



Number Sense

These directions expand upon but do not replace the information in the UIL Constitution and Contest Rules. The contest director should read Section 944 of the Constitution, then read these guidelines for additional details. See also the Academic Quick Reference Chart, found in the appendix and on the UIL website.

Before the meet

ROOM

Secure a room of adequate size for the number of contestants expected with tables or large desks of proper height. Auditorium seating or fold-up desk tops are not acceptable.

MATERIALS AND EQUIPMENT

The contest director will provide the following.

- A copy of the rules from the *Constitution and Contest Rules*
- Red markers and calculators for grading
- Accurate clock for timing and clock which contestants can see during the contest
- Confirm, before the day of the event, that the spring meet director has the packet of spare answer keys, to be opened in case the answer keys are missing from the packet. If no spares can be located, ask the director to contact the League office.
- (DISTRICT) One 8 1/2 x 11 envelope per school (8-12)

CONTEST PACKET

The League office will provide the following.

- Instructions
- Copies of the tests and answer keys in a sealed envelope (Do not open until just prior to the beginning of the district contest).
- Contest Evaluation Form
- (REGION) Regional awards order form
- (REGION) State Meet information cards for state meet qualifiers (11)
- (REGION) "No Show" report form

PERSONNEL

- Contest director. A coach may serve as contest director. However, due to the nature of this contest, the UIL does not recommend using a coach from another district to direct the first district week. Using a District I coach to direct District II is acceptable.
- Assistant to the contest director. (REGION) The UIL staff may appoint an assistant to the contest director from one of the high school campuses in the region, if requested. This individual will serve as a support person for the contest director and may be on hand before, during and after the meet to answer questions which may arise concerning the contest. Coaches of competitors may serve as assistants to the director.

INVENTORY ALL materials, except the sealed test packets, well in advance to make sure nothing is missing. If necessary, photocopy any needed UIL forms.

- Head grader. The contest director shall designate a head grader who will assist the contest director. The final authority for any changes rests with the contest director.
- Graders. Select at least three competent graders. Coaches of the contestants may be used. Be sure each is familiar with the contest rules as stated in the C&CR.
- One or more assistants. These may be coaches of any contestant.

TIME

- Allot one hour for the contest: up to 20 minutes for roll call and opening remarks and exactly 10 minutes for the test. It is critical to stay on schedule as some contestants may need to go to other events.
- Arrange for and announce, during the opening remarks and if possible in the program, the time and place of a 15-minute verification period prior to the announcement of official results.

CONTEST ROSTER & RESULTS SHEET

(DISTRICT & REGION) Your meet director will provide to you a contest roster, generated from the UIL Spring Meet Online Entry System. It will list the contestants and alternates from each school. You will need to assign contestant numbers, and may use those next to each contestant's name on the roster. You will also record scores and/or results on the contest roster to give to the meet director, who will then enter the results/scores into the online system.

SUBSTITUTIONS

(DISTRICT) Schools may replace contestants on the official district meet roster with substitutes so long as the substitutes present the contest directors with the appropriate documentation.

- *Students whose names were never entered into the online entry system* may substitute so long as they provide the contest director before the contest begins with a substitute eligibility form (found in the appendix and on the UIL website) or a letter signed by a designated school official certifying the student's eligibility.
- *Students whose names were entered into the online entry system and hence certified as eligible* are eligible to substitute for a contestant so long as they provide the contest director with written notification (either the substitute form or a letter) signed by the event coach or representative from the contestant's school. Eligibility is already certified. Therefore, written notification is for the convenience of the contest director who may not have a copy of the other contest rosters.

At the conclusion of the meet, submit the substitution forms/letters to the spring meet district director to be filed with the school's original entry (see C&CR, Section 902 (g) (B)).

(REGION) If a member of a school's team cannot compete, only one substitution may be made. If a team needs more than one substitution, the alternate team will compete. The substitute must submit to the contest director a letter or form (such as the sample form found in the appendix) signed by a designated administrator to certify eligibility. Submit substitution forms to the regional director prior to the contest, or to the contest director during roll call. Do not make a substitution for an individual contestant who is not a member of a team.

TEAM COMPETITION

(DISTRICT) Schools have the option of entering either three or four competitors at the district level. While all four competitors may compete for individual honors, only the top three scores for each school will count in team competition. A team must have at least three contestants compete in order to qualify for the team competition. Team members who qualify to regional will compete for both team and individual honors at that level. All four members of the winning team will advance to the next higher meet, and the top second place overall team (wild card) in the region will advance to regional competition.

(REGION) A team must have a minimum of three contestants to qualify for team competition. A person who advances to this level of competition qualifies for individual ranking and medals. Do not exclude them.

ALTERNATES (REGION)

Alternates may compete only in the absence of an individual who won first, second or third place in the same district competition. Contest directors should delay calling for alternates until immediately prior to the beginning of the contest.

SORTING ENVELOPES

(DISTRICT) Provide and label a large (8 1/2 x 11) envelope for each school entered in the district meet. Write the name of the school and contest on the top of the envelopes. Save the sorting envelopes to use after the verification period.

FOR MORE information on substitutions, see C&CR, Section 902 (g) (B).

WILD CARD.
Each region's highest scoring second place team may advance to the regional academic meet. In the event of a tie, all teams involved in the tie will advance.

IN ORDER to be eligible as a wild card representative, district results must be received by the regional director no later than 5 p.m. on the Monday following the final district academic week. Failure to meet the deadline disqualifies the district from advancing teams as wild card representatives. The highest-scoring second place team from the regional meets may advance to the Academic State Meet.



Conducting the contest

1. Assemble the contestants and coaches. Be sure all understand how the contest is conducted, papers graded and winners determined. Permit questions.
2. Advise the contestants and the coaches the place and time of the verification period and announcement of winners. Announce that contestants and coaches not present at the verification period forfeit the right to raise questions.
3. Open the contest packet. Ask the coaches or other personnel to help you check each test to make sure that no test is defective.
4. Students may use a timing device during the contest. Cell phones, iPods or other similar devices are not to be used as timers and are not to be visible during the contest. Announce to the contestants that the emission of any audio signals of any kind during the contest will result in disqualification.
5. Read aloud the following statements: "Coaches, contest directors and contestants are responsible for maintaining confidentiality of contest material. Transfer of information relative to the test shall be considered a violation of the Academic Spring Meet Code and subject to penalties as outlined in Section 700 of the C&CR. All cell phones and other devices that make audible sound must be turned off."
6. During the test, exclude all from the room except contestants, contest director and the assistant.
7. Check the names of the contestants against the roster. Number the folded test papers. These numbers shall correspond with the contestant numbers on the contest roster. Hand out the test papers by calling out the contestant's names from the roster, and giving that contestant the test with the corresponding number. Instruct contestants to keep the instruction side of the test face up until the start signal.
8. After exactly 10 minutes from the start signal, the director should, without warning, give the signal to stop. Contestants should put down their writing implement and sit back while the tests are collected.

Grading the contest

- After the test, gather all used test papers so that none may be retained by the contestants, coaches or other interested parties.
- Exclude the contestants from the room when grading. Allow sufficient time for careful grading. Do not sacrifice accuracy for speed. Score each paper independently twice, and score papers contending to place a third or fourth time as needed. See the C&CR for grading guidelines.

ERRORS

Check the answer key before grading begins. In the case of an error on the answer key, graders should notify the UIL State Office of the nature of the error and/or contact the respective state contest director to seek clarification. Problems should not be altered in any way or discarded without a ruling from the UIL state office and/or the respective state contest director.

DETERMINING PLACES

- Individual competition. First place goes to the contestant making the highest net score, second place to the contestant making the next highest, third place to the next highest and so on.
- Team competition. (DISTRICT) Schools must have at least three contestants to participate in the team event. For schools that enter four contestants, only the top three scores from among those contestants count toward the team score. (DISTRICT AND REGION) Team scores and ranks are calculated when results are entered into the online system from the Roster and Results Form. The team with the highest total is first place, and all members of the team will advance to the regional competition. The team with the second highest total score is the alternate team.

TIES

- Individual competition. Do not break a tie. In the case of a tie for first place, there is no second place. In the case of a tie for second, there is no third. And in the case of a tie for third, there is no fourth, and both contestants advance to the next higher meet. (See Section 900 for division of championship points in the event of a tie.)
- Team competition. If at the district or regional meet two or more teams vying for first place have the same team score, first place shall be awarded to the team with the highest score of the fourth-place team member. Should two or more contestants who are the fourth-place team member have the same score, then a team tie will be declared and all teams involved in the tie shall advance. A tied team without a fourth member forfeits the right to participate in the tiebreaker. At the State Meet, no tie breaking procedure will be used for teams in any place; if two first place awards are made based on a declared tie, there will be no second place, etc.

After the contest

VERIFICATION PERIOD

Announce unofficial results including names and scores of those who appear to have placed first through sixth and the top two teams. Allow the contestant and coach a time period not to exceed 15 minutes to look at the contestant’s test. If errors in scoring are found, the contest director should make the correction. Resolve questions at this time. Interested parties may contact the state director at their own expense to inquire about a test item. Ask contestants to place their papers in the envelope labeled for their school. Pick up all tests and answer sheets so that none remain with the contestant or coach. Contestants and coaches who are not at the verification period forfeit their opportunity to ask questions.

ANNOUNCING OFFICIAL WINNERS

- Individual competition. After resolving all questions, the contest director should announce, as official results, the name, the school and the score of each contestant who places first through sixth. These results, once announced as official, shall be final.
- Team competition. After the interested parties have been gathered, team scores examined and individual winners have been announced, announce the winner and the alternate of the team competition. The name of the team’s school, team members and team score shall be announced for the team winner and alternate team. The results, once announced as official, shall be final.

POSTING RESULTS DURING THE MEET

Announce or post the names, schools and scores of the persons placing first through sixth, and the names, school and scores of the winning and alternate team.

POST-DISTRICT QUALIFICATIONS

Contestants can qualify to region or state as first, second or third place individual winners or members of the winning team or wild card team. All who qualify to to the next higher meet will compete for individual honors.

RETURNING PAPERS

(DISTRICT) If results are final and all test questions resolved, entries may be returned no sooner than the end of the contest on the Saturday of the respective district week.

(REGION) If all questions are resolved and if the meet is held on Saturday, the tests and answer keys should be returned to the contestants the day of the meet.

REPORT TO DIRECTOR

(DISTRICT) Individual contest directors shall give the contest roster/results form and sorting envelopes to the district director immediately after the contest. The district meet director is responsible for entering results into the UIL Spring Meet Online Entry System. District results must be submitted into the UIL online system and made available for public review by 5 p.m. on Monday following the second district meet.

(REGION) Individual contest directors shall give the contest roster/results form and sorting envelopes to the regional director immediately after the contest. The regional meet director is responsible for entering results into the UIL Spring Meet Online Entry System and making them available for public review by 5 p.m. of the Monday following the regional meet. Regional directors shall also provide a list of contestant absentees if alternates were not present to take these individuals’ places.

MAILING RESULTS

Mailing full meet results to participating schools is optional since results will be posted online.

EXTRA CONTEST MATERIALS

(DISTRICT) Destroy all extra materials on the Monday following the second district week.

(REGION) Destroy all extra materials on the Monday following the regional meet.

ENTER

ALL SCORES INTO ONLINE SYSTEM!

Enter the scores of all contestants into the UIL Spring Meet Online Entry System — not just the top six. All scores are needed to determine team champions. The UIL strongly urges meet officials to enter unofficial results into the online system prior to verification.

NUMBER SENSE

INDIVIDUAL POINTS

1st place.....	15
2nd place.....	12
3rd place.....	10
4th place.....	8
5th place.....	6
6th place.....	4

TEAM POINTS

1 ST Place.....	10
2 ND Place.....	5

Individual school maximum points = 37

NUMBER SENSE team members also qualify to compete for individual awards at all levels.

