



A+ Listening

- (1) *Inform contestants and coaches of the time and place of the verification period. Spectators and coaches not assigned specific duties in administering the contest should be dismissed from the contest room before the contest starts.*
- (2) *Distribute answer sheets and call roll (if necessary).*
- (3) The contest director will now, **Say: “This is the UIL Listening test. Write your contestant number in the upper right corner of the test booklet and answer sheet, and circle your correct grade level.”**
- (4) *After all students have written their contestant number and circled their grade level, **Say: “All answers should be recorded on your answer sheet, not on your copy of the test.”***
- (5) Now, the script reader will now, **Say: “I am now going to read the listening script. You may take notes on blank sheets of paper while I am reading the listening script.”**
- (6) *The script reader will now read the listening script clearly and distinctly following the script’s time markings (or play a recorded script).*
- (7) *After the script has been read, the contest director will now pass out the test to contestants and will **Say: “I will now pass out your test booklet. Do not open the test until I instruct you to do so. You will have 10 minutes to take the test. You may use your notes during the test.”***
- (8) After all students have a copy of their test, **Say: “You may now open your test booklet and begin taking your test.”**
- (9) *Allow students 10 minutes to take their test.*
- (10) When the test period of 10 minutes has ended, **Say: “Please put your pen or pencil down and stop taking the test. I will now collect your answer sheet, test booklet, and any notes you took.”**
- (11) *Following the contest, it is the contest director’s responsibility for destroying all copies of the script.*

**** The contest official may ad lib as necessary while conducting the contest. ****