

## ART CONTEST: INSTRUCTIONS FOR THE CONTEST DIRECTOR

The following guidelines are to be used to expand upon, but not replace, the information in the *Constitution and Contest Rules*, Section 1410. The rules may be found in the *A+ Handbook* and on the UIL web site.

### BEFORE THE MEET

**Open and check your contest packet.** See that the duplicated tests have all pages. You should receive:

1. Rules and instructions
2. Tests, answer keys and contest rosters
3. Certificates of Excellence (for district meets)
4. Application for additional certificates, to be used only if needed
5. Part A & Part B answer sheets and a team scoring sheet, to be duplicated

### Other Materials and Equipment

1. The host school must provide 11x14 prints. Small prints used for student practice are not acceptable. You may use the large prints your school has purchased for practice, if they are unmarked, or purchase a set from TUNE IN. (*Web site:* [www.tuneinnet.com](http://www.tuneinnet.com) *Fax:* 512.746.5400 *Phone:* 1(800)488-6346 *Address:* PO Box 141727, Austin, TX, 78714-1727)
2. Carefully review the rules for this contest, found in the *A+ Handbook*, on the UIL web site or in the current *Constitution and Contest Rules*.
3. Make sure you have a copy of the Official List from the *Art Smart Bulletin*.
4. Check the "Official Notices" section of the *Leaguer* and/or the UIL EJH web site to make certain that you are aware of any corrections to the Official List.
5. The contest roster should be filled out with contestants' names from entry forms prior to the contest.
6. Duplicate both answer sheets for all contestants and the team scoring sheet for each team, if your district includes team competition.
7. Provide a pencil sharpener or have additional pencils available for use by contestants.

### Select 15 Prints

1. The person selecting the prints to be used may not be the coach of any student in the contest.
2. Shuffle the prints, place face down, and randomly select 15. Shuffle well so that you include prints from the various types of art included in the list.
3. Devise a method to cover the title and artist's name on the prints, so this information is not visible during the contest.

### Create an Answer Key

When 15 prints have been selected, number them on the back in pencil or with post-it labels. Using the Art Contest Official List, carefully create an accurate answer key for Part A of the contest. Remember that spelling and punctuation count in scoring. Students are responsible for writing the artists' names and titles as they appear on the Official List. To avoid errors in creating the answer key, you can make an enlarged copy of the Official List from the *Art Smart Bulletin*, cut it into strips, and paste the correct artists and titles of the 15 selected paintings in the correct order on a blank sheet of paper or a blank student answer key. Make a copy of the answer key for each grader.

### Contest Room

Arrange for a room to accommodate the number of contestants expected (check with the district director to get the number of contestants entered). The room should have chairs and

desks or tables of proper height. Prints in Part A may be held by the director or assistant or placed on an easel or ledge. Art selections should be clearly visible to all contestants.

### **Personnel**

1. *Monitors* - One or two monitors are needed to supervise the contestants during the test.
2. *Graders* - At least three competent graders will be needed, and more may be used if available. Coaches of the contestants may be graders. Graders should be briefed before they begin to ensure that they understand the criteria.

### **DURING THE CONTEST**

1. Inform the contestants and coaches of the location and time of the verification period and announcement or posting of results.
2. Exclude all from the room except contestants, director and monitors.
3. Contestants should be seated sparsely over the contest room to ensure they work independently.
4. Check names of contestants against the contest roster. Each contestant should be assigned a number and instructed to write that number in the upper right-hand corner of their answer sheet. The director must keep a list of the names and numbers of the contestants for identification of the answer sheets after grading is completed. (The contest director may number the answer sheets in advance, and give each one to the appropriate contestant as roll is called.)
5. Explain to the contestants how answers are to be recorded on the answer sheet for Part A (name of artist, as it appears on the Official List, in first column and the title of the painting in the last). Show an example.
6. When showing the prints, give the contestants adequate time to record complete answers. It is recommended that each print be shown for approximately one to one & one-half minutes. Say the number of each print selected and displayed, so students can mark their answers in the correct blanks on the answer sheet. Be certain that the name of the print and the artist is covered when displaying prints. Prints should not be visible during Part B of the contest.
7. Collect Part A answer sheets and attach the list of selections in the order in which they were exhibited (the Part A answer key you have created).
8. Distribute the answer sheet for Part B, and have students write their contestant number in the top right-hand corner. Remind contestants that answers should be recorded on the answer sheet, not on the test. Place a copy of Part B test questions on the desk in front of each contestant. Students have 30 minutes to answer the test questions. Only a start and stop signal will be given. After the test is completed, the contest director or assistant shall collect all Part B answer sheets.

### **GRADING THE PAPERS**

1. All answer sheets and the list of the prints in the order in which they have been exhibited must be provided to the graders.
2. If the contest room is also used for grading, exclude all contestants from the room before grading begins. A separate room for grading may be designated. Allow sufficient time for grading and computing team scores.
3. A perfect score is 120. From that score, in Part A, deduct two points if the artist's name is incorrect; deduct one point if the artist's name is correct but misspelled. Capitalization and punctuation are part of spelling correctly. Deduct two points if the title of the art is incorrect; deduct one point if the title is correct but misspelled. The names of the artists and the names of the pictures must be given as published in the *Art Smart Bulletin*, noting all corrections in the "Official Notices" of the *Leaguer*. Artists are usually listed by last name only, but occasionally by another name by which they are best known.

4. **NOTE:** A contestant cannot lose more than the total of four points allocated for each answer in Part A. In Part B, deduct two points for each incorrect or omitted answer.
5. If there is a question as to legibility, to determine if a letter is legible, place a blank piece of paper on either side, separating it from its context. Any letter deemed legible and correct by two of three graders should not be counted as an error. Students may print or use a cursive style of writing.
6. Each test should be independently scored twice, and those contending for a place should be scored a third time.
6. Art is now an individual contest. Districts may select to have team competition as well. A school must have at least three contestants to compete for team awards or points. Total scores of all members who participated on the team shall be added and then divided by the number who participated on the team. The scoring sheet example is provided in the *A+ Handbook* and in the contest packet.
7. No ties are to be broken. If there is a tie for first place there is no second place. If there is a tie for second place, there is no third, etc. Tied individuals or teams split the points equally for the two or more places for which a tie exists.
8. After all papers have been graded, the director should identify each answer sheet by the contestant's name and school. A list of the contestants who scored 100% ON BOTH PARTS OF THE CONTEST should then be compiled and each should receive a Certificate of Achievement. Certificates are included in the district contest packet.

#### **ANNOUNCING THE WINNERS AND RETURNING THE PAPERS**

1. *Verification Period.* The contest director is required to set aside a verification period of 15 minutes prior to the announcement of official results. Coaches present at the verification period shall be given an opportunity to view papers and the answer key. Unofficial results should be posted. Questions should be directed during this 15-minute period to the contest director, whose decision will be final.
2. *Official Results.* Once the viewing period has expired and all test papers have been collected by the contest director, official results shall be announced. Official results, once announced, shall be final.
3. *Places.* Individual places shall be determined and recognized through sixth place in each division. Team places are determined through third place.
4. *Points.* Individual points shall be awarded through sixth place according to Section 905 (d). Team points, if your meet includes team competition, are awarded through third place.

#### **AFTER THE MEET**

1. Provide the district director with the Contest Roster with each contestant's score, a list of winners and their schools, and the number of contestants participating.
2. Make recommendations or suggestions for the following year.
3. The district director or district meet host must return contestants' tests, answer sheets, papers, etc. to participating schools. This material CANNOT be returned until the release date established in the current *Constitution and Contest Rules*. The meet director may need your assistance in putting the names of contestants and their schools on the papers to be returned, or in separating the contest materials to be returned to each school.