

## LISTENING: 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 1060. The rules may be found in the *A+ Handbook* and on the UIL web site.

### BEFORE THE MEET

**Open and check your contest packet.** See that the duplicated tests have all pages. You should receive:

1. Contest rules
2. Test Script
3. Test Questions
4. Answer Keys
5. Answer Sheets
6. Contest Roster

### Room.

Secure a room of adequate size with desks or tables and chairs of the proper height for the number of contestants. *Select a room that is appropriate for this contest, in which students can easily hear the script being read. Avoid rooms close to noisy hallways or gathering areas.*

### Materials and Equipment.

1. The contest packet (contest rules, contest script, test questions, answer sheets, answer keys, contest roster).
2. The contest roster may be filled out with contestants' names from entry forms prior to the contest.
3. An accurate clock or stopwatch.
4. Extra pencils or pens and a pencil sharpener for use by contestants.
5. Blank sheets of paper for each contestant.

### Personnel.

1. *Contest Director.* A contest director is needed and may be a coach. The contest director is responsible for maintaining confidentiality of all contest materials and for destroying all copies of the script.
2. *Assistant.* A person, who may be a coach, should be appointed to assist the contest director during the contest.
3. *Graders.* At least three competent graders will be needed, and more may be used if available. Coaches of the contestants may be graders. Graders should be briefed before they begin to ensure that they understand the grading criteria and scoring.
4. *Script Reader.* The script reader should be provided with the contest script well in advance of the contest. The contest director, if not the coach of a contestant in the contest, may serve as the script reader, or may appoint a qualified person to act in this capacity. The listening test may also be administered by playing an audio tape or CD of the test material prepared in advance. If a tape or CD of the script is to be used, check the sound equipment in the contest room prior to the contest.

### DURING THE CONTEST

1. *Clearing the Room.* Contestants and coaches should be informed of the time and place of the verification period. Coaches and spectators not assigned a specific duty in administering the contest should be dismissed from the contest room before the contest begins.

2. *Seating and Numbering Contestants.* All contestants should be seated so they can easily hear the script reader. All contestants should be given an answer sheet. The contest director should call roll using the contest roster and assign a number to each contestant. Contestants should be instructed to write their assigned number in the top right-hand corner of the answer sheet. (Contestant numbers may be written on answer sheets beforehand and handed to students as roll is called.) The director must keep a list of the names and numbers of the contestants for identification of the answer sheets after grading is completed.
3. *Testing.* The script reader should read the script clearly and distinctly, following the script's approximate time-markings. Students may take notes on the blank sheets of paper. When the script reader has finished reading the script (or the tape/CD has ended), the contest director should place a copy of the test questions on the desk in front of contestants, and remind contestants that all answers must be recorded on the answer sheet, not on the copy of the test. Contestants may use their notes during the test.
4. *Time.* The contestants will be given ten (10) 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 ten (10) minutes have expired 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 answer sheets, notes and tests.

#### **GRADING THE CONTEST PAPERS**

1. *Grading.* After the tests have been gathered, all answer sheets should be delivered to the graders. Each test shall be independently scored twice, and papers contending to place should be scored a third time. Spelling mistakes on fill-in-the-blank questions should not be counted as an error. If two of three graders determine an answer is legible and correct, points should be awarded for the answer.
2. *Scoring.* Each paper, after being carefully marked, shall be awarded three (3) points for every correct answer. Deduct two (2) points for every incorrect answer. No points are deducted for unanswered questions.
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. *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.
5. *Points.* Individual points are to be awarded through sixth place. Team points, if team competition is included, 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.

#### **ANNOUNCING THE WINNERS**

1. *Verification Period.* Contestants and 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. 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 have been collected by the contest director, official results shall be announced. Official results, once announced, shall be final.
3. *Places and Points.* Places shall be determined and recognized through sixth place in each division. Individual points are to be awarded through sixth place. Team points, if

team competition is included, shall be awarded through third place. See Section 1408 (i).

**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.