

Accounting Coaches...Will You Volunteer?

Please remember that this is your contest. In order for it to operate smoothly, we need your commitment and your help. So, thank you in advance for your contribution. Please know that you are appreciated!!

Tomorrow We Will Need:

5 Conference Assistants (one from each conference)
25 Graders (5 from each conference) (not counting the 5 Conference Assistants)
One Head Grader (one of the 25 graders who is not a Conference Assistant)
Unlimited Number of Calculator Inspectors (Inspectors may also be Graders)
15 Reviewers of Contest Materials (Accounting knowledge required as these folks will verify the key.)

All Volunteers----Please locate in advance Welch 3.502 (contest room) and JGB 2.218 (Geology) (Materials Review and Grading) so we do not lose time in the transfer process between locations.

Conference Assistants----You will be given a detailed instruction handout at the coaches' meeting. You are needed in the exam room to assist with room set up at **8:15 a.m.** You will help prepare the room, distribute papers, and discuss in detail your duties for the day. You will remain in the testing room during the contest hour as a monitor and collect exams when the testing hour is over. Then you become a leader in the grading process for your conference. You will also grade papers as time allows. When grading is finished, you may be asked to help with scoring. You should be able to leave the grading room for an extended break by 2:00 or 2:30 if all goes well. Please report to the SAC Auditorium at 3:30 to lay out contest materials on tables prior to Verification. Verification is scheduled to begin at 4:00. Once all materials have been claimed or identified as "unclaimed," then you may join your students for the rest of the day.

Reviewers of Contest Materials (to verify the key)----You will meet along with everyone else when doors open at 9:00. When instructed (about 10:00) you will go to JGB 2.218 (Geology) to review the test materials and verify the key. The test will be divided up into sections. You are urged to confer with one another as needed. Alternates who have not been called to compete are welcome to review the contest materials.

If you can review the materials, but you are unable to grade, please let us know so we can add your name to the list of reviewers. Otherwise, the Head Grader will not be expecting you.

Graders----You will meet along with everyone else when doors open at 9:00. If you are a reviewer, you will report to JGB 2.218 (Geology) about 10:00. If you are only grading, please report to JGB 2.218 promptly at 11:00. This year UIL is providing a box lunch for all graders.

Before grading begins, you will be given detailed instruction handouts. Grading will hopefully conclude at about 1:00 or 1:30 when you will be dismissed.

Head Grader----You will be given a detailed instruction handout at the coaches' meeting. You are responsible for control and confidentiality of contest materials (which will be given to you at 10:00), and you will lead the graders and alternates who review the contest materials. You will also be a grader. You are needed from 9:00 until grading is completed (about 1:00 or 1:30 p.m.).

Calculator Inspectors----You will be given a detailed instruction handout at the coaches' meeting. Please arrive at the testing room along with everyone else at 9:00 a.m. and come forward when I call for you. If we have enough help, your job should only take around five minutes. You may be an inspector and a grader if you choose to help with both. There is a sign-up sheet for inspectors and a separate sign-up sheet for graders.