> <li>• timekeepers</li> <li>• tab room staff</li> </ul> <p><b># OF ENTRIES</b> (District) 3 per school (Region) 1st/2nd/3rd individuals per district.</p> <p><b>GRADING/JUDGES</b> 1 per debate, prelim rounds 3 per debate, elim rounds</p> <p><b>AWARDS</b> Team medals 1<sup>st</sup> through 6<sup>th</sup></p> <p><b>POINTS</b> 1<sup>st</sup> — 15 2<sup>nd</sup> — 12 3<sup>rd</sup> — 10 4<sup>th</sup> — 8 5<sup>th</sup> — 6* 6<sup>th</sup> — 4*</p> <p>*Determined by seeding</p> <p>Top overall Speech team — 10 points; Second place overall speech team — 5 points.</p> <p>ADVANCE: Top 3 individuals</p>	<p><b>ROOMS</b></p> <ul style="list-style-type: none"> <li>1 – testing</li> <li>1 – grading</li> </ul> <p>PREP TIME — 20 TEST TIME — 90</p> <p><b>CONTEST MATERIALS</b> UIL Provides: Packet: tests, keys, answer sheets.</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8.5 x 11-inch lined (preferably) paper; pencils or pens for graders, stapler; and one 8.5 x 11-inch envelope per school</p> <p><b>PERSONNEL</b> Director One or more assistant(s)/monitor(s) Lead grader 3-5 tie-breaker judges</p> <p><b>NUMBER OF ENTRIES</b> (District) 4 per school (Region) 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> individuals per district; 1<sup>st</sup> place team per district; wild card team.</p> <p><b>TIES</b> Individual: Break all ties by judging essays. Objective scores are not altered to break ties Team: Break tie with fourth team member score. If tie still exists, all teams involved in tie advance. Team without a fourth member forfeits.</p> <p><b>GRADING/JUDGES</b> At least 3, preferably more. Graders may be coaches; however, tie-breaker judges should not participate in breaking ties involving their own contestants.</p> <p><b>AWARDS</b> Individual medals: 1<sup>st</sup> through 6<sup>th</sup> Team medals: 1<sup>st</sup> and 2<sup>nd</sup> place teams Plaque for 1<sup>st</sup> place team</p> <p><b>POINTS</b></p> <table border="0"> <tr> <td>1<sup>st</sup> — 15</td> <td>4<sup>th</sup> — 8</td> </tr> <tr> <td>2<sup>nd</sup> — 12</td> <td>5<sup>th</sup> — 6</td> </tr> <tr> <td>3<sup>rd</sup> — 10</td> <td>6<sup>th</sup> — 4</td> </tr> </table> <p>1<sup>st</sup> team — 10 2<sup>nd</sup> team — 5</p> <p>ADVANCE: Top 3 individuals and 1st place team. One wild card team per regional will also advance.</p>	1 <sup>st</sup> — 15	4 <sup>th</sup> — 8	2 <sup>nd</sup> — 12	5 <sup>th</sup> — 6	3 <sup>rd</sup> — 10	6 <sup>th</sup> — 4	<p><b>ROOMS</b></p> <ul style="list-style-type: none"> <li>1 – testing</li> <li>1 – grading</li> </ul> <p>PREP TIME — 20 TEST TIME — 40</p> <p><b>CONTEST MATERIALS</b> UIL Packet: tests &amp; keys, answer blanks, rubrics.</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch scratch paper; pencils for graders, stapler; and one 8 1/2 x 11-inch envelope per school.</p> <p><b>PERSONNEL</b></p> <ul style="list-style-type: none"> <li>• Director</li> <li>• One assistant</li> </ul> <p><b># OF ENTRIES</b> (District) 4 per school (Region) 1st/2nd/3rd individuals per district; 1st place team per district; wild card team.</p> <p><b>TIES</b></p> <ul style="list-style-type: none"> <li>• Individual — The formula for percent accuracy shall be used to break the tie. Percent accuracy = number of problems correct divided by the number of problems attempted. If percent accuracy scores are the same, then a tie exists.</li> <li>• Team — Break tie with fourth team member score. If tie still exists, all teams involved in tie advance.</li> </ul> <p><b>GRADING/JUDGES</b> At least 3, preferably more. Graders may be coaches.</p> <p><b>AWARDS</b> Individual medals: 1<sup>st</sup> through 6<sup>th</sup> Team medals: 1<sup>st</sup> and 2<sup>nd</sup> place teams</p> <p><b>POINTS</b> 1<sup>st</sup> — 15 2<sup>nd</sup> — 12 3<sup>rd</sup> — 10 4<sup>th</sup> — 8 5<sup>th</sup> — 6 6<sup>th</sup> — 4</p> <p>1<sup>st</sup> team — 10 2<sup>nd</sup> team — 5</p> <p>ADVANCE Top 3 individuals and 1st place team. One wild card team per regional will also advance.</p>
1 <sup>st</sup> — 15	4 <sup>th</sup> — 8							
2 <sup>nd</sup> — 12	5 <sup>th</sup> — 6							
3 <sup>rd</sup> — 10	6 <sup>th</sup> — 4							

# ACADEMIC QUICK REFERENCE CHART

Note: Grading time varies. For most events, allocate a minimum of two hours.

News Writing	Number Sense	Persuasive Speaking
<p><b>ROOMS</b> 1 – testing 1 – grading (can use one room for all journalism contests)</p> <p><b>PREP TIME</b> — 15 <b>TEST TIME</b> — 45</p> <p><b>CONTEST MATERIALS</b> UIL Packet: fact sheet, judging criteria, tips (attach one to each entry)</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch scratch paper, red markers, pencils, pencil sharpener, stapler and one 8 1/2 x 11-inch envelope per school</p> <p><b>PERSONNEL</b></p> <ul style="list-style-type: none"> <li>• Director</li> <li>• Room monitors</li> </ul> <p><b># OF ENTRIES</b> (District) Three per school (Region) 1st/2nd/3rd individuals per district</p> <p><b>TIES</b></p> <ul style="list-style-type: none"> <li>• Individual — No ties</li> </ul> <p><b>GRADING/JUDGES</b> Panel of three qualified judges. At least one judge should be a current or former high school journalism teacher.</p> <p><b>AWARDS</b> Individual medals 1<sup>st</sup> through 6<sup>th</sup></p> <p><b>POINTS</b> 1<sup>st</sup> — 15 2<sup>nd</sup> — 12 3<sup>rd</sup> — 10 4<sup>th</sup> — 8 5<sup>th</sup> — 6 6<sup>th</sup> — 4</p> <p>Team First place team — 10 points Second place team — 5 points</p> <p><b>ADVANCE</b> Top three individuals</p>	<p><b>ROOMS</b> 1 – testing 1 – grading</p> <p><b>PREP TIME</b> — 20 <b>TEST TIME</b> — 10</p> <p><b>CONTEST MATERIALS</b> UIL Packet: tests &amp; keys, answer blanks.</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, calculators/pencils for graders, stapler; and one 8 1/2 x 11-inch envelope per school.</p> <p><b>PERSONNEL</b></p> <ul style="list-style-type: none"> <li>• director</li> <li>• head grader</li> </ul> <p><b># OF ENTRIES</b> (District) 4 per school (Region) 1st/2nd/3rd individuals per district; 1st place team per district; wild card team.</p> <p><b>TIES</b></p> <ul style="list-style-type: none"> <li>• Individual — Break no ties.</li> <li>• Team — Break tie with fourth team member score. If tie still exists, all teams involved in tie advance.</li> </ul> <p><b>GRADING/JUDGES</b> At least 3, preferably more. Graders may be coaches.</p> <p><b>AWARDS</b> Individual medals 1<sup>st</sup> through 6<sup>th</sup>. Team medals 1<sup>st</sup> and 2<sup>nd</sup> place teams</p> <p><b>POINTS</b> 1<sup>st</sup> — 15 2<sup>nd</sup> — 12 3<sup>rd</sup> — 10 4<sup>th</sup> — 8 5<sup>th</sup> — 6 6<sup>th</sup> — 4</p> <p>1st team — 10 2<sup>nd</sup> team — 5</p> <p><b>ADVANCE:</b> Top 3 individuals and 1st place team. One wild card team per regional will also advance.</p>	<p><b>ROOMS</b></p> <ul style="list-style-type: none"> <li>• Assembly room</li> <li>• 1 joint prep room w/ informative</li> <li>• 1 per section</li> <li>• 1 tab room (one tab room may be used for all speech events)</li> </ul> <p><b>TEST TIME</b> — 30 prep, 7 per student in section, draw at 10 minute intervals</p> <p><b>CONTEST MATERIALS</b> UIL Packet: topics, ballots, instructions to judges, tabulation form.</p> <p>Director Provides: contestant roster; contest stopwatches, time cards and pencils for tab room</p> <p><b>PERSONNEL</b></p> <ul style="list-style-type: none"> <li>• director</li> <li>• timekeepers</li> <li>• tab room staff</li> <li>• chairperson</li> <li>• prep room monitors (at least 2)</li> <li>• contest escorts (optional)</li> </ul> <p><b># OF ENTRIES</b> (District) 3 per school (Region) 1st/2nd/3rd individuals per district.</p> <p><b>TIES</b></p> <ul style="list-style-type: none"> <li>• Individual — No ties.</li> </ul> <p><b>GRADING/JUDGES</b> 1, 3 or 5 per section for prelims; 3 or 5 for finals</p> <p><b>AWARDS</b> Individual medals 1<sup>st</sup> through 6<sup>th</sup></p> <p><b>POINTS</b> 1<sup>st</sup> — 15 2<sup>nd</sup> — 12 3<sup>rd</sup> — 10 4<sup>th</sup> — 8 5<sup>th</sup> — 6 6<sup>th</sup> — 4</p> <p>Top overall Speech team — 10 points; Second place overall speech team — 5 points.</p> <p><b>ADVANCE:</b> Top 3 individuals</p>

# ACADEMIC QUICK REFERENCE CHART

Note: Grading time varies. For most events, allocate a minimum of two hours.

Poetry Interpretation	Prose Interpretation	Ready Writing
<p><b>ROOMS</b></p> <ul style="list-style-type: none"> <li>• Assembly room</li> <li>• 1 prep room</li> <li>• 1 per section</li> <li>• 1 tab room (one tab room may be used for all speech events)</li> </ul> <p>TEST TIME — approximately 10 per student in section; 1 minute performance with time for writing ballot</p> <p><b>CONTEST MATERIALS</b> UIL Packet: categories, ballots, instructions to judges, tabulation form.</p> <p>UIL TalkTab software (downloadable from website)</p> <p>Director Provides: contestant roster; contest stopwatches, time cards and pencils for tab room</p> <p><b>PERSONNEL</b></p> <ul style="list-style-type: none"> <li>• director</li> <li>• timekeepers</li> <li>• tab room staff</li> <li>• chairperson</li> </ul> <p><b># OF ENTRIES</b> (District) 3 per school (Region) 1st/2nd/3rd individuals per district.</p> <p><b>TIES</b></p> <ul style="list-style-type: none"> <li>• Individual — No ties.</li> </ul> <p><b>GRADING/JUDGES</b> 1, 3 or 5 per section for prelims; 3 or 5 for finals</p> <p><b>AWARDS</b> Individual medals 1<sup>st</sup> through 6<sup>th</sup></p> <p><b>POINTS</b> 1<sup>st</sup> — 15 2<sup>nd</sup> — 12 3<sup>rd</sup> — 10 4<sup>th</sup> — 8 5<sup>th</sup> — 6 6<sup>th</sup> — 4</p> <p>Top overall Speech team — 10 points; Second place overall speech team — 5 points.</p> <p><b>ADVANCE</b> Top 3 individuals</p>	<p><b>ROOMS</b></p> <ul style="list-style-type: none"> <li>• Assembly room</li> <li>• 1 prep room</li> <li>• 1 per section</li> <li>• 1 tab room (one tab room may be used for all speech events)</li> </ul> <p>TEST TIME — approximately 10 per student in section; 1 minute performance with time for writing ballot</p> <p><b>CONTEST MATERIALS</b> UIL Packet: categories, ballots, instructions to judges, tabulation form.</p> <p>UIL TalkTab software (downloadable from website)</p> <p>Director Provides: contestant roster; contest stopwatches, time cards and pencils for tab room.</p> <p><b>PERSONNEL</b></p> <ul style="list-style-type: none"> <li>• director</li> <li>• timekeepers</li> <li>• tab room staff</li> <li>• chairperson</li> </ul> <p><b># OF ENTRIES</b> (District) 3 per school (Region) 1st/2nd/3rd individuals per district.</p> <p><b>TIES</b></p> <ul style="list-style-type: none"> <li>• Individual — No ties.</li> </ul> <p><b>GRADING/JUDGES</b> 1, 3 or 5 per section for prelims; 3 or 5 for finals</p> <p><b>AWARDS</b> Individual medals 1<sup>st</sup> through 6<sup>th</sup></p> <p><b>POINTS</b> 1<sup>st</sup> — 15 2<sup>nd</sup> — 12 3<sup>rd</sup> — 10 4<sup>th</sup> — 8 5<sup>th</sup> — 6 6<sup>th</sup> — 4</p> <p>Top overall Speech team — 10 points; Second place overall speech team — 5 points.</p> <p><b>ADVANCE</b> Top 3 individuals</p>	<p><b>ROOMS</b> 1 – testing (can use same room as spelling) 1 – grading</p> <p>SET UP—30 PREP TIME — 20 TEST TIME — 2 hours</p> <p><b>CONTEST MATERIALS</b> UIL Packet: topics, rubrics, grading suggestions</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, paper clips, stapler, scissors, and one 8 1/2 x 11-inch envelope per school.</p> <p><b>PERSONNEL</b></p> <ul style="list-style-type: none"> <li>• Director</li> <li>• 1 or 2 room monitors</li> <li>• 3 judges (minimum)</li> </ul> <p><b>NUMBER OF ENTRIES</b> (District) 3 per school (Region) 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> individuals per district.</p> <p><b>TIES</b></p> <ul style="list-style-type: none"> <li>• Individual — No ties.</li> </ul> <p><b>GRADING/JUDGES</b> Panel 3-5. Judges may not be a coach of an entrant. English/language arts teachers or professional writers preferred.</p> <p><b>AWARDS</b> Individual medals: 1<sup>st</sup> through 6<sup>th</sup></p> <p><b>POINTS</b> 1<sup>st</sup> — 15 2<sup>nd</sup> — 12 3<sup>rd</sup> — 10 4<sup>th</sup> — 8 5<sup>th</sup> — 6 6<sup>th</sup> — 4</p> <p><b>ADVANCE</b> Top 3 individuals</p>

# ACADEMIC QUICK REFERENCE CHART

Note: Grading time varies. For most events, allocate a minimum of two hours.

Science	Social Studies	Spelling & Vocabulary
<p><b>ROOMS</b> 1 – testing 1 – grading</p> <p>PREP TIME — 30 TEST TIME — 2 hours</p> <p><b>CONTEST MATERIALS</b> UIL Packet: tests &amp; keys, answer blanks, top scorer certificates.</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, scratch paper, calculators/pencils for graders, stapler, and one 8 1/2 x 11-inch envelope per school.</p> <p><b>PERSONNEL</b> (all may be coaches)</p> <ul style="list-style-type: none"> <li>• Director</li> <li>• Monitor</li> <li>• Head grader</li> </ul> <p><b># OF ENTRIES</b> (District) 6 per school (Region) 1st/2nd/3rd individuals per district; 1st place team per district; wild card team; first place top scorer in biology, chemistry, physics.</p> <p><b>TIES</b></p> <ul style="list-style-type: none"> <li>• Overall individual—Break ties with formula for percent accuracy. See C&amp;CR for details.</li> <li>• Top Scorer— Break ties with formula for percent accuracy. See C&amp;CR for details.</li> <li>• Team — Break tie with fourth team member score. If tie still exists, all teams involved in tie advance.</li> </ul> <p><b>GRADING/JUDGES</b> At least 3. Graders may be coaches.</p> <p><b>AWARDS</b> Individual medals: 1<sup>st</sup> through 6<sup>th</sup> Top Scorers in biology, physics and chemistry</p> <p>Team medals: 1<sup>st</sup> and 2<sup>nd</sup> place teams</p> <p><b>POINTS</b> 1<sup>st</sup> — 15 2<sup>nd</sup> — 12 3<sup>rd</sup> — 10 4<sup>th</sup> — 8 5<sup>th</sup> — 6 6<sup>th</sup> — 4</p> <p>1<sup>st</sup> team — 10 2<sup>nd</sup> team — 5</p> <p>Top Scorer Biology - 3; Top Scorer Physics - 3; Top Scorer Chemistry - 3</p> <p><b>ADVANCE</b> Top 3 individuals, top scorer in each subject area, 1st place team of four highest scoring contestants. One wild card team per regional.</p>	<p><b>ROOMS</b> 1 – testing 1 – grading</p> <p>PREP TIME — 20 TEST TIME — 90</p> <p><b>CONTEST MATERIALS</b> UIL Packet: tests &amp; keys, answer blanks.</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch scratch paper, pencils for graders, stapler, and one 8 1/2 x 11-inch envelope per school.</p> <p><b>PERSONNEL</b></p> <ul style="list-style-type: none"> <li>• Director</li> <li>• Assistant</li> <li>• Head grader</li> </ul> <p><b>NUMBER OF ENTRIES</b> (District) 4 per school (Region) 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> individuals per district; 1<sup>st</sup> place team per district; wild card team.</p> <p><b>TIES</b></p> <ul style="list-style-type: none"> <li>• Individual — Break all ties by judging essays.</li> <li>• Team — Break tie with fourth team member's objective score. If tie still exists, all teams involved in tie advance.</li> </ul> <p><b>GRADING/JUDGES</b> At least 3. Graders may be coaches.</p> <p><b>AWARDS</b> Individual medals: 1<sup>st</sup> through 6<sup>th</sup> Team medals: 1<sup>st</sup> and 2<sup>nd</sup> place teams</p> <p><b>POINTS</b> 1<sup>st</sup> — 15 2<sup>nd</sup> — 12 3<sup>rd</sup> — 10 4<sup>th</sup> — 8 5<sup>th</sup> — 6 6<sup>th</sup> — 4</p> <p>1<sup>st</sup> team — 10 2<sup>nd</sup> team — 5</p> <p><b>ADVANCE</b> Top 3 individual and 1st place team. One wild card team per regional will also advance.</p>	<p><b>ROOMS</b> 1 – testing 1 – grading</p> <p>PREP TIME — 30 TEST TIME — 60</p> <p><b>CONTEST MATERIALS</b> UIL Packet: tests &amp; keys, answer blanks, scoring charts.</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch scratch paper, calculators for graders, pencils and one 8 1/2 x 11-inch envelope per school.</p> <p><b>PERSONNEL</b></p> <ul style="list-style-type: none"> <li>• Director</li> <li>• 1 assistant</li> <li>• Head grader</li> </ul> <p><b>NUMBER OF ENTRIES</b> (District) 4 per school (Region) 1st/2nd/3rd individuals per district; 1st place team per district; wild card team.</p> <p><b>TIES</b></p> <ul style="list-style-type: none"> <li>• Individual — Break no ties.</li> <li>• Team — Break tie with fourth team member score. If tie still exists, all teams involved in tie advance.</li> </ul> <p><b>GRADING/JUDGES</b> At least 3, preferably more. Graders may be coaches.</p> <p><b>AWARDS</b> Individual medals: 1<sup>st</sup> through 6<sup>th</sup> Team medals: 1<sup>st</sup> and 2<sup>nd</sup> place teams</p> <p><b>POINTS</b> 1<sup>st</sup> — 15 2<sup>nd</sup> — 12 3<sup>rd</sup> — 10 4<sup>th</sup> — 8 5<sup>th</sup> — 6 6<sup>th</sup> — 4</p> <p>1<sup>st</sup> team — 10 2<sup>nd</sup> team — 5</p> <p><b>ADVANCE</b> Top 3 individuals and 1st place team. One wild card team per regional will also advance.</p>



# Reminders for Contest Directors

1. **Regional is a high-stress meet.** Take your time and do not make rash decisions. Follow procedures in the handbook for the event and information in the *UIL Constitution and Contest Rules*. If there is any doubt, consult with the coaches attending the event, check with your meet director or call the UIL staff or state contest director.
2. Event contest directors need to start and stop contests on time. Delays in start times could have a negative impact on other contests and contestants. If there is a question about whether a student should participate in a written test, let him/her begin the contest, and a final decision on whether that student's work will be graded can be made immediately following the contest.
3. Call roll from the **Roster and Results Worksheet** provided by the meet director. **The alternate from the SAME DISTRICT** as the missing contestant listed on the roster is the only alternate that can participate.
4. **If a student is late** for the contest and the contest director calls for the alternate, the alternate competes and the late student is automatically disqualified. Alternates should not be seated unless they are allowed to be a contestant.  
**\*\*Again, please make sure the alternate you are seating is the alternate from the same district as the missing student.**
5. **For team entries,** a school may substitute only one member of the team, and the school must have a minimum of three members to compete as a team. Substitutes for teams should bring with them, or have sent to the meet director prior, a Substitute Certification Form signed by a school official.
6. **Do not pass out answer keys** when handing out the tests. It is an easy mistake to make and it happens more often than you might think. **Answer keys are on colored paper.**
7. **Be aware of ties.** Record all individual scores on the **Roster and Results Worksheet**. Use the tie-breaking procedure outlined for your event to break ties through 6th place. All contests have a tie-breaking procedure to follow or do not allow ties, except Number Sense and Accounting. Do not calculate team scores. The online entry system will tabulate all team scores from the individual scores. All team ties have tie-breaking procedures through 2nd place.
8. **All results must be entered into the online system before verification and awards. Verification is required.** The online system will tab team points correctly, catch many hand-tabling errors. This will allow any online input errors to be caught during verification. Double-check all results. Then check again. When grading, tabbing and entering scores, make certain numbers and places correspond correctly. Again, take your time on this.
9. Tests and papers may be returned no sooner than **the end of the day on Saturday.**

# UIL Academic

## Verification Period

### **INSTRUCTIONS FOR CONTEST DIRECTORS**

The verification process is **CRITICAL** for catching any errors prior to announcing official results. Humans sometimes make mistakes, and this is the only time such an error can be corrected. Once official results are announced and awards distributed, no changes can be made.

The verification period is to check the accuracy of grading and recorded scores, **NOT** a time to question the decision of judges. Contest directors may call the League if questions are raised about an answer key.

**Unofficial results should be entered into the online system BEFORE verification so that the computer can add team scores and rank contestants.**

Remember to record and enter the scores of all contestants, not just those who place or score in the top half, so that team scores can be determined accurately. **In speaking and writing events with ranks only**, record only the top 6 places, including LD debate. For journalism events, verification is for identification purposes only. Refer to event handbooks for specific information. People doing the online entry of results should not complete the last step of Certifying Results as Final until after verification has taken place.

Before the contest starts, announce the time and place of verification.

#### **Before verification:**

- Make certain that if any ties exist in 6th place, the tie-breaking procedure has been implemented and those results clearly marked so they can be manually entered into the system.
- There is a tie-breaker for **ALL TEAM** ties.
- In number sense and accounting, individual ties are not broken.
- There can be no ties in speaking or journalism events or in ready writing.
- In literary criticism, social studies and current issues & events, **ALL TIES MUST BE BROKEN** by comparing the essays of tied contestants.
- In all other events, there is a tie-breaking procedure. If a tie remains even after the tie-breaker, clearly mark that on the roster and results form you submit.

#### **During the verification period:**

- Announce that no papers may be removed from the room until the verification period is completed (approximately 15 minutes).
- Announce the “unofficial” results and scores. (Just because the information has been entered into the online system does **NOT** make those results official. They still must be verified and later certified as final.)
- Return all test papers and answer sheets to contestants or coaches.
- Have several answer keys available to check accuracy of grading.

- Have copies of the recorded scores and unofficial rankings available for review. Coaches must be able to see not only that the tests were graded correctly and that the total score is correct but also that the score on their contestant's paper is the same as that recorded on the results form.
- Explain how ties were broken or if unbreakable ties still remain.
- Ask if there are any questions and address those at this time.
- Give a verbal warning when there are five minutes remaining before official results are to be announced.
- When time has expired and all questions have been resolved, announce the official results and present the awards (or instruct people where to go to if your contest distributes awards in a central location).

**Awards may be distributed only after the verification period has been declared closed.**

# UIL ACADEMIC CONTEST

# SUBSTITUTE ELIGIBILITY FORM

SEND A COPY TO EACH AFFECTED CONTEST DIRECTOR.

School \_\_\_\_\_

School district \_\_\_\_\_ Conference (CIRCLE) 1A 2A 3A 4A 5A 6A UIL District # \_\_\_\_\_

**SUBSTITUTIONS AND LATE ENTRIES** • See Sections 903-905 in the UIL Constitution and Contest Rules. This form must be presented to the contest director before the contest begins. At the conclusion of the meet, the contest director must submit the substitution form or letters to the meet director to be filed with the school's original online entry information.

In the designated contest an ORIGINAL entry will be replaced by the following SUBSTITUTE:

CONTEST	ORIGINAL STUDENT	SUBSTITUTE STUDENT
---------	------------------	--------------------

\_\_\_\_\_  
**AUTHORIZATION** • As the principal or designated administrator, I certify that the above student is eligible to compete in the contest named in accordance with Subchapter M of the Constitution and Contest Rules.

\_\_\_\_\_  
 Designated administrator

\_\_\_\_\_  
 Date

# UIL ONE-ACT PLAY CONTEST

# SUBSTITUTE ELIGIBILITY FORM

SEND A COPY TO EACH AFFECTED CONTEST DIRECTOR.

School \_\_\_\_\_ UIL District & Conference \_\_\_\_\_

Level for Substitution: (Circle) Zone District Bi-District Area Region State

Area Number \_\_\_\_\_ Region Number \_\_\_\_\_

**SUBSTITUTIONS AND LATE ENTRIES** • See Section 902 in the UIL Constitution and Contest Rules. This form must be presented to the contest director before the contest begins. At the conclusion of the meet, the contest director must submit the substitution form or letters to the meet director to be filed with the school's original online entry information.

In the designated contest an ORIGINAL entry will be replaced by the following SUBSTITUTE:

ORIGINAL STUDENT	ROLE PLAYED OR CREW OR ALTERNATE
------------------	----------------------------------

\_\_\_\_\_

SUBSTITUTE STUDENT	ROLE OR CREW OR ALTERNATE
--------------------	---------------------------

\_\_\_\_\_  
**AUTHORIZATION** • As the principal or designated administrator, I certify that the above student is eligible to compete in the contest named in accordance with Subchapter M of the Constitution and Contest Rules.

\_\_\_\_\_  
 Designated administrator

\_\_\_\_\_  
 Date

# Setting Up the Meet Online

## **INTRODUCTION TO THE SPRING MEET ONLINE ENTRY SYSTEM**

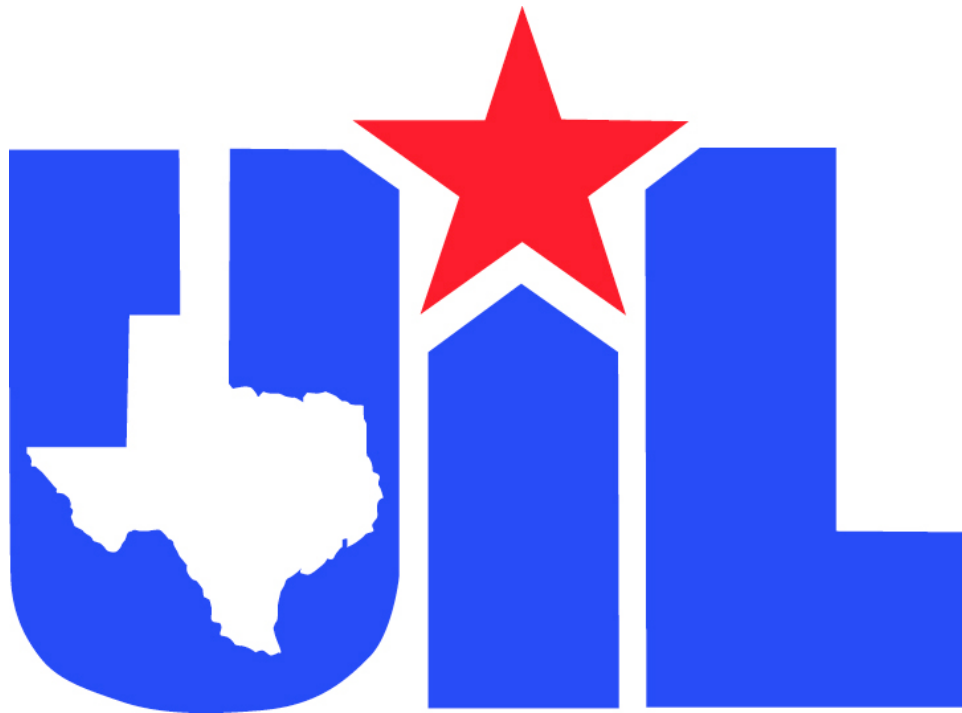
High school academic coordinators and meet officials use the UIL Spring Meet Online Entry System to enter school and contestant information for UIL high school academic meets. Results are entered and used to advance contestants to the next higher level of competition. The system will also tabulate team and sweepstakes points to assist the meet director in those portions of the meet.

Staff at the UIL state office will complete the process of advancing the regional qualifiers in the online system following the completion of the district Meet. Regional meet directors will be notified when they can access the System.

District meet directors are instructed to notify the region director when they learn of qualifying contestants who are not able to attend the regional meet. It will be the regional meet director's responsibility to update rosters in the online system.

Following is an information and guidebook to assist you with procedures of the Spring Meet Online Entry System. If you have any questions during the process, please call or email.

In order to access UIL Spring Meet Director administrative functions, you must have a current UT EID and password, and your UT EID must be authorized by the UIL State Academic Office for your specific meet. It is critical that you not share your EID and password combination with anyone. This EID and password combination will be authorized to perform administrative functions, which include entering meet results. Information about obtaining and getting your EID authorized are included in the guidebook.



**Spring Meet  
Online Entry System**

**Information and Guidebook**

for

**Regional Academic  
Meet Directors**

# I. Accessing the System

## Get your UT EID Authorized

Returning directors and previously authorized users will still have access. Anyone we have not authorized previously for your region needs to have a UT EID authorized for the Spring Meet Entry System.

- Send the UT EID (NOT the password), and your conference and region number to [academics@uiltexas.org](mailto:academics@uiltexas.org).
- If you've forgotten your UT EID or password, or need to set one up, go here: [https://idmanager.its.utexas.edu/eid\\_self\\_help/](https://idmanager.its.utexas.edu/eid_self_help/)
- If your email address has changed since the last time you used your UT EID or if for any reason the web link above still doesn't get you set up with an EID and password, you should call their helpline and they can walk you through the process. That phone number is 512-475-9400.
- Individuals needing contest official access to the online entry system should have their own EID.

### Logging onto the System

Access the online system at: <http://utdirect.utexas.edu/uil/meetdir.WBX>

Click the link to “**logon and go straight to the UIL Meet Update Screen.**”

Enter your EID and your password.

## Once You Have Accessed The System

1. Select your Type of Meet (General Academic), Conference, Level (select Region) and Region Number from the drop down menus (region numbers are Arabic, not Roman). Click Go, which will take you to the “Update Meet Information” screen.
2. On the Update Meet Information, make any necessary changes and click “Update this meet” at the bottom of the page.

## Status of the Meet

The Status of the Meet is a drop-down toggle located directly below the entry deadline. This controls the amount of access to the online system for the public and will need to be set by the meet director at the designated times below. The status will be set to “Meet schedule is posted and available for review.”

## When you want results that have been certified visible to the public:

1. Change the “**Status of Meet**” from the default setting to “**Meet results are posted and available for review**”.
2. Scroll to the bottom of the page and click the “Update this meet” button to save the change.

**IMPORTANT:** Any time you make any changes on the “Update Meet Information” page, click on “Update Meet” at the bottom of the page to save the changes.

## II. Making Corrections to Rosters

**Contestant names will need to be updated in the system when you are notified of changes from District Meet results. This may include replacing dropped contestants with the alternate or substituting a member of a team.**

### Substitutes & Alternates

Districts should notify you about students who are unable to attend the regional contest or the contest director may receive changes during roll call for the event. Update the system to place the alternate or substitute into the online system.

From the Update Meet Information page:

1. Go to the “Event Roster” link on the left hand side of the page.
2. “Select an event” from the dropdown toggle menu. Click “Go.”
3. Beside each contestant or team member name will be a “Replace/Cancel” button. Choose one of the following options for the student name that needs a correction:
  - a. Replace individual contestant that is dropping with the alternate from that district only. The system will default and give you the option of the alternate from the district. Select the next alternate in line by number. They will be labeled 1, 2, 3.
  - b. If an individual qualifier who is a team member is dropping, replace with a first alternate AND substitute.
  - c. If a team member is dropping, replace with a new substitute only.
  - d. If there is no alternate and no sub, cancel with no replacement.

A student being substituted on a team should present the substitute certification form or a letter signed by an administrator certifying the contestant is eligible to the contest director.

**NOTE: Do not DELETE a contestant. Use only the replace/cancel option. Deleting contestants will cause problems, particularly in Science tabulation.**

### Reinstating a Contestant

If you accidentally cancel a contestant, you can put them back on the roster. **Click on the “Cancelled List” button** in the left column, and click on any contestant you need to reinstate.

**NOTE: Do not** click the Advance Qualifiers button for that event. Your entry for that event will repopulate with the information that was in the system from the District Meet and wipe out any corrections you have made.



### III. Roster and Results Worksheet for Contest Directors

#### Log onto the system

Access the online system at: <http://utdirect.utexas.edu/uil/meetdir.WBX>

#### Creating the Roster and Results Worksheet

1. Click on “Event Roster.”
2. Click on “Printable roster and results worksheet.”
3. Print and give it to each contest director **no earlier than the day before** the competition. This insures that the latest changes have been made online before the contest.
4. Names of alternates will appear on the roster sheets, **but should not be called** unless an original contestant is not present. **Alternates can only replace a contestant from their own District.** If an alternate from that district is not present, the vacant spot is not filled.
5. Please update the event rosters in the online system with all substitutes and alternates at the end of the contest **before** entering results.

#### Use of the Results Worksheet

1. Contest directors will fill out the results form after grading, scoring or ranking of the event.
2. Scores shall be recorded for all contestants in the event, except for the ranks of speaking and writing events, which should only be entered indicating contestants with first through sixth place.
3. Contest directors should clearly indicate any student on the results worksheet who did not participate or who was disqualified and these students must be canceled from the roster.
4. The completed results worksheet shall be turned into the meet director.
5. The scores/places should be entered into the Spring Meet Online Entry System before verification of that event. If distance at your location is an issue, please request authorization for your contest director or additional staff so that this very important step may be accomplished to help prevent mistakes.

Please Note: The scores/places should be entered into the Spring Meet Online Entry System before verification of that event and awards being given.

## IV. Entering Results

### Important Instructions When Entering Scores

#### Entering Preliminary Results Prior to Verification

The scores/places/ranks should be entered into the Spring Meet Online Entry System **BEFORE** verification and announcement of final results of that event. You may request EID authorization for any officials working your meet that will be entering results so that this very important step may be accomplished. No matter how important it is to get the students on the bus and back home, it is more important to have the results entered in the online system before verification in order to assist you and your contest directors from making mistakes.

#### Cancelling Students Who Are No Shows Or Who Are Disqualified

Enter a score for every student competing in a contest. This is critical for teams. Contests with ranks only (ready writing, journalism and speaking events) should be ranked 1st-6th only. **Contestants who did not compete in the contest, or who were disqualified, should be canceled from the list of contestants on the roster. (See instructions above). Leave no blanks and leave no 0, unless that is their score.** Contestants with a blank score or 0 leaves the student as a participant eligible to advance on the team or place above students receiving a negative score.

#### Breaking Ties

Most contests either do not allow ties or have provisions for breaking ties. The only contests that DO NOT have a tie breaking procedure are **accounting** and **number sense**. **Beware of a tie in any other contest.** Ties can NEVER exist in **current issues & events, literary criticism, ready writing, social studies, all journalism and speaking events**. All other events have a tie-breaking procedure that needs to be followed. Ties are broken through sixth place only.

#### Changing Ties in the System

The system allows you to over-ride the placement in the “Individual Placement” box. For example, in Literary Criticism, if two students have tied for third with an objective score of 70, the computer will default to a 3 for both. By rule, judges use the essay to break the tie. **You must change the ranking in the “Place” box to reflect final placement**, leaving one contestant third and making one of them fourth while the score for each remains 70. **Percentages or decimals should not be entered for scores, except for essays.**

#### Team Ties

Team ties are broken with the **objective score** (essay points are not considered) of the fourth team member. If the fourth members of both teams have the same score, then a tie is declared. A team that does not contain a fourth member forfeits the right to participate in the tiebreaker.

#### Unbreakable Ties

If true ties exist, which is rare, after the tiebreaker has been implemented, **please send UIL Academics** ([academics@uiltexas.org](mailto:academics@uiltexas.org)) **an email notification** of the true tie with the name of the event, region and conference.

## Steps for Entering Scores Into the System

1. Update any contestant changes or substitutes per the instructions in V. Creating Roster and Results Worksheets.
2. Enter Conference, District and District Number on the drop down menu and click “Go”.
3. Click on “Update Results”.
4. Select the event from the drop down menu and click “Go”.
5. Enter the score (including essay or tiebreaker, if any) or place for speaking or writing events in the box for each contestant.
6. Click “Save Scores” at the bottom of the page.
7. Click “Individual Placement” that will appear near the top of the page.
8. Confirm place rank for each contestant.
9. Manually break the ties by changing the number in the square for contests that do not allow a tie or where a tiebreaker was utilized through 6th place ONLY. Note: Make sure all official UIL procedures are followed to break ties. Change and save the rankings to reflect ranks AFTER breaking ties.
10. Click “Save Final Placement” at the bottom of the page.
11. For events with Team Scores, click “Verify Team Scores” that will appear near the top of the page.
12. Confirm the team score.
13. Click “Verify Team Scores” at the bottom of the page.
14. Click “Team Final Placement” that will appear near the top.
15. Confirm the teams’ ranks, including manually breaking any team ties (through 2nd place) by changing the number in the box to correspond to the rank.
16. Click “Save Final Placement” at the bottom of the page.
17. Click “certify the final events results” that will appear at the top of the page.

**Print these preliminary results to be used during Verification.**

*The following statement will be at the top of the page that can be used for verification:*

Do not certify these results until they are absolutely final.

### **Title of Event**

Check the following results to make sure they are accurate and complete before certifying.

### **Individual Results**

18. Leave this window tab open on your computer, while verification takes place and prior to certifying the results as final. Open a new tab and log in to enter results for another contest. It should not change the open window.

## V. Official Results

### Log onto the system

Access the online system at: <http://utdirect.utexas.edu/uil/meetdir.WBX>

**VERY IMPORTANT: Do not announce official results until scores have been entered online and the verification period has been conducted for that event.**

The system will help catch tabulation and grading procedure errors, as well as data entry errors.

Take the printout of unofficial results to verification, along with tests and keys. When verification is complete and all questions have been resolved, certify results as final in the online system.

### Certifying Results as Final

Once verification has concluded for that event:

1. Return back to your open window tab OR starting from your Update Results page. Click through all the results (updating any ties that were manually changed). Click all the way through to the page that was used to print preliminary results for Verification in steps 1-17 on the previous page.
2. Check the box(es) near the bottom of page, if it appears, to verify that official tiebreaking procedures were followed. **Results will not certify if the box has not been checked.**
3. Click “Certify Name Of Event Results as Final”.

You should receive the following statement near the top of the page above the name of the event:

**The results of this event are final and certified.**

4. Click the link “Meet Summary” on the left side of the page. If the name of the event appears, then the contest has been certified as final.

## VI. Finalizing the Meet

### Certifying Journalism and Speech Team Points

You will need to “verify” journalism and speech TEAM points once you have entered and certified all of the events in each of those areas.

- |                     |                         |
|---------------------|-------------------------|
| Journalism Events   | Speech Events           |
| • Editorial Writing | • LD Debate             |
| • Feature Writing   | • Prose Interpretation  |
| • Headline Writing  | • Poetry Interpretation |
| • News Writing      | • Informative Speaking  |
|                     | • Persuasive Speaking   |

1. From the left hand menu, click “Meet Summary”.
2. Click on **one** of the certified results page of any speech event for speech points and any journalism event for journalism points.
3. Click the link to “Verify name of event Team Results” that will appear immediately above the title of that event you have selected.
4. Below the team scores and ranks, click the link to “Certify event Results as Final”.
5. Return to your Meet Summary page and the link to the points should now appear.

### Certifying Final Results

1. To see which contests have been certified, click on “Meet Summary” on the left-hand column of your Meet page. This will be a list of all certified events.
2. When you are completely finished, you should have a list of **24 events**, including one-act play, journalism and speech team points.

### Determining Sweepstakes Champions

The “Meet Summary” page also includes a running score of points earned by schools for the overall sweepstakes championship at the top of the page. These are not in numerical order by points.

NOTE: Championship points for schools are not official until all events have been certified and the meet director announces the championship as official.

### Changing the Status of the Meet

After the meet is over and results certified online, return to the Status of the Meet pull-down menu and change status of the meet to “**Meet results are posted and available for review.**”

**Important** - When you are ready to make results public for this meet, return to Update Meet, change **Status of Meet** pull down menu to “Meet results posted and available for review”, and click the update button at the bottom. See Status of the Meet in Section I of this document.

**Results will only be publicly available online for this meet after this change is made.**



## REGIONAL ACADEMIC AWARDS

EVENT	TROPHY	PLAQUES	GOLD MEDAL	SILVER MEDAL	BRONZE MEDAL	4TH-6TH MEDALS
<b>ACADEMIC MEET</b>						
Overall Champion	1					
Overall Runner-up	1					
<b>ACADEMIC EVENTS</b>						
Accounting			1	1	1	3
Accounting Team		1	4	4		
Calculator Applications			1	1	1	3
Team Calculator Applications		1	4	4		
Computer Applications			1	1	1	3
Computer Science			1	1	1	3
Computer Science Team		1	4	4	4	
Current Issues & Events			1	1	1	3
Current Issues & Events Team		1	4	4		
Literary Criticism			1	1	1	3
Literary Criticism Team		1	4	4		
Mathematics			1	1	1	3
Mathematics Team		1	4	4		
Number Sense			1	1	1	3
Number Sense Team		1	4	4		
Ready Writing			1	1	1	3
Science			1	1	1	3
Science Top Biology Scorer			1	1		
Science Top Chemistry Scorer			1	1		
Science Top Physics Scorer			1	1		
Science Team		1	4	4		
Social Studies			1	1	1	3
Social Studies Team		1	4	4		
Spelling & Vocabulary			1	1	1	3
Spelling & Vocaabulary Team		1	4	4		

CONTINUED ON NEXT PAGE

EVENT	TROPHY	PLAQUES	GOLD MEDAL	SILVER MEDAL	BRONZE MEDAL	4TH-6TH MEDALS
<b>JOURNALISM</b>						
Editorial Writing			1	1	1	3
Feature Writing			1	1	1	3
News Writing			1	1	1	3
Headline Writing			1	1	1	3
Journalism Team		1				
<b>SPEECH &amp; DEBATE *</b>						
Lincoln Douglas Debate			1	1	1	3
Informative Speaking			1	1	1	3
Persuasive Speaking			1	1	1	3
Poetry Interpretation			1	1	1	3
Prose Interpretation			1	1	1	3
Speech Team		1				
<b>TOTALS</b>	2	12	64	64	25	63

\*Districts and Regions with 8 finalists in speaking contests may purchase medals for seventh and eighth place.

### REGIONAL ONE-ACT PLAY AWARDS

EVENT	TROPHY	PLAQUES	GOLD MEDAL	SILVER MEDAL	BRONZE MEDAL	4TH-6TH MEDALS
<b>ONE-ACT PLAY</b>						
Advancing Play **		2	56			
Alternate Play		1			28	
Best Actress			1			
Best Actor			1			
All Star Cast				8		
Hon. Mention All Star Cast					8	
<b>TOTALS</b>	0	3	58	8	36	0

# Annual Finance Report

## UIL Regional Spring Meet

### REGIONAL SITE \_\_\_\_\_

Date \_\_\_\_\_ Conference \_\_\_\_\_ Region \_\_\_\_\_

**ACCOUNT BALANCE AS OF SEPT. 1,** \_\_\_\_\_ **\$** \_\_\_\_\_

### I. INCOME

Academic entry fees \$ \_\_\_\_\_  
One-Act Play entry fees \$ \_\_\_\_\_  
Athletic entry fees \$ \_\_\_\_\_  
One-Act Play ticket sales \$ \_\_\_\_\_  
Athletic ticket sales \$ \_\_\_\_\_  
Athletic program sales \$ \_\_\_\_\_  
Other (specify) \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL INCOME** \$ \_\_\_\_\_

### II. EXPENSES

#### A. Academic and Athletic

Trophies, plaques and medals \$ \_\_\_\_\_

#### B. Academic and One-Act Play

1. Judges\* \$ \_\_\_\_\_  
2. Contest directors\* \$ \_\_\_\_\_  
3. Other salaries (specify) \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
4. Security \$ \_\_\_\_\_  
5. Tickets and programs \$ \_\_\_\_\_  
(printing, mailing, etc.)  
6. Meals \$ \_\_\_\_\_  
7. Equipment & supplies \$ \_\_\_\_\_  
(total from back)  
8. Other (specify) \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

#### C. Athletic

1. Judges and officials\* \$ \_\_\_\_\_  
2. Other salaries (specify) \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
3. Security \$ \_\_\_\_\_  
4. Tickets and programs \$ \_\_\_\_\_  
(printing, mailing, etc.)  
5. Meals \$ \_\_\_\_\_  
6. Equipment & supplies \$ \_\_\_\_\_  
(total from back)  
7. Other (specify) \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL EXPENSES** \$ \_\_\_\_\_

**ACCOUNT FOR UIL SPRING MEET** (*Income minus expenses*) \_\_\_\_\_ **\$**

**ACCOUNT BALANCE** \$ \_\_\_\_\_

(September balance plus or minus balance for spring meet)



# Annual Finance Report

## UIL Regional Spring Meet

### Academic and One-Act Play

Contest	Judges/Graders	Contest directors
Accounting .....	\$ _____	\$ _____
Calculator Applications .....	\$ _____	\$ _____
Computer Applications .....	\$ _____	\$ _____
Computer Science.....	\$ _____	\$ _____
Current Issues & Events .....	\$ _____	\$ _____
Informative/Persuasive Speaking.....	\$ _____	\$ _____
Journalism (4 events).....	\$ _____	\$ _____
Lincoln-Douglas Debate .....	\$ _____	\$ _____
Literary Criticism.....	\$ _____	\$ _____
Mathematics .....	\$ _____	\$ _____
Number Sense .....	\$ _____	\$ _____
One-Act Play.....	\$ _____	\$ _____
One-Act Play technicians.....	\$ _____	\$ _____
Prose/Poetry.....	\$ _____	\$ _____
Ready Writing .....	\$ _____	\$ _____
Science .....	\$ _____	\$ _____
Speech/Debate monitors, timers, tab room.....	\$ _____	\$ _____
Spelling/Vocabulary.....	\$ _____	\$ _____
Spelling/Vocabulary Pronouncer .....	\$ _____	\$ _____
TOTAL judges/graders and directors.....	\$ _____	\$ _____
	(Transfer to B1)	(Transfer to B2)

### EQUIPMENT AND SUPPLIES FOR ACADEMIC EVENTS

Equipment/Supplies	Amount	Capital Expenses	Amount
_____ .....	\$ _____	_____ .....	\$ _____
_____ .....	\$ _____	_____ .....	\$ _____
_____ .....	\$ _____	_____ .....	\$ _____
_____ .....	\$ _____	_____ .....	\$ _____
TOTAL equipment/supplies.....	\$ _____	TOTAL capital expenses .....	\$ _____
TOTAL equipment/supplies + TOTAL capital expenses		\$ _____	
		(Transfer to B7)	

### Athletic (Golf, tennis, track & field)

Event	Judge/Officials	Equipment/Supplies	Amount
_____ .....	\$ _____	_____ .....	\$ _____
_____ .....	\$ _____	_____ .....	\$ _____
_____ .....	\$ _____	_____ .....	\$ _____
_____ .....	\$ _____	_____ .....	\$ _____
TOTAL judges/officials .....	\$ _____	TOTAL equipment/supplies.....	\$ _____
	(Transfer to C1)___		(Transfer to C6)



RETURN COMPLETED FORM BY JUNE 30 TO  
 Finance Department • UIL • Box 8028 • Austin, TX 78713  
 fax: 512.232.6471  
 e-mail: finance@uiltexas.org

# Contacts

## REGIONAL MEET

Date of meet \_\_\_\_\_

Regional Director \_\_\_\_\_

Meet director \_\_\_\_\_

Email \_\_\_\_\_

## CONTEST DIRECTORS

Accounting \_\_\_\_\_

Calculator Applications \_\_\_\_\_

Computer Applications \_\_\_\_\_

Computer Science \_\_\_\_\_

Current Issues & Events \_\_\_\_\_

Debate (LD ) \_\_\_\_\_

Journalism \_\_\_\_\_

Literary Criticism \_\_\_\_\_

Mathematics \_\_\_\_\_

Number Sense \_\_\_\_\_

One-Act Play \_\_\_\_\_

Informative/Persuasive Speaking \_\_\_\_\_

Poetry/Prose Interpretation \_\_\_\_\_

Ready Writing \_\_\_\_\_

Science \_\_\_\_\_

Social Studies \_\_\_\_\_

Spelling & Vocabulary \_\_\_\_\_

## CONTACT INFO

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# UIL State Office Contacts

Most questions and interpretations about rules governing extracurricular activities are covered in the UIL Constitution and Contest Rules or in the individual contest manuals. Questions for which answers are not complete or not found in these sources should be referred to specific officials at the UIL state office, at 512-471-5883, or for Theatre/Film, 512-471-9996.

<b>TOPIC</b> .....	<b>STAFF TO CALL</b>
Executive Director .....	Dr. Charles Breithaupt
Deputy Director.....	Dr. Jamey Harrison
<b>Contest Rules and Information</b>	
Academic .....	Dr. David Stevens
Journalism .....	Jeanne Acton
One-Act Play, Theatrical Design, Film Festival .....	Luis Muñoz
Speech, Debate, Congress.....	Jana Riggins
STEM, A + Academics.....	David Trussell
Athletics.....	Dr. Susan Elza, Darryl Beasley, Brian Polk, Brandy Belk
Music .....	Dr. Bradley Kent
Membership fees .....	Brenda Cerda
Orders for materials .....	Ben Martinez
Spring meet materials .....	Jason Castillo
Public information, media, logo use requests .....	Kate Hector, Chris Schmidt, Logan Lawrence
Report violations .....	Dr. Charles Breithaupt
Scholarships-Texas Interscholastic League Foundation .....	Dr. Bill Farney, Trudy Richards
Waivers.....	Nakita Guillory
Eligibility .....	Dr. Mark Cousins, Dr. Kevin Jones
<b>CONTEST</b>	<b>STATE CONTEST DIRECTOR</b>
Academics .....	Dr. David Stevens, dstevens@uiltexas.org
Accounting.....	LaVerne Funderburk, laverne@funderburkcpa.com
Calculator Applications.....	Dr. David Bourell, dbourell@mail.utexas.edu
Computer Applications.....	Linda Tarrant, linda@hexco.com
Computer Science.....	John Owen, johnbowen@utexas.edu
Current Issues and Events.....	Bradley Wilson, bradleywilson08@gmail.com
Journalism (News, Feature, Editorial, Headline).....	Jeanne Acton, jacton@uiltexas.org
Literary Criticism.....	Mark Bernier, mbernier@blinn.edu
Math, Number Sense.....	Larry White, texasmath@centex.net
One-Act Play, Theatrical Design, Film Festival .....	Luis Muñoz, lmunoz@uiltexas.org
Ready Writing .....	Ruben Rodriguez, ruben.rodriguez@austincc.edu
Science (physics).....	Dr. David Bixler, David.bixler@angelo.edu
Science (biology).....	Michelle McGehee, BioMcGehee@gmail.com
Science (chemistry).....	Brian Anderson, briananderson@utexas.edu
Social Studies .....	Andy Bates, abates@sabinepass.net
Speech, Debate, Congress.....	Jana Riggins, jriggins@uiltexas.org
Spelling & Vocabulary.....	Linda Berrey, lberrey@sbcglobal.net
Theatrical Design.....	Rachael Gomez, uiltheatricaldesign.gomez@gmail.com
Elementary/Jr. High Academic A+ Program, Robotics.....	David Trussell, dtrussell@uiltexas.org
General UIL Academic email.....	academics@uiltexas.org
UIL WEBSITE.....	www.uiltexas.org