

2018 ACADEMIC STATE MEET CONTESTANTS AND COACHES

UIL Accounting

Things You Should Know About State Meet

Suggestion: Print this document or access it electronically for reference while you are in Austin.

Congratulations on qualifying for the UIL State Meet!
LaVerne Funderburk, CPA, UIL Accounting State Contest Director

New This Year!!

Coaches of Regional First Place Teams and Wild Card Teams: You are Required to Email LaVerne Funderburk to Communicate the Name of the Person Who Will Represent Your School as a State Contest Grader or Conference Assistant. See more details below.

**The 2017-2018 UIL Accounting Handbook is available free from the UIL website:
Academics/Resources/Handbooks & Manuals for Academic Contests.
If this Handbook is new to you, please read it carefully.**

UT McCombs School of Business Accounting Reception

- Friday, May 4, 3:00 p.m.
- **UTC 3.102**
- Accounting State Meet Contestants and Coaches are invited

Friday Coaches' Meeting

- Accounting teachers/coaches are strongly encouraged to attend. Your contestants will be better prepared for the competition if your school is represented. Contestants and family are welcome. The meeting is scheduled for Friday, May 4 at 4:30 pm in **UTC 3.104**. Contestant Index Cards (which communicate the assigned contestant number) are needed on contest day and will be distributed at this meeting.
- Adults will be needed to help grade and assist in the administration of the contest. Thirty graders will be required (five from each of the six conferences). Every competing team is required to have a qualified grader available. One coach or other adult from each conference (not signed up to grade) will be required as a conference assistant. This means six adults per conference are needed.
- Coaches, at the end of this document is a detailed explanation of the various volunteer positions and the time commitment for each of the positions.
- If you are one of the 24 regional team championship coaches or one of the 6 regional wild card team coaches, please email me the following information **on or before Tuesday, April 24:**

Accounting Contest Regional Team Champion ____ or Wild Card Team ____
Name of Coach _____
Classification (1A, 2A etc) _____ Region # _____
City of School _____ Name of School _____
____ I am willing to serve as my Conference's Assistant or be a Grader
____ I am willing to serve as a Grader for my conference
____ I am unable to grade, so our school's Grader will be _____

Instructions continued on next page.

Grader Sign Up Continued

COACHES of contestants who are NOT on a state team are invited and urged to volunteer to grade as well. If you are willing to serve as Conference Assistant or Grader, using the same format as in the box above, please email LaVerne **on or before Tuesday, April 24**.

LaVerne will send all coaches a reply confirming that your email was received. If you do not receive an email back from me, then your email was not received by me. Email me at:

laverne@funderburkcpa.com

If a conference has more volunteers than the number requested per conference, this will be addressed by the State Director either by group email ahead of time or at the Coaches' Meeting the day before the contest.

This year we would like to know who each of the six Conference Assistants will be before any of us make the drive to Austin. If all Conference Assistants and Graders are determined early, then the Coaches' Meeting can be brief.

The UT Reception was purposely scheduled prior to the Coaches' Meeting and in the same building for your convenience.

Thank you to the coaches and other adults who will serve at State Meet in UIL Accounting. A smooth State Meet depends on your dedication and service.

Additional Coaches' Meeting Information

- If you cannot attend the awards ceremony and wish to have your contestant's test materials, please bring a large manila envelope, self-addressed with ample postage to the coaches' meeting or to the contest room.
- Consider locating San Jacinto Hall and the contest room entrance prior to contest day. Find the allowed parking. Campus security WILL issue parking tickets if you disobey the signs. The UIL State Meet is not an exception. Be prepared for walking!
- Coaches, if at all possible PLEASE handle a **Team Substitution** prior to coming to Austin. If you have to make a substitution in Austin, please have the appropriate form signed by your school's administration. This form is available on the UIL Academics website.

Check Your Allowed Materials

1. Pencils (#2 lead) and erasers (ink pens are not allowed)
2. **Only basic 4-function calculators will be allowed.** 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.** Consider bringing an extra calculator in case something should happen to the first one. However, please limit the number of spare calculators you bring as ALL must be examined and ALL must remain on your testing surface. Desktop space will be very limited. Calculators must also be cordless and silent and shall not be equipped with a paper tape and should not require external wall plugs. **Calculators will be examined and either approved or disapproved.** (See **2017-2018 UIL Accounting Handbook**, Contest Rules and Procedures, Item #7.)
3. Highlighters are allowed but not required.

4. Timing devices: (**Smart watches are NOT allowed in the contest room!**) Standard wrist watches or small clocks are allowed as long as the device does not emit audible sounds during the contest. Alarms on timing devices should be turned off.
5. Bring the contestant Index Card (prepared by the State Director)—do not write on it.
6. Please limit personal items carried into the contest room. Purses, backpacks, etc. may not be on the testing surface or in the aisles or behind your chairs. Assistants must be able to walk behind your chair. The only place left for personal items is at your feet. Please do not attempt to access your personal belongings during testing. We don't want anyone to be suspected of cheating.

Items NOT Allowed

1. Do not bring paper of any kind (other than the contestant Index Card) into the contest room.
2. Do not bring in listening devices: mp3 players, headsets, earphones (or the like)—not even for while you wait for the contest to begin.
3. Do not bring a smart watch, cell phone or electronic tablet (or the like) into the contest room. Cell phones or other communication devices must not be accessible during testing, therefore may not be used as a timing device or as your calculator. Obviously, referencing data on your device, text messaging or any kind of telecommunications during testing is grounds for disqualification.
4. Do not bring in pencil boxes, pouches, or carrying cases of any kind.
5. Do not chew gum. Please do not wear hats or caps. Please do not bring in large, visible “good luck charms” (oh the stories that could be told).

Entrance to Contest Room (SJH 207)

- Contest is held in **San Jacinto Hall (SJH) 207**. Doors open at 8:00 a.m. and no earlier. **Contestants should be seated by 8:15 a.m.** The stated contest time begins at 8:30 a.m.
- **The stated contest time is when the contest director may call the roll. Therefore, all contestants should be seated and ready to follow instructions by 8:15 a.m.** Announcements will be made as soon as all contestant spaces are occupied.
- There may not be a working pencil sharpener, so be prepared.
- There is no pre-assigned seating chart. However, **do not sit next to or near (includes side-by-side, in front of, or behind) one of your teammates or anyone else you know.** Only contestants should be seated directly in front of a contestant questionnaire. Do not move the questionnaire to another chair as the seating placement is prearranged. Please do notify an assistant if there is something wrong with your chair or testing surface.
- All others (alternates, coaches, parents, etc.) are asked to stand at the back of the room so that contestants may be visually identified (seated at a questionnaire).
- Please do not wait in the foyer/hall during the contest or during grading as the noise level is most disruptive to contestants and graders. The contest and verification period will not start early.

Announcements and Other Housekeeping Chores Prior to Roll Call

- Contestants should complete the contestant questionnaire when instructed to do so. (Alternates who have NOT been officially contacted to compete should NOT complete the questionnaire at this time.) Print legibly! Be sure you have written your coach's first and last name correctly.
- Contestants who were not represented at the coaches' meeting will be given their contestant Index Card at this time.

- All contestants should write their THREE DIGIT contestant number in the upper right-hand corner of the questionnaire.
- During the announcements anyone may be in the contest room. Listen. Make sure you know when and where the Verification Period and Awards Ceremony will take place. It will NOT be in the same room as the contest. Check the State Meet Schedule for the Verification building and room.
- After the announcements, all will exit the room except for contestants, alternates, director, and assistants.

Roll Call and Inspections

- Names are called by conference beginning with Conference 1A.
- If you are not present when your name is first called, I will call your name again at the end of all conferences.
- If you are not present when your name is called the second time, the first alternate will be called.
- When roll call for all six conferences is complete, alternates not called will exit. Alternates to state who are **not** called to compete will be allowed to review the contest materials with the graders during the contest time in a different room (place to be announced).
- Contest assistants will inspect your calculator. Disallowed calculators will be confiscated, identified as to owner, and returned after the contest. ALL calculators must be inspected and ALL should stay on the desktop. If you do not have an allowed calculator, you may take the exam without the aid of a calculator. If someone is willing to lend you his/her spare calculator, and it is an allowed calculator, you may use it. The State Contest Director does NOT have extra calculators.
- Assistants will also inspect your contestant Index Card. Writing accounting theory or other facts on the contestant Index Card is grounds for disqualification. Anything written on the contestant Index Card in ANY language is grounds for disqualification.
- Questionnaires will be collected.

Distribution of Contest Materials

- While the distribution takes place, do NOT have a pencil in your hand.
- Do NOT open the exam packet; but you should read the cover sheet. Monitors will be surveying the room at this time. Failure to follow the above rules is grounds for disqualification.
- WHEN YOU ARE INSTRUCTED TO DO SO, you will write your 3-digit contestant # on your answer sheet and the cover sheet of your exam packet in the spaces provided.
- Do NOT write your name on any of the distributed contest materials.
- WHEN YOU ARE INSTRUCTED TO DO SO, you will complete the Legibility Control section of your answer sheet.

Taking the Exam

- Pace yourself.
- Contestants should refrain from making excessive noise from page-turning, calculator use, etc.
- You will remain in the testing room **the entire hour** and turn your papers in at the end of the hour when called for by the contest director. Do NOT turn in your papers before the time is called.

- You may not leave the contest room except in the case of illness or emergency. You must turn in your papers before leaving and you will not be allowed to re-enter. There will be conference assistants at each exit to help you. Your answer sheet will be graded and ranked as it is.
- You may write anything on the exam packet or scratch paper only after you are instructed to begin taking the exam.
- Only answers should be marked on the answer sheet. Only your answer sheet will be graded— NOT the exam packet.
- After 55 minutes of testing time, you will be told that “five minutes remain.”
- When those final five minutes have passed, you will be told to stop and put down your pencils. Continuation of writing after 60 minutes is grounds for disqualification.
- You will turn in your contest materials by conference. Please listen for instructions.
- You will be asked to remain in the testing room until the conference assistants have verified that all materials are collected.
- Gather your supplies and please tidy up your area. When you are dismissed, you may leave your scrap paper (for recycling) on a desktop near the exits. Take your contestant Index Card with you!

Graders and Alternates Not Called to Compete, During the Contest Hour

- A review room will be provided for graders and alternates not called to compete to use during the contest hour to review the test and verify the key. This is tentatively scheduled to be in San Jacinto Hall across the hall from the contest room.
- If you review contest materials, you will proceed to the review room when you are dismissed after the contest announcements period.
- The Head Grader will bring the test materials to the review room.
- Only graders and alternates not called to compete are allowed in the review room unless permission is granted by the director, assistant directors, or Head Grader.
- **The answer key will be confirmed prior to grading tests and will not be contestable at Verification. Accounting theory will not be discussed at Verification. Coaches should consider volunteering to review the contest materials during the testing hour.**

Lunch and Grading Period

- Coaches who are also graders should have good communication with their contestants regarding lunch plans.
- Coaches who volunteer to review the contest materials and all adults who will grade will need to bring a sack lunch or have your lunch prior to your volunteer duties. The UIL typically provides a hospitality room, but the location may or may not be nearby. We MUST begin grading as quickly as possible.
- The UIL will provide a lunch for each conference assistant as the duties of this position span most of the contest day.
- Only graders and contest assistants are allowed in the grading room. **Please do not bring small children.**

The Verification Period (UTC 2.102A at 3:00 p.m. prior to Awards)

- Anyone may attend the verification period.
- Contestants should bring or remember their 3-digit contestant number.
- Place all personal articles on the floor near your feet. DO NOT HAVE ANY WRITING OR ERASING INSTRUMENTS . (This is to prevent persons from changing answers on the answer sheets. Changing answers is obviously grounds for disqualification.)
- You will be given the following: 1) your answer sheet; 2) your exam; 3) an official key; and 4) your scoring chart.
- The contest director will allow you no more than 15 minutes to review your materials.

During the verification period you should:

1. Make sure you have YOUR contest materials.
2. Compare your answers to the key and verify that incorrect answers were marked appropriately.
3. Review the scoring chart for accuracy
 - a. Is the subtotal score correct? (number of correct answers x 5 points)
 - b. Were points awarded correctly for starred questions?
 - c. Is the total score correct?
4. Any score disputes should be addressed to the contest director only. You should approach the podium and wait to be acknowledged.

The Announcement of Results and Other Recognition

- There will be announcements of special recognition for schools, coaches, and contestants. This is a tradition. Coaches may provide input for this in the survey handout provided at the coaches' meeting OR email the state director by Monday, April 30.
- Awards are announced by conference. The order is random each year.
- Individual awards for ALL conferences will be given first; then team awards for all conferences.
- Contestants placing individually in sixth, fifth, and fourth will come forward without their coaches to receive their medals. The medals will not be pinned.
- Contestants placing individually in third, second, and first will come forward with their coaches and medals will be draped. The coach of the individual gold medalist will receive a UIL coach's pin. These three contestants and coaches will remain at the front until all three places are called and honored.
- The second place team and coach will be called and the team members will be draped with medals.
- The first place team and coach will then be called and the team members will be draped with medals. The coach will receive the school plaque and UIL coach's pin. (If the first place individual and the first place team are coached by the same person, the coach will receive only one pin.)
- All individual and team gold medalists' and coaches should remain after the dismissal for the photo session for the UIL Accounting contest photo album. If you are among these medalists, PLEASE do not leave early. Further instructions will be provided prior to the Awards Ceremony.

Photography

- If the UIL provides a photographer (for the UIL Champions publication), please do not use a flash camera WHILE the UIL photographer works. Attendees will be instructed by the State Contest Director regarding the appropriate time for photos throughout the Awards program.

Posting of Results

- The results (in all conferences) will be posted on the UIL Academics web site: <http://www.uiltexas.org/academics>

**Whether you go home with or without a medal,
treasure the UIL State Meet experience!**

Accounting Coaches...Will You Volunteer?

Please remember that this is your contest. In order for it to operate smoothly, we need your commitment and your help. So, thank you in advance for your contribution. Please know that you are appreciated!!

The school of each competing team is required to provide a qualified grader. Other graders are still needed as indicated in the quantities below.

On Contest Day We Will Need:

6 Conference Assistants (one from each conference: 1A, 2A, 3A, 4A, 5A, 6A)
30 Graders (5 from each conference) (not counting the 6 Conference Assistants)
Unlimited Number of Calculator Inspectors (Inspectors may also be Graders and/or Reviewers)
15 Reviewers of Contest Materials (Accounting knowledge required as these folks will verify the key.)

All Volunteers----Please locate in advance SJH 207 (contest room) and UTC 2.102A (University Teaching Center) (for Verification & Awards) so we do not lose time in the transfer process between locations.

Conference Alignment----Because of the way we grade papers multiple times by rotation among conferences, **you may only volunteer to help with your HOME conference.** Graders should never see contestant papers from their HOME conference.

Eating Lunch----As my boys used to say, it's YO-YO time: Graders, You're On Your Own. The state director will provide snack crackers for graders, but no drinks. UIL will provide a lunch for each conference assistant as the duties of that position span most of the contest day.

Conference Assistants----You will be given a detailed instruction handout at the coaches' meeting. You are needed in the testing room to assist with room set up at **7:30 a.m.** You will help prepare the room, distribute papers, and discuss in detail your duties for the day. You will remain in the testing room during the contest hour as a monitor and collect exams when the testing hour is over. Contestant Assistants will be provided a lunch.

Then you become a leader in the grading process for your conference. You will also grade papers as time allows. When grading is finished, you may be asked to help with scoring. You should be able to leave the grading room for an extended break at 1:45 p.m. if all goes well. Be sure to check a campus map for the route to take between San Jacinto Hall and the UTC. Plan ahead.

Please report to UTC 2.012A at 2:45 to lay out contest materials on tables and control them prior to Verification. Spelling will have their Awards in this room immediately before our scheduled time, so we will need to be flexible if those before us are running long. Verification is scheduled to begin at 3:00. Once all materials have been claimed or identified (with a post-it note) as "unclaimed," then you may join your students for the rest of the day.

Reviewers of Contest Materials (to verify the key)----You will meet along with everyone else when doors open at 8:00. Wait for announcements. The test will be divided up into sections. You are urged to confer with one another as needed. Alternates who have not been called to compete are welcome to review the contest materials.

If you can review the materials, but you are unable to grade, please let us know so we can add your name to the list of reviewers. Otherwise, the Head Grader will not be expecting you.

Graders----You will meet along with everyone else when doors open at 8:00. If you are a reviewer, you will be instructed at the appropriate time to go to the review room to be announced. If you are only grading, please report back to San Jacinto Hall, but not until contestants have been released.

Before grading begins, you will be given detailed instruction handouts. Grading will hopefully conclude at about 12:30 when you will be dismissed.

Head Grader----This year we have a retired accounting teacher who will fill this position. The Head Grader is responsible for control and confidentiality of contest materials and leads the accounting coaches and alternates who review the contest materials.

Calculator Inspectors----You will be given a detailed instruction handout at the coaches' meeting. Please arrive at the testing room along with everyone else at 8:00 a.m. and wait until I call for you. If we have enough help, your job should only take around five minutes. You may be an inspector, a reviewer, and a grader if you choose to help with some or all. There is a sign-up sheet for inspectors and a separate sign-up sheet for graders/reviewers.

Thank you!----Your service is truly appreciated! Let us all be focused and provide the absolute best-possible, positive environment for our STATE-BOUND Accounting contestants!

LaVerne Funderburk, CPA
UIL Accounting State Contest Director