

MAPS, GRAPHS & CHARTS 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*. You should read Section 1062 of the current *Constitution* in the *A+ Handbook*, and then refer to the following for additional details.

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
3. Answer Keys
4. Contest Roster

Room.

Secure a room of adequate size with desks or tables and chairs of the proper height for the number of contestants.

Materials and Equipment.

1. The contest packet, which contains tests and materials.
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. Graders will need a copy of the *Nystrom Desk Atlas*.
5. An accurate clock or stopwatch.
6. Pencil sharpener for use by contestants.
7. Blank sheets of paper for each contestant.
8. Contestants must provide their own pencils, erasers, rulers and world atlases (which may be tabbed). No other printed material may be brought into the contest room.

Personnel.

1. *Contest Director.* A contest director is needed and may be a coach.
2. *Assistant.* A person, who may be a coach, should be appointed to assist the director during the contest.
3. *Graders.* At least three competent graders are required, and additional graders may be used if available. Coaches of contestants may serve as graders.

DURING THE CONTEST

1. *Clearing the Room.* Contestants and coaches should be informed of the time and place of the verification period. Anyone not assigned a specific duty in administering the contest should be dismissed from the contest room before the contest begins.
2. *Numbering the Contestants.* The contest director should call roll and assign a number to each contestant. Instruct contestants to write their assigned contest number in the top right-hand corner of the test. (Contestant numbers may be written on tests beforehand and handed to students as roll is called.)
3. *Testing.* The contest director should place a copy of the test questions on the desk in front of each contestant, and remind contestants that answers must be recorded on the blanks provided on their copy of the test. Students may write or mark on the maps, graphs, charts, and margins of the printed test as needed. Students may use a world atlas to answer test questions.

4. *Time.* Contestants in both divisions (grades 5-6 and grades 7-8) will be given 45 minutes to answer the test questions. The contest director shall be the official timekeeper. Only a start and stop signal will be given.
5. *Test Collection.* When the testing time has elapsed and the stop signal has been given, the contest director shall ask all contestants to place their pencils on the desk and then collect all of the tests. All note sheets should be collected, and destroyed after official results are announced.
6. *Tie Breaker.* No ties are to be broken in this contest.

GRADING THE CONTEST PAPERS

1. *Grading.* After the tests have been gathered, all tests should be delivered to the graders. Each test shall be independently scored twice, and papers contending to place should be scored a third time.
2. *Scoring.* Three points will be awarded for each correct answer. Two points will be deducted for each incorrect answer. No points will be added or deducted for questions that are not answered.
3. *Team Competition.* If the district has elected to include team competition, the combined scores of the three contestants in each division from a school shall constitute the school's team score. A team must have three contestants compete to participate in the team competition.
4. *Points.* Individual points are to be awarded through sixth place. Team points shall be awarded through third place. See Section 1408 (i). Tied contestants or teams split the total points equally for the two or more places in which a tie exists.
5. *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.

ANNOUNCING THE WINNERS AND RETURNING PAPERS

1. *Verification Period.* Contestants and/or coaches shall be allowed a time not to exceed 15 minutes to examine their own tests and answer keys before the official results are announced. If errors are found, either in the grading or recording of scores, these should be reported to the contest director at this time. If there is consensus among graders that an answer on the key is incorrect, the contest director is authorized to make a change on the key before the results are announced.
2. *Official Results.* Once the viewing period has expired and all test papers are collected by the contest director, the official results shall be announced. Official results, once announced, are final.
3. *Returning the Tests.* Tests and other materials shall not be returned prior to the official release date. Tests may be mailed to the contestants after the release date, if the contestants provide the contest director with a self-addressed, stamped envelope, or may be returned to the participating schools.

AFTER THE CONTEST

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