



2022 UIL Academic State Meet

Information for Contestants and Coaches

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

Accounting

Things You Should Know About State Meet

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

You may download the free 2021-2022 Accounting Handbook here: www.uiltexas.org/academics/resources/contest-handbooks-manuals
If this is new to you, please read it carefully.

- Coaches of ALL state contestants (individual and teams):** You are required to Email LaVerne Funderburk by **Friday, April 29** to communicate the name of the person who will represent your school as a state contest grader, inspector, reviewer, or conference assistant. **See the Email template in this document on page 2.**
- All volunteer positions will be filled by Email with the state contest director well in advance of contest day. There will be **NO** coaches' meeting in Austin.
- Instruction Handouts for Volunteer Positions** are posted on the UIL Accounting website (www.funderburkcpa.com/uil). It is possible that Group Email may be used to clarify procedures and communicate last minute changes. Check your Email often.
- It is imperative that a coach or other adult accompany contestants for the 7:30 a.m. Check-In. **Please no "drop offs."**
- Contestant ID numbers (Pink Index Card) will be available Saturday morning at 7:30 in a SCHOOL Packet. The coaches (or other adult) should pick up the SCHOOL Packet.
- NEW FOR 2022:** We will use a different Contestant ID numbering system than the one used in prior years. Instead of "101," that Contestant ID is "1A-1."

Section 1 for Coaches (Contestants May Begin Reading Section 2 on page 5)

Volunteer Sign Up:

- 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.** If your school is NOT sending a team (but rather one or two individual contestants), these coaches will also be needed to reach five graders per conference. One coach or other adult from each of the six conferences (not signed up to grade) will be required as a Conference Assistant. Repeat: "required." Each conference MUST have a Conference Assistant.
- Coaches, on page 12 of this document is a detailed explanation of the various volunteer positions and the time commitment for each of the positions. Please review it before you respond by Email.
- Coaches of **ALL** contestants are expected to **Email LaVerne on or before Friday, April 29.**

Volunteer Sign Up Continued

- LaVerne will send all coaches a reply confirming that your Email was received. If you do not receive an Email back from me, it either went into your spam folder or your Email was not received by me. Email me at: laverne@funderburkcpa.com
- If LaVerne does not receive an Email from each school, Dr. David Stevens in Austin will be notified. A follow-up request will be made to that school's UIL Academic Coordinator.
- We MUST know who will serve as the six Conference Assistants, the inspectors, the reviewers, and the graders before any of us make the trip to Austin. There simply is NOT enough time to determine volunteers the morning of the contest. If you desire a smoothly run contest, we MUST have volunteer help.
- 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.

Template for Email from EACH School:

Classification (1A, 2A etc) _____ Region # _____
 Name of Coach (or other adult who will accompany contestant) _____

 Email address of the Coach (or other adult) _____
 City of School _____
 Name of School (if different from name of city) _____

Check here to confirm that Coach AND contestants have read the *UIL Accounting Handbook*.

Check here to confirm that Coach AND contestants have read this document entitled *UIL Accounting Things You Should Know About State Meet*.

I will serve as Conference Assistant/Grader (if you serve in this capacity, you will not be able to review or inspect because of Conference Assistant duties that overlap.)

If you are NOT the Conference Assistant, you may volunteer for any or all of the following. Please indicate **ALL** your choices:

I will inspect calculators

I will review contest materials during the testing hour

I will grade

Finding Your Way on Campus:

- The contest will be held in the San Jacinto Multipurpose Room of San Jacinto Hall. Consider locating San Jacinto Hall and the contest room entrance prior to contest day. Find the allowed parking. (The Brazos Parking Garage is nearby.) Campus security WILL issue parking tickets if you disobey the signs. The UIL State Meet is not an exception. Be prepared for walking!
- If a contestant is competing in an event immediately following the Accounting contest, please map out in advance how to navigate quickly from one event to the next.
- Coaches, if one of your state Accounting contestants has a UIL state contest immediately following the Accounting contest, please Email LaVerne as soon as possible to let her know. Provide the name of the contestant and the other UIL event.

- Please also find the building assigned for Accounting's Verification/Awards as it is NOT at San Jacinto Hall. Verification/Awards will be in the UTC (University Teaching Center).

Team Member Substitution:

Coaches, if at all possible, **PLEASE handle a Team Substitution BEFORE Friday May 6th.**

1. Notify the UIL Academics office in Austin. You can Email UIL Academics or call them.
2. **AND Email LaVerne for the name going OFF the roster AND the name going ON the roster.**
Please be aware that LaVerne will leave for Austin early Friday morning.

Please be as considerate as possible with roster changes, and try not to make a roster change the morning of the contest. What seems like a simple action on your side of things (name change on roster) creates a ripple-effect on the administration side of this contest. Once we reach the morning of the contest, time is limited because some contestants must go to other events. Roster changes are SO much easier if done prior to making the trip to Austin.

If you have to make a Team Substitution in Austin, please have the UIL Eligibility form signed by your school's administration. This form is available on the UIL Academics website. You will need to make the change at a UIL Help Desk (show the Eligibility form to them) AND please also Email LaVerne as soon as you know you must make a change in the roster.

Additional Information for Coaches

- If you have a contestant (like the 4th member of a team) who just decides not to attend the State Meet for UIL Accounting, please Email LaVerne as soon as possible. Please do not wait until contest day.
- Coaches, if a contestant name might be a challenge for proper pronunciation by the state director, please Email LaVerne the phonetic version of the name (type it like it sounds).
- If no one from your school is able to attend the awards ceremony and you wish to have your contestant's test materials, please bring a large manila envelope, self-addressed with ample postage to the contest room.
- If contestants have not read this document and the *UIL Accounting Handbook*, they are subjecting themselves to unforeseen surprises on contest day and also face the potential for disqualification. On contest day, there is very little time to explain all the policies and procedures of the contest as it is administered at the state level. What you did at district and region may not be exactly the same as the state level. Please read the documents and BE PREPARED.
- If a contestant has any special needs, please Email LaVerne as soon as possible. (For example, in the past, a contestant with diabetes was allowed to keep a snack on his desktop. We also had a contestant in a wheelchair recovering from a recent knee surgery. With advance notice, we were able to plan for the appropriate modifications to the testing room.
- On the State Meet schedule, there is a slight overlap between the actual Accounting testing period and the "set up" period for Calculator Applications. Even though the State Schedule shows Accounting to begin at 8:30, time must be allowed for announcements, roll call, and distribution of contest materials.

The Accounting testing hour is expected to be from 8:45 to 9:45, but contestants must be held until ALL papers are submitted which could be as long as another 15 minutes. The Calculator Applications "set up" period begins at 9:30. If your school has a student participating in both these events, you will want to alert the Calculator Applications state director, Dr. David Bourell, that your

Additional Information for Coaches Continued

student will arrive as quickly as possible. You may want to ask Dr. Bourell if someone from your school should “stand in” for your Calculator contestant until he/she can make the transfer from San Jacinto Hall to the UTC.

Please also alert LaVerne by Email in advance to discuss an early dismissal from Accounting. For example, perhaps immediately after the Accounting 60-minute testing period has ended, your student could be the first to turn in his/her paper and be dismissed. **This will only be an acceptable solution if it is discussed IN ADVANCE by Email with LaVerne to seek advanced approval.**

Please do NOT wait until the morning of the contest to make these arrangements.

- If your contestant has any other legitimate reason to leave the contest room immediately after turning in his/her paper, please Email LaVerne to discuss and receive advanced approval. (In the past a contestant needed to catch a flight for a scholarship interview.)
- PDF instruction handouts for Calculator Inspectors and Graders are posted on the UIL Accounting website: (www.funderburkcpa.com/uil) See LEFT MENU “2022 State Meet Volunteers.” Please study the proposed grading schedule, policies, and procedures, etc. If you have any questions, please Email LaVerne by Thursday, May 5th. Our goal is to make this contest seamless for the contestants.
- The contestant’s UIL Participation Certificate will NOT have the contestant name on it. When you get back home, locate the template on the UIL Academic website to enter the contestant name and then run the certificate through YOUR printer.
- Please plan your contest day departure for the UT campus early so that you can plan for the unexpected. There will always be unexpected street closures and construction. Check the weather forecast and always be prepared for spring rains.
- After you have received your School Packet between 7:30 and 8:00 a.m., please step away from the UIL table to allow those entering the building to make their way to the School Packets. It will be a congested space as approximately 150 contestants will be “lining up” to enter the contest room as well. We need to all be patient and be kind to one another.
- During the contest hour, please tell family and friends they should not wait for contestants in the hall outside the contest room to allow the contestants to have the quiet they need to work. There are nice waiting areas upstairs and pleasant patio areas outside.
- Coaches, PLEASE make sure your students know the conference designation for your school (Example 1A, 2A, 3A, 4A, 5A, 6A). Otherwise, they will not understand the Contestant ID numbering system that will be used this year.
- PINK INDEX CARD: Each contestant will receive in the School Packet, a Pink Index Card with the contestant name, school and CONTESTANT ID NUMBER.
- Coaches, if you have ANY questions not addressed in this document, please Email LaVerne.

Section 2 for Contestants and Coaches

Schedule for Saturday Morning:

Arrive EARLY or at least on time to park, find contest room, and take care of restroom breaks. **Please do NOT just “drop off” your contestants!** Contestants need an adult/coach (at a minimum) during Packet Pickup and Announcements.

7:15—Conference Assistants (6 people): Upon your arrival, please go directly (to the front of any line) to notify the UIL Staff seated at the table outside the contest room that you are a Conference Assistant and need your Packet early. They will know who the Conference Assistants are. As soon as you have given the Pink Cards to your students (hopefully by 7:30), report to the Contest Director inside Contest Room. (Yes, you may bring your School Packet inside the contest room and keep it with your bookbag, purse, etc.)

7:30—School Packet Pickup--NO Packets may be taken into the contest room by contestants; contestants may ONLY bring in the Pink Index Card and their allowed supplies. Coaches should keep the School Packet with them. This Packet (manila envelope) includes participation certificates and Pink Index Cards. There may be additional items.

8:00—Doors Open to All—Coaches or their substitutes may enter. **ONLY Contestants should be seated and at a space with a Questionnaire.** Get your supplies ready. Please be quiet and attentive. Begin your mental preparations. Breathe.

8:15—Announcements

8:30—Roll call and Materials Distribution

8:45—Tentative time for Testing Hour to Begin

Check Your Allowed Materials

1. Pencils (#2 lead) and erasers (Mechanical pencils ARE allowed.) (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 **2021-2022 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.

Check Your Allowed Materials Continued

5. Bring the contestant Pink 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 Pink Index Card) into the contest room.
2. The School Packets picked up at 7:30 Saturday are NOT allowed in the contest room (in the possession of contestants).
3. Do not bring in listening devices: mp3 players, headsets, earphones (or the like)—not even for while you wait for the contest to begin.
4. 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 electronic communications during testing is grounds for disqualification.
5. Do not bring in pencil boxes, supply pouches, or carrying cases of any kind.
6. 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 Multipurpose Room)

- Please pick up all Packets prior to 8:00 a.m.
- Doors open at 8:00 a.m. and no earlier. Contestants should be seated immediately.
- 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).
- **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.
- There may not be a working pencil sharpener, so be prepared.
- 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.

Pink Index Card / Contestant ID Number

- All SIX conferences will test simultaneously IN THE SAME TESTING ROOM. Each contestant MUST write the entire Contestant ID (including the conference) on both your Answer Sheet and Exam. For example: Your Contestant ID on the Pink Index Card is 4A-17. This indicates that your school is in Conference 4A, and you are Contestant #17 within that conference. If you write only “17,” and contestant #17 in another conference does the same thing, we will NOT be able to identify your papers with absolute certainty.

Announcements and Other Housekeeping Chores Prior to Roll Call

- Contestants should complete the contestant questionnaire when instructed to do so. Print legibly! Be sure you have written your coach’s first and last name correctly. (Alternates who have NOT been officially contacted to compete should NOT complete the questionnaire at this time.)
- All contestants should write their Contestant ID (from the Pink Index Card) in the upper right-hand corner of the questionnaire. (Example: 3A-9)
- 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 along with the reviewers, during the contest time in a different room (across the hall).
- 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 Pink Index Card. Writing accounting theory or other facts on the contestant Pink Index Card is grounds for disqualification. Anything written on the contestant Pink 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; 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 complete contestant ID (Example 2A-10) on your answer sheet and the cover sheet of your exam 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. If you use upper-case letters in the Legibility Control and then use lower-case letters on your Answer Sheet, you are not helping the graders if we cannot read your answers on 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 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.
- 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 Pink Index Card with you!

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

- A review room will be provided for reviewers and alternates not called to compete to use during the contest hour to review the test and verify the key. This is scheduled to be in San Jacinto Hall across the hall from the contest room. Reviewers will likely speak to each other during this process. So, Alternates, please do not expect complete quiet.
- 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 reviewers and alternates not called to compete are allowed in the review room unless permission is granted by the director, assistant directors, or Head Grader.
- Graders who do NOT wish to review should NOT enter the review room until after the contest hour. (The review room will also be the grading room; however, the reviewers need a quiet space. Graders, please wait quietly in the hall.)
- **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 their Pink Index Card or remember their complete Contestant ID 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; 4) your scoring chart; and 5) evidence of score data entry into the UIL online scoring system.
- 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. Is the score entered correctly into the UIL online scoring system?
5. Any score disputes should be addressed to the contest director only. You should approach the podium and wait to be acknowledged. Please do NOT crowd around the podium.

The Announcement of Results and Other Recognition

- There will be announcements of special recognition for schools, coaches, and contestants. This is a tradition. It will go faster than you think.
- Coaches, please listen carefully for instructions regarding when you DO or DO NOT go to the stage with your contestant for the Individual awards.
- Please also listen for announcements regarding when and where you may take photographs. The goal is to provide each person a fair recognition, but because another UIL event will have their awards in the same room following ours, we MUST keep things moving smoothly.
- Awards are announced by conference. The order is random each year.

The Announcement of Results and Other Recognition Continued

- 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 coach to receive their medals. The medals will not be draped or 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 individual medalists and their coaches will remain on stage until all three places are called and honored. The individual bronze, silver, and gold medalists will visit the UIL Photographer. Coaches will not be included in this UIL photo, but may stand to the side to wait for their contestants, and then return with your contestant to your seats).
- The third place team AND COACH will be called and each team member will be draped with a medal. The coach will receive the school plaque. This group will step to the side stage for any photos to be taken by family or friends while the Awards Ceremony continues to move forward.
- The second place team AND COACH will be called and each team member will be draped with a medal. The coach will receive the school plaque. This group will step to the side stage for any photos to be taken by family or friends while the Awards Ceremony continues to move forward.
- The first place team AND COACH will then be called and each team member will be draped with medal. 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.) The first place team will visit the UIL Photographer. Family and friends, please control your camera flash while the UIL Photographer gets first shot.

Photography

- The UIL Photographer (for the UIL Champions publication) should be allowed to take the first photos. Please do not use a flash camera WHILE the UIL photographer works.

TILF Scholarships

- State competitors (regardless of placement) qualify to apply for TILF scholarships. Contestants should submit their applications their senior year. To learn more, visit the UIL Academic website.

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.

Coaches, if you are NOT one of the Conference Assistants, you may do ONE, TWO or ALL of the following: inspect calculators, review contest materials during the testing hour, and grade.

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 Conference Assistant who will also grade)
 Unlimited Number of Calculator Inspectors (Inspectors may also be Graders and/or Reviewers)
 15 Reviewers of Contest Materials (Accounting knowledge required. These folks will verify the key.)

All Volunteers----Please locate in advance SJH 207 Multipurpose Room (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 Emailed a detailed instruction handout the week of May 2. **Please pick up your School Packet early by 7:15 a.m.** Go directly to the front of the line and tell the UIL Staff you are a Conference Assistant.

You are needed in the testing room to assist with room set up at 7:30 a.m. Please enter the contest room at 7:30 and don't wait for an invitation to come inside. 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. Conference 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 about 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 2.102A at 2:45 to lay out contest materials (probably on the stage steps) and control them prior to Verification. Another UIL academic event (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 and not before. 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.

Accounting Coaches...Will You Volunteer? page 2

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.

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. If you are only grading, please report back to San Jacinto Hall, but do not enter the grading room until contestants have been released and you are instructed by the state director to enter the grading room.

Detailed Grading Instructions are posted on the UIL Accounting website. These instructions will also be provided for you as a paper handout prior to the grading session. Grading will hopefully conclude at about 12:30 when you will be dismissed.

Head Grader----Susan Mathews, UIL Accounting State Assistant Contest Director, 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----Please see the UIL Accounting website for PDF Instruction Handout. 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.

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