

## **CALCULATOR APPLICATIONS 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 1414. The rules may be found in the *A+ Handbook* and on the UIL web site.

### **BEFORE THE MEET**

**Check your contest packet.** You should receive:

1. Contest rules and instructions
2. Tests
3. Keys
4. Contest Roster

### **Room**

Secure a room of adequate size for the number of contestants expected and chairs and desks or tables of proper height. Auditorium seating or fold-up desktops are not acceptable.

### **Materials and Equipment**

1. The test packet.
2. The contest roster may be filled out with contestants' names from entry forms prior to the contest.
3. A copy of the current *Constitution and Contest Rules* or a copy of the rules for this contest.
4. Markers for grading.
5. A clock should be visible to all contestants. The contest director or assistant needs a stopwatch to time the contest.
6. Pencil sharpener for use by contestants.

### **Personnel**

1. At least three competent graders. The contest director may recruit more than three graders, and coaches of the contestants may be used. Be sure each is familiar with contest rules as stated in the *Constitution and Contest Rules*.
2. At least one assistant.

### **DURING THE CONTEST**

1. Assemble contestants and coaches 30 minutes before competition begins. Seat the contestants sparsely around the room.
2. In the presence of coaches, the contest director shall open the contest packet. Check to make sure there are no defective test papers.
3. Instruct contestants to clear all calculator memories and turn off all calculators. Coaches may assist in this process.
4. After all coaches have been informed of when and where the verification will be held, dismiss all coaches and parties other than the contest officials and contestants from the contest room.
5. Check names of contestants against the contest roster. Instruct contestants to place the number assigned to them on their test paper. (Contestant numbers may be written on answer sheets beforehand and handed to students as roll is called.)
6. Distribute a test to each contestant with the instructions not to open the test until the signal has been given.

7. **The following summary of rules should be read orally to the contestants.**
  - A. You may use any silent, hand held calculator that does not require auxiliary electric power. Your calculator data and program memory should now be cleared. You may not use pre-recorded programs during the contest.
  - B. You may write on the test paper, but only the answer should be written in the answer space. You may erase or mark out an answer previously written, provided you write the revised answer within the answer space and clearly indicate the answer you wish graded.
  - C. Alarm watches that emit an audible signal shall not be worn in the contest room.
  - D. This is a 30-minute contest. No time warnings will be given. Remain in your seat throughout the contest period. No talking or distracting noises will be permitted.
  - E. When the end of the contest period is indicated, you must cease calculator operations. After the stop signal is given you may, however, write down the number displayed on your calculator.
  - F. An answer may be written in decimal or in powers of ten notation of the form,  $1.23 \times 10^{-6}$ . Except in the integer and dollar sign problems, answers should be written with three significant digits only, with plus or minus one unit error in the third significant digit permitted. Integer problems require answers written as an integer and no error is permitted. Dollar sign problems should be answered to the exact cent, but plus or minus one cent error is permitted. Answers should be given in the units specified on the answer blank, if a unit is required, and with the correct sign.
  - G. All problems, including the last problem completed or attempted, will be graded. A problem is considered to have been attempted if any mark or erasure appears in the answer space for that problem. Scoring is five points for correct answers and minus four points for incorrect, skipped, or illegible answers.
8. Begin the contest with a distinct signal, time an exact 30-minute interval, and stop the contest with a distinct signal.
9. After the time has elapsed and the stop signal given, and the contestants have been given the opportunity to write one answer, have contestants place their pencils on their desks and collect all tests.

### **GRADING THE PAPERS**

1. Exclude contestants from the room when grading. Allow sufficient time for careful grading. Do not sacrifice accuracy for speed. Ask coaches to disqualify themselves in scoring their own contestant's papers, if they recognize handwriting. Each paper should be independently scored twice, and papers contending to place should be scored a third or fourth time as needed.
2. All graders should be familiar with the grading procedures, which are listed in the *Constitution and Contest Rules* (Section 1414), in the *A+ Handbook* and on the UIL web site.
3. If your district has elected to include team competition, the combined scores of the three contestants from a school shall constitute the team's score. A team must have three contestants compete to participate in the team competition.

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

1. *Verification period.* After the papers are graded, but before results are announced, coaches and contestants shall be provided a time not to exceed 15 minutes to examine test papers and the ranking sheet. If errors are found, either in the grading or recording of scores, or in the answer key itself, these should be reported to the contest director immediately. The contest director will then make the determining decision *before* results are announced. Mistakes in the answer key should be corrected and papers judged on correctness rather than an incorrect answer given in the key. After the verification period, collect all tests and answer keys.

2. *Ties.* 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 place, etc. Tied contests or teams split the total points equally for the two or more places for which a tie exists.
3. *Places.* Individual places should be determined through sixth place and points given according to Section 1408 (i). If the district has elected to include team competition, team places and points are awarded through third place according to Section 1408 (i).
4. *Announcement of winners.* Post list of winners through sixth place. The results, once announced or posted, shall be final.

#### **AFTER THE MEET**

1. Provide the district director with the Contest Roster with each contestant's score, a list of the individual and team 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' test, 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.