

Section 920: ACCOUNTING

- (a) **REPRESENTATION.**
  - (1) *Individual Competition.* Each participant high school may enter as many as four contestants in the district meet, all of whom may place. In districts with more than eight schools, district executive committees may elect to limit entries to three.
  - (2) *Team Competition.* The individuals entered at district constitute the team. A team shall have a minimum of three contestants compete in order to participate in the team competition. All four members of the winning team will advance to the next higher level of competition.
- (b) **ELIGIBILITY.** The contest is open to students in grades 9-12 eligible under Subchapter M.
- (c) **QUALIFICATION; SUBSTITUTES; ALTERNATES.** The three individual winners and the winning team from each district qualify for the regional meet and the three individual winners and the winning team from each region qualify for the State Meet, as described in Section 903. If an individual qualifier cannot compete at the next higher meet, the alternate shall be notified and allowed to compete. If a member of a school's team is unable to compete at the next higher level of competition, only one substitution may be made. The substitute shall give the contest director a substitute eligibility form or a letter certifying eligibility, signed by a school administrator. (See Section 903 [b] [4].)
- (d) **NATURE OF CONTEST.** The contest will focus on the elementary principles and practices of accounting for sole proprietorships, partnerships and corporations, and may include bookkeeping terminology, the worksheet with adjustments, income statement, balance sheet, trial balance, account classification, journalizing, posting, bank reconciliation, payroll and other items related to the basic accounting cycle. There will be 80 to 100 questions.
- (e) **LENGTH OF TESTING PERIOD.** One hour of working time will be allotted for the actual testing period exclusive of time required for instructions. The one hour begins when students are instructed to start.
- (f) **SOURCES USED FOR COMPOSING TESTS.** State adopted accounting texts will be used in test writing, without preference to any particular book.
- (g) **MATERIALS.** Contestants shall furnish their own number two pencils and erasers for this event and may use highlighter pens.
- (h) **CALCULATORS.**
  - (1) *Basic Four-Function Calculators Only.* Contestants may use their own cordless, silent, calculators, which shall not be equipped with a tape and do not require external wall plugs. Calculators shall not possess any built-in features that would enable pre-recorded alpha or numeric data to be brought into the contest room. Higher-level calculators such as business, financial, statistical, graphing, scientific and the like are not allowed.
  - (2) *Allowed Functions.* Examples of standard, allowed functions include +, -, x, ÷, % and  $\sqrt{\quad}$  (square root). Simple memory is permitted as indicated by M+, M-, Memory Subtotal and Memory Grand Total. If a calculator is otherwise considered a basic four-function calculator but includes minimal additional functions (such as sales tax, markup, currency exchange, average, etc.), the calculator is allowed. The decision to allow or disallow a calculator rests with the contest director.
- (i) **INSTRUCTIONS TO CONTEST DIRECTOR.**
  - (1) *Contest Roster.* A contest roster listing contestants will be created from schools' online entries.
  - (2) *Announcement.* Announce the time for the verification period and the announcement of results.

- (3) *Calculators.* Only basic four-function calculators are allowed. (See Section 920 [h] [2].)
- (4) *Seating.* Exclude from the contest room all persons except contestants, the contest director and assistants. Seat contestants sparsely around the room.
- (5) *Numbering Contestants.* Each contestant should be assigned a number. This number should be indicated on the contest roster.
- (6) *Roll Call.* Call roll from the contest roster and replace any contestant who is not present with a certified substitute at district and the certified substitute or alternate at regional.
- (7) *Test Distribution.* Distribute the tests and answer sheets. The contest director should instruct the contestants to write the assigned contestant number in the top right-hand corner of the answer sheet and test.
- (8) *Scratch Paper.* Contest directors shall provide contestants with scratch paper. Contestants are permitted to write on the exam and on the scratch paper provided by the contest director.
- (9) *Graders May Review Contest Materials During Testing.* Graders should report to the grading room (or designated room other than the testing room) as soon as the contest begins. Region alternates who are not called to compete may review contest materials with the graders only with the consent of the contest director. The head grader should transport the answer keys, surplus tests and scoring charts to the grading room when the contest has started. Graders may review the test and verify the official answer key. The contest director should consult graders regarding the key prior to the grading of papers.
- (10) *Start and Stop Signals.* Give contestants the signal to start. After 55 minutes have expired, the contest director should give the verbal notification, "Five minutes remain." After 60 minutes, give the verbal notification to stop.
- (11) *Turning in Papers.* Contestants shall remain seated and retain their papers during the 60 minute testing period. Exceptions for emergencies may be made by the contest director.
- (12) *Graders.* Coaches are expected to serve as graders and should be selected prior to the beginning of the contest. From the list of volunteers, the contest director should select, by lot, an odd number of coaches to assist in grading. Designate one grader as the head grader.
- (13) *Grading the Contest.* Each test should be graded by more than one person and errors initialed by the grader who marked the error.
- (14) *Scoring.* Papers shall be carefully scored, awarding each contestant five points for each question answered correctly. The sum of points thus awarded shall be considered the subtotal score of the contestant. Starred questions will carry extra points. A question with one star will be awarded one extra point, a question with two stars will be awarded two extra points, etc. The total score is determined by adding the subtotal score and the sum of the extra points. A scoring chart should be prepared for each contestant.
- (15) *Answer Key Errors.* In the case of an error on the answer key of an objectively-scored contest, graders should notify the UIL State Office of the nature of the error and/or contact the respective state contest director to seek clarification. Mistakes in the answer key should be corrected, and papers should be judged on correctness rather than on an incorrect answer given in the key.
- (16) *Places and Ties.*
  - (A) *Individual Competition.* First place goes to the contestant making the highest total score, second place to the contestant making the next highest, third place to the next highest and so on. No ties are to be broken. Should there be a tie for first place, there is no second place. Should there be a tie for second place, there is no third place. Should there be a tie for third place, there is no fourth place, and both third place winners advance to the next higher meet.

- (B) *Team Competition.* The sum of the top three scores from each school constitutes the team score for each school. The team with the highest team score will be declared the team winner and all four members of the team will advance to the next level of competition. The team with the second highest team score will be declared the alternate team. In case two or more teams tie for first or second place, the highest overall total score of the fourth place member of the team will be used to break the tie. Should two or more contestants who are the fourth place member of their team have the same overall total score, then a tie will be declared and all involved in the tie shall advance. A team that does not contain a fourth member forfeits the right to participate in the tiebreaker. In the event of a team tie, the team score to be reported is the sum of the top three scores from each school. At the state meet, a tie or ties for first place overall team shall not be broken. Team members also qualify to compete for individual awards. Teams advancing to the State Meet shall provide a qualified grader to score papers, unless excused for a valid reason by the contest director.
- (C) *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 shall be certified online no later than 5 p.m. on the Monday following the final district academic week. Failure to meet the deadline or to submit correct scores 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.
- (17) *Verification Period.* Announce that no one present may use pens, pencils, or erasers during the verification period. At the announced time, allow the contestants and coaches a time period not to exceed 15 minutes to review all of the following items: contestant's answer sheet, test and scoring chart, and the answer key, in its original form as supplied by the League office. If the key was changed during the grading process the contest director shall announce the changes made. Papers are not to be taken from the room during the verification period. During this period, the contestants shall verify that they have the correct papers and look for possible errors in the grading, or the calculation or recording of scores. Questions shall be resolved during the verification period and unofficial results announced, except at the State Meet. Contestants and coaches not present at verification waive their opportunity to ask questions.
- (18) *Announcing Official Results.* The contest director should announce, as official, the names and schools of contestants through sixth place and the top two teams. Official results, once announced, are final. All contestant scores shall be certified through the UIL Spring Meet entry system in order for contestants to advance.
- (19) *Returning the Papers.* 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. See the *Spring Meet Handbook* for procedures for returning district meet test papers to schools. Provided there are no questions concerning any of the papers, and provided the regional meet is held on Saturday, the regional and state directors may return the respective papers to the contestants the day of the meets following the verification period and announcement of official results.
- (20) *Points.* Points are awarded through sixth place and to first and second place teams according to Section 902.