



**District
Academic Meet
Director's Manual**
for high school

University Interscholastic League
2019-2020

District Academic Meet Director's Manual

This manual is a step-by-step guide
for a District Meet Director.

**Have a question not
answered in this manual?**

Submit it academics@uiltexas.org

*The benefits derived from
interschool competition are
in direct proportion to the
care with which the contest is
planned.*

*A well-administered meet
promotes good will between the
host institution, the schools and
the community.*

*Each academic meet director
and contest director is to be
congratulated upon accepting
such responsibility.*

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University Interscholastic League

2019-2020

Academic Calendar

For up-to-date calendar, visit www.uiltexas.org/calendar

- ★ AUGUST 2019
- 10 OAP: Deadline to submit bi-district information
- 15 Academics/CX Debate/OAP: Schedule district planning meetings
- 15 One-Act Play: First day for directors' planning meetings
- 31 A+: Deadline to hold planning meeting for Fall/Winter
- ★ SEPTEMBER 2019
- 7 Student Activities Conference: Tyler Junior College, Tyler
- 10 Congress: Deadline to submit Intent to Participate & legislation from schools to region clerk
- 21 Student Activities Conference: Texas A&M, Corpus Christi
- 25 A+: Deadline to submit fall/winter district meet organization form & material orders
- ★ OCTOBER 2019
- 1 OAP: enrollment due
- 1 CX Debate: Deadline to hold planning meetings
- 1 HS Spring Meet: District directors' names due
- 20-21 Legislative Council meeting, Austin
- 26 Student Activities Conference: University of Texas-Austin
- ★ NOVEMBER 2019
- 1 CX Debate: District director names & information due
- 1 OAP: Last day to hold directors' planning meetings
- 1 A+: First day for invitational meets
- 1 Congress: Region, First day
- 2 Student Activities Conference: Texas Tech Univeristy, Lubbock
- 3 OAP: First day to contact 2nd & 3rd judges panel members
- 15 Congress: Region, Last day
- 15 OAP: Double representation due
- 15 A+: Participation registration due. Deadline to submit spring district meet information & materials orders
- 18 Congress: Region, Results Due
- ★ DECEMBER 2019
- 2 A+: First day for fall/winter district meets
- 2 ILPC: Yearbook Individual Achievement Awards entries due. Yearbooks due for rating. Enrollment due.
- 2 CX Debate: Deadline to set up the district meet online
- 2 Academics: Deadline to submit orders for HS Invitational Set A materials (to be used Jan. 10–Feb. 1)
- 5-7 Robotics: Tentative Best Robotics
- 13 OAP: Deadline to request scenic elements not permissible and to submit plays not on Approved List for consideration as contest entries
- ★ JANUARY 2020
- 3 CX Debate: First day for district competition
- 10 Academics: First day to use Set A materials at invitational meets. Deadline to submit orders for Invitational Set B materials (to be used Feb. 7–March 14)
- 13-15 Congress: State Meet
- 15 Film Contest: Deadline to submit entries.
- 31 A+: Last day for fall/winter district meets & first day to return materials to contestants
- ★ FEBRUARY 2020
- 1 Academics/OAP: Deadline for meet officials to set up district meets online and provide shipping information.
- 1 Academics: Last day to use Set A materials at invitational meets
- 1 A+: First day for spring district meets
- 7 Academics: First day for invitational meets using Set B materials
- 8 CX Debate: Last day to hold district competition
- 8 Theatrical Design: Entries due
- 9 ILPC: Newspapers/Broadcasts due for rating. Newspaper/Broadcasts Individual Achievement Awards entries due
- 10 CX Debate: District results deadline
- 13 CX Debate: State, Judge and Certification deadline due
- 14 OAP: Title entry registration due
- 19 Barbara Jordan Historical & Latino History Essay Competition: Entry deadline
- 26 Film: Tentative State Film Festival
- ★ MARCH 2020
- 1 TILF: First day to submit scholarship applications
- 3 ILPC: Teacher award nominations due & YB IAA's due
- 14 Academics: Last day for invitational meets using Set B materials
- 16-17 CX Debate: State Tournament, 1A, 2A, & 3A
- 20-21 CX Debate: State Tournament, 4A, 5A, & 6A
- 23-28 Academics (one week only) & Speech: District meets
- 26 OAP: District and bi-district certification deadline
- 30-4 Speech: 2nd District week (no other academic events scheduled)
- 30-4 OAP: Area meets
- ★ APRIL 2020
- 1 A+: Last day for invitational meets. First day to return invitational materials to contestants
- 2-4 Robotics: FIRST Division State
- 17-18 Academics & Speech: Regional meets
- 15-18 OAP: Regional meets
- 29 Theatrical Design: State Meet
- 30-2 Academics: State Meet (non-speech events)
- 30-2 OAP: State Meet (1A-6A)
- ★ MAY 2020
- 2-3 ILPC State Convention
- 8 TILF: Application Deadline
- 23 A+: Last day for spring district meets & first day to return materials to contestants
- 27-28 Speech/LD Debate State Meet
- 29 A+: Deadline to submit participation summary
- ★ JUNE 2020
- 16 Legislative Council Meeting
- 19-21 ILPC: Summer Publications Workshop, UT-Austin
- ★ JULY 2020
- 14-16 TILF: Scholarship notifications mailed to applicants

District Meet Director

Playing the Host

BASIC TIPS FOR ACADEMIC MEET HOSTS

Hosting an academic district meet can be a delight or a disaster for the campus or academic meet director. Successful meets do not just happen. They take planning, positive people, more planning, perseverance and even more planning. Veteran coordinators have graciously shared several tips on what they do to make their meets both successful and fun. At the top of every list was the golden rule: plan, plan, plan.

BEFORE THE MEET

- Make a “to do” list and stick to it.
- Plan early. In August, begin rounding up your contest directors. The success of your meet hinges on having competent and reliable contest directors.
- Prepare and present your budget early to the district executive committee. Think about what you need in plenty of time to submit the proposal and secure funding for contest directors, food services, travel and other personnel to work the meet.
- When the meet materials arrive, inventory your materials immediately to see that everything you ordered is included. Check your order carefully for completeness. Keep a copy of the packing slip. District meet materials are ordered online when you set up your district meet. The deadline to do so is Feb. 1.
- Follow the UIL Conflict Pattern in setting the schedule. Allow sufficient time for competitors to get from one contest to another. Consider preparation time and verification periods when scheduling each event.
- Employ enough judges to keep your meet running on schedule. Send out confirmation letters or emails to each judge and call them the day before the contest. Have standby or extra judges available.
- Charge a judging fee to participants if judges are scarce in your area.
- Involve athletic coaches. You help them time at a track meet. They help you time a round of debate. Any partnership that can be formed among academic and athletic coaches stands to benefit both programs and enhance the importance of both.
- Get volunteers to serve as timers for speaking events. Be sure to provide clear instructions and training.
- Provide a judges’ workshop prior to the contest date.
- Use ex-students as contest managers or assistants. Students who have been in the contest recently may be the most qualified to run it.
- Find out before the contest whether your judges know any contestants. Avoid hiring relatives or friends of contestants.
- Provide a pick-up station for judges and contest directors to sign in and pick up contest materials on the day of the contest.
- Ask the family consumer science class, Student Council, volunteer groups, spirit groups, ROTC or

parents to host a hospitality room for coaches and judges.

- Ask organizations to sponsor concessions during the day. They can earn enough money in a day to fund a sizable project.
- Send good information to the schools attending the meet. Include information about contest material source, food services, parking, entertainment, sites in the area and maps.
- Label tables in the designated holding area for different schools attending.
- Check physical facilities and make sure they are adequate in size and that they have required items, such as pencil sharpeners and clocks or sufficient power outlets.
- Have the bell system turned off so that bells for changing classes don't ring during contests.
- Give a list of rooms to be used to custodians. Ask that rooms be opened and locked at designated times. Get a key, if possible, to use in an emergency.
- Be sure your faculty receives a memo prior to the tournament concerning the rooms being used.
- Label competition rooms.
- Walk the building before the tournament starts to make sure designated rooms to be used are open.
- Hang a banner welcoming competitors.
- Post a scoreboard, either electronic or constructed from paper or fabric.
- Use brightly-colored paper for important notices.
- Have extra supplies on hand for contest directors.

DURING THE MEET

- Have a central information desk monitored by somebody who knows what's going on and where things are. Headsets, pagers and walkie-talkies can be helpful in saving steps.
- Use monitors or "traffic directors" in halls where testing and performances are going on to keep non-competing students from disturbing.
- Have a central location near the major holding area where all events are verified.
- Provide activities for students: games, computer lab, skits, etc. Provide adult monitors for all activities. Some hospitality/entertainment ideas are listed below.
- Present awards before an audience, perhaps in the major holding area (cafeteria, auditorium, gym).

GRADING/JUDGING & VERIFICATION

- For subjective contests, hire the best judges possible and pay them a fair-market stipend for your area.
- For objective contests, coaches are allowed (at times, required) to grade.
- Read online entry instructions carefully when entering results.
- Enter results online before verification and announcement of final results. Make sure the scores/places entered online mirror the scores/places generated by the judging panel. Enter a score for every contestant, not just those who place, or rank contestants 1st - 6th in Ready Writing, Journalism and Speech events. **Cancel** contestants who are no-shows. This is critical for team scores.
- Make sure verification is held for all contests.
- Meet results are due online by 5 p.m. on the day following the meet.

HOSPITALITY/ENTERTAINMENT IDEAS

- Throughout the day, arrange fun contests or skits for the students who are waiting between competitions.
- Play bingo or “brain teaser” games, with prizes for the winners.
- Open the school gym and provide basketballs or volleyballs, or set up ping-pong tables.
- Provide a list of area attractions, restaurants, malls, etc.
- Keep the cafeteria or a concession stand open throughout the day.
- Provide a hospitality room for coaches and judges.

AFTER THE MEET

- Provide information about the location and schedule of the regional contest to district-winning students, alternates and coaches.
- Remind district competitors and coaches to notify the district director if a winning student will be unable to compete. Notify the alternate’s school and the regional director.
- Send thank you notes to all volunteers, as well as to those who worked for a minimal stipend.
- You may release district tests, keys and other test information at the end of the last contest day of the district meet week. If the school is close to the hosting campus, having an administrator or designated coach pick up the materials saves time and money.

District Academic Meet

Getting Organized

BASIC INSTRUCTIONS

It is important that authority be centralized and organized. All entries and results will be entered via the UIL Spring Meet Online Entry System. No exceptions will be allowed and deadlines will be strictly observed.

The spring meet district chair serves on the regional executive committee. Many spring meet district chairs appoint a separate person, the district academic director, to be responsible for the academic contests. The district academic director reports to the spring meet district chair and the district executive committee. Authority and responsibilities should be made clear to the district academic director at the time of appointment.

The district chair's input can be invaluable to the regional director and to the district.

DISTRICT SPRING MEET CHAIR

The District Spring Meet Chair is typically the DEC Chair and is responsible for all spring meet activities, including one-act play, track and field, tennis, golf and all academic contests. It does not mean that this person will be on-site running all of these contests. It does, however, mean that this person is responsible for overseeing that all of these activities and competitors adhere to the *UIL Constitution and Contest Rules* (C&CR). Duties of the Academic Meet Director are outlined in Section 903 of the C&CR.

DISTRICT ACADEMIC MEET DIRECTOR

The District Academic Meet Director is the person on-site running the district academic meet, setting up the academic meet in the UIL online system, and entering results.

DISTRICT EXECUTIVE COMMITTEES

The duties of the district executive committee are outlined in Section 903 of the *UIL Constitution and Contest Rules*.

Since district executive committees consist of one representative from each school in the district, administrators should see that their academic coaches, directors and advisers are kept informed of district meet plans as organization progresses. While the district executive committee may delegate some of these duties to the spring meet district chair, most executive committees will make decisions regarding the following areas based on recommendations from the academic coordinators, one-act play directors, speech coaches and the academic meet director.

ORGANIZING THE DISTRICT

Districts schedule their organization meeting at different times but should hold this meeting no later than Oct. 1. The first responsibility of the District Executive Committee is to elect an overall spring meet

district chair, a person who will coordinate all the spring meet activities. The second responsibility is to send this name and contact information to the League office by Oct. 1. A CX debate district contest director must also be selected and reported to the League by Nov. 1.

DECIDING ON EVENTS

Districts must offer any event listed in Section 902 that any school in that district wishes to enter.

DETERMINING SCOPE OF MEET

Districts have many options for organizing the meet that best serves their size and location. Some of the following options may be selected by the district executive committee:

- high school only
- high school and junior high
- elementary
- junior high
- elementary and junior high

The C&CR provides for separate executive committees, one for high school and one for elementary and junior high school. Districts that establish only one district executive committee for all levels of competition should appoint a person to be in charge of each level. Instructions for elementary and junior high academic meets are given in the C&CR and in the A+ Handbook for elementary and junior high academic activities.

SETTING THE EXACT DATES FOR THE MEET

The calendar on the UIL website lists dates when high school academic meets may be held. One-Act Play may be scheduled any date on or before the certification deadline.

SCHEDULE AND CONFLICT PATTERN

Plan the contest schedule with the assistance of contest directors and perhaps district committee members using the UIL conflict pattern (available on the UIL website). If all events start and end on time, the meet will run smoothly. It is important to allow sufficient time for each contest to be carefully graded and also time for a verification period to be held prior to the announcement of official results. The UIL recommends that districts follow one of three schedules for district meets to ensure the greatest student representation. The times indicated on the pattern are of no significance other than showing how long to allow for the event. Failure to use the UIL conflict pattern could result in students being allowed to compete in multiple contests at the district level but being unable to advance to regional or state competition due to conflicts, since the conflict pattern is followed at those levels.

SELECTING THE SITE

Many factors are involved in selecting a site for district competition. Is the stage adequate for presenting One-Act Plays? How big is the auditorium? Does the site have adequate tables and plugs for computer applications? Is there adequate parking? What facilities are available for food/drink concessions? Which school has a person willing to accept the responsibility? Various events may be assigned to different sites, according to available facilities. Consider all the possible alternatives before settling on a site. Decide what to do about concessions and how funds will be used.

BUDGET

Decide the amount of entry fee to be charged and how fees are to be collected and then plan a budget allocating funds to cover costs of all events and miscellaneous expenses.

AWARDS

District executive committee members or a person designated by the district executive committee selects and purchases awards, such as plaques, certificates, ribbons or medals. A list of awards is provided in the appendix. Set the time and method of presenting awards. The contest director usually presents the awards. After totaling up all the points from each school, declare a district champion. A trophy is in order for the champion if the district elects to award one.

LATE ENTRIES

The district executive committee should decide whether to accept late entries for the district academic meet. This should be done at the initial organizational meeting. For definition of a “late entry,” see the *UIL Constitution and Contest Rules*.

Entries submitted after the 10-day deadline require authorization of the district academic meet director.

ALLOWANCES

Allowances for late entries shall be consistent for every school within that district.

DISPUTES

The district executive committee should determine the method of settling disputes.

District Meet Director Duties

Before the Meet

PREPARATION

Review the *District Academic Meet Director's Manual* and Sections 900 - 906 of the current *UIL Constitution and Contest Rules*. Present a proposal to the District Executive Committee with the recommendations from the planning meeting with input from the coordinators, speech coaches, one-act play directors, administrators and all other interested parties. Plan training or an informational session with the contest directors of each event. Provide the schedule and other information to each school in your district.

PERSONNEL

Identify an individual or assign a school to serve as a contest director for each event along with monitors and assistants as necessary. Experience is valuable but not essential. It will be advantageous to hire or appoint experienced individuals to oversee all speech events, one-act play and journalism. Provide a copy of pertinent pages from this handbook and a copy of the appropriate event handbook to each contest director well in advance of the meet so he/she can review the procedures and be confident in how to administer the contest.

FACILITIES

Arrange for facilities well in advance of the date of the meet. Reserve necessary rooms, lecture halls and auditoriums. When contestants meet at one place for assignment, as in extemporaneous speaking events, the director should be sure the room is large enough. Room size is also important where an audience must be seated, as in speech events. An adequate number of tables and electrical outlets are necessary for computer applications, computer science, journalism and ready writing when computers and printing equipment are used. Contestants in accounting, calculator applications, mathematics and science ideally need continuous writing surfaces or large single desks to manage the paper test, scratch paper and calculator. Work with the individual contest directors to ensure the needs of all students are met as best as possible. Various events may be scheduled at different sites or buildings to accommodate the requirements for the event. When this is done, close proximity of facilities is a high priority, particularly in similar events.

SPECIAL ARRANGEMENTS

Assess the special needs of your site and arrange for any additional personnel such as janitors, security personnel, ushers, data entry personnel or information guides when necessary. Notify local restaurants and hotels of the meet date.

ONLINE ENTRY SYSTEM

District meet directors must set up the meet and schools must enter contestants via the UIL Spring Online Meet Entry System, which is linked through the UIL website. Districts are urged to strictly enforce a 10-day deadline on entries. Further information regarding online entry is covered later in this manual.

All meet information shall be made available via the online entry system.

The deadline to set up the district cross-examination debate meet online is Dec. 1. The deadline to set up a district academic meet and one-act play contests online is Feb. 1. Full information on the online process, including online instructions, will be available on the UIL website prior to district meet deadlines.

Individuals wishing to access the online system to enter results will need to be authorized with a UT EID. Please send the UT EID of the meet director and additional officials needing access to the online system during your meet to UIL (academics@uiltexas.org). An EID may be procured through the steps at this link: https://idmanager.its.utexas.edu/eid_self_help

PUBLICITY

Arrange for publicity through online, broadcast and print media.

CONTEST MATERIALS

When the district meet is set up online with a shipping address and contest date, the request for district meet contest materials is complete. Contest materials and awards will be mailed to the address specified by the meet director without further action on the part of the meet director.

There will be two mailings of district contest materials. Tests and judging materials for the district meet will be shipped by mid-March to arrive approximately 10 days before the date of the meet. Extemporaneous speaking topics will be sent separately the week of your meet. Inventory contest material as soon as it is received.

Meet Directors please open and inventory your boxes to verify you have all packets and to make sure there are enough tests, answer documents, ballots, prompts, etc. ahead of the day of the contest. A checklist is included in the shipment. A list of those items are included in the event handbook located inside each contest packet. Should extra items be needed for the event, please contact the UIL office, allowing as much time as possible for mailing.

The materials should also contain a disc marked “District Director’s Emergency Packet” that holds a copy of tests and answer keys. The district director should hold this for emergency use only. It should not be opened before the contest unless an emergency (such as omission of a testing item from a contest packet) should occur.

Important: The Spelling Pronouncer’s packet and the Computer Science Judging packet should be given to the contest directors far in advance, at least 48 hours before the contest.

Provide a copy of the handbook related to the individual contests to each contest director as soon as possible to allow them adequate time to prepare for the meet and be confident in how to administer the contest. To download handbooks for free visit: <https://www.uiltexas.org/academics/resources/contest-handbooks-manuals>

SECURING JUDGES

Duties of the individual contest director might include securing judges, graders and other assistants. The ultimate responsibility belongs to the meet director. The Academic Quick Reference Chart in the appendix shows how many judges/graders are needed for each event. Arrange for payment of judges

as needed. Coaches of contestants may grade objectively scored contests, but impartial judges must be secured for speaking, journalism and ready writing events. Judges in speaking and writing events should have no affiliation with any participating school or competitor. UIL provides an online database of potential speech judges. Hire extra judges in case a judge cancels at the last minute.

PARTICIPANT ROSTERS

Print the Roster and Results Worksheet that includes names/schools for each contest generated from the online system. This roster will be used for roll call before the contest and also serve as the contest results form to be filled out and given to the person inputting results into the UIL online system.

District Meet Director Duties

During the Meet

SOLVING ISSUES

The job of the academic meet director on the day of the meet is to watch everything go as planned. However, there may be issues that need to be resolved. Keep the lines of communication open with individual contest directors and be visible the entire day. Arrange for adequate communication between various contest directors and the meet director. Respond to problems objectively, fairly and quickly. If you have questions, please contact the UIL academic staff.

PREPARING THE BUILDING

Arrive early and check that the facilities have been unlocked, the temperature is adequate and you are prepared for a great meet. Placing signs on contest doors or providing maps of buildings may be helpful to visitors. Designate persons to serve at information centers as guides or ushers. You may find it useful to register contestants and academic coaches as they arrive, but this is not necessary. It may be helpful to have contest directors check in at a central location well before their designated contest time.

PARTICIPANT ROSTERS

Provide contest directors with an updated Roster and Results Worksheet with names/schools for each contest that had any last-minute changes. Prior to the completion of grading, update the Roster and Results Worksheet in the online system with substitutes, alternates and canceling any no-shows. Print an updated copy for the contest director to fill in the results after grading, which will make for easier input of results into the online system prior to verification.

CONDUCTING THE CONTEST

A copy of the event handbook will be included in the contest packet for the contest director and is available on the UIL website. Detailed instructions are included about procedures that should take place before, during and after the contest. The start time of the contest allows for preparations of calling roll, verifying calculators are approved for the contest, passing out materials and reading required instructions before the contest begins. Additional set-up time for contests with equipment is noted in the conflict pattern. Contestants shall be allowed the complete testing time as indicated in the handbook from the signal for the contest to begin. Caution directors to pick up used and unused contest material after the event. Instruct them to follow the instructions in each handbook and from the meet director for returning papers.

LATE ARRIVALS

Except in emergencies, UIL does not recommend allowing contestants to enter the room after a contest has begun. The decision to allow late entry rests with the meet director. Note: In some contests, it is against the rules or logistics for late entry. Consult the event's handbook for specifics.

LEAVING THE CONTEST ROOM

A contest director, monitor or assistant shall be present in the room throughout the entire contest period. Any disruptions should be attended to swiftly to avoid distracting other contestants. Instructions are provided in each event handbook as to whether students are allowed to leave during the test, after a certain amount of time or must remain until the end of the testing period. In some events, students may turn in their paper and leave after a specified amount of time. In the case of a medical or other emergency, the student shall receive permission to leave the contest room and shall be accompanied by a monitor while outside the contest room. Students who leave and return to the contest room without permission shall be disqualified.

GRADING THE CONTEST

Graders for objectively scored contests should report to the grading room as soon as the contest begins. Graders may review the test and verify the official answer key according to the event handbook. Score points according to the guidelines in the handbook. Please see individual contest rules for tie-breaking procedures and those events in which all first through sixth place ties must be broken. After papers have been ranked, indicate on the answer sheet the name and school of the student that corresponds with the contestant number. This will expedite the verification process

ANSWER KEY ERRORS

In the case of a suspected error on the answer key, the contest director should contact the UIL State Office and/or contact the state contest director as soon as possible to communicate the suspected error and to seek clarification before changing the key. Any key error confirmed by the UIL State Office or the state contest director should be corrected on the key used for grading.

PRELIMINARY RESULTS

Preliminary results should be delivered to the person responsible for inputting results into the Spring Meet Online Entry System. Meet directors or their designee must input scores/ranks prior to verification. Places determined by tie-breaking procedures for first through sixth place individual or first through second place team must be manually entered into the online system. This allows the system to tabulate team scores and catch possible errors and allows coaches and contestants to verify data entry as well as scoring of contest papers. Make sure substitutes and all contest roster corrections are entered into the online system, tie-breaking procedures have been followed and ties have been manually broken in the system.

SPEECH TABULATION

For speech tabulation, please use TALKTAB, a UIL computer program, for tabulating speech rankings. It should be downloaded from the speech “Tournament” page of the UIL website and reviewed prior to the meet.

ONE-ACT PLAY TABULATION

See the *One-Act Play Handbook* for procedures. OAP contest manager’s report shall be submitted electronically to the UIL state office. The state theatre director shall be called prior to announcing results.

DISQUALIFICATION

Any disqualification should be reviewed closely. You must contact a UIL staff member before making the final decision on a disqualification that is the least bit questionable. Of particular concern is when a student is suspected of cheating. Contest directors should do what is possible to curtail the suspicion

from moving the student, talking to him/her privately and discussing the situation with the teacher from the school.

VERIFICATION PERIOD AND AWARDS

Unofficial results should be entered into the Spring Meet Online Entry System before the verification period. In speaking contests, ranks of multiple judges should be entered into the TalkTab Speech Tabulation Software before the verification period, even if you choose to calculate manually. Instruct contest directors to double-check all results and hold verification periods, as required, before presenting awards to contestants. Announce and post the approximate time and the location of each verification period. The verification information located in this document includes specific instruction about the verification period required before results are announced as final.

QUESTIONS AND PROTESTS

It is inevitable that questions will arise concerning procedures, selections, overtimes or answer keys. Check the appropriate event's handbook, which will clarify most questions. Contest directors should notify the regional director of any major conflicts that arise or interpretations that are given. Contest directors or regional directors who need further assistance in clarifying rules or procedures should call the appropriate UIL official as indicated on the telephone referral list provided to secure needed information. Do not announce official results before all questions and challenges have been resolved.

UIL ACADEMIC STAFF

UIL Academic staff members and the state contest directors will be available on Friday and Saturday of regional weekend. Voicemail left on the main UIL phone line cannot be forwarded. Please use one of the direct lines below. If you get voice mail, that means we are on another line. Please leave a message and we will get back to you as quickly as possible. Do not hesitate to email or call us directly at any time during the regional contest.

- Jana Riggins (Speech & Debate) Cell: 512-773-7372
jriggins@uiltexas.org UIL Direct: 512-232-4928

- David Trussell (Computer Science, Math, Science, Calculator, Number Sense)
dtrussell@uiltexas.org Cell: 512-853-0015

- Jeanne Acton (Journalism) Cell: 512-740-3463
jacton@uiltexas.org

- Paula Rodriguez (One-Act Play) Cell: 210-862-7819
prodriguez@uiltexas.org UIL Direct: 512-471-4517

- David Stevens (All Events) Cell: 512-965-2386
dstevens@uiltexas.org UIL Direct: 512-232-4930

All contest procedure questions should be directed to the appropriate UIL staff member above. State Contest Directors should be contacted only for questions concerning the test or answer key.

District Meet Director Duties

After the Meet

OFFICIAL RESULTS

All results will be posted on the UIL Spring Meet Online Entry System. The online system will tabulate team scores and it is possible to post them throughout the course of the meet. It will also tabulate points for the academic championship. The deadline for certifying and posting district results is 5 p.m. the day following the meet. Make certain results are open for public review. Qualifiers to the regional meet will be advanced through the system. Check that contestant names are correct if substitutions have been made and no-show students have been canceled from the roster.

Please verify journalism and speech team points once you have entered and certified all of the events in each of those areas. At the end of the day, you should have 25 events listed on your Meet Summary page from this week's contests (24 events if one-act play results are incomplete).

Please change the Status of the Meet to "Results are posted and available for review" so that the public may see the results of your meet. This is located on the Update Meet page.

UNBREAKABLE TIES

Please email a list of any ties that were unbreakable (only through 6th place) and are posted as ties in the online system to the UIL email (academics@uiltexas.org). A tie for 7th place or after can remain a tie.

RETURNING MATERIALS

You may release tests, keys, prompts, speaking topics, ballots and other test information at the end of Saturday of district week. If the meet concludes prior to the last contest day, materials may be mailed to schools.

ANNOUNCING THE DISTRICT ACADEMIC CHAMPIONSHIP

After the points have been input for all academic events including one-act play, speech and journalism team, the UIL Spring Meet Online Entry System will determine the district academic champion. Sweepstakes point totals for each school are on the Meet Summary page. You may award the sweepstakes trophy and runner-up only after all events have certified results. If all points are reported, award the championship while students are still on site; otherwise, send the award later and notify the schools of the winner. On the Update Meet Information page, make certain results are posted and available for public review.

Regional Meet Information

for the District Academic Director

REGIONAL EXECUTIVE COMMITTEE

Each region operates under the jurisdiction of the regional executive committee. The committee consists of a regional director as the chairperson, the spring meet chair or the academic meet director from each of the districts in the region, a director of regional academic contests, One-Act Play, Speech and Journalism. While some of the responsibilities may be delegated to the regional director, executive committees may be requested to make decisions regarding scheduling events and facilities, developing a budget and keeping track of all financial issues regarding the meet.

DATE AND LOCATION OF MEET

The calendar on the UIL website lists dates that regional One-Act Play meets may be held and the days set aside for academic regional meets or days indicated on the calendar. Region sites are requested to provide a tentative schedule by December 1 and a finalized Regional Meet Handbook by February 1. District Meet Directors should assist in getting this information to each of the schools in the district. The regional webpage on the UIL website will list specific information for each region by conference.

REGIONAL MEET HANDBOOK

The regional director prepares a Handbook to be posted online that lists pertinent information concerning the meet. Items such as the date(s), event schedule, names of the persons in charge including assistant event directors, method of fee collection, person to whom fees should be sent, parking, special instructions or announcements, information about how to receive unclaimed materials or awards, campus map, hotels, restaurants, etc. should be included. Handbooks or the website for each region may be found at <http://www.uil texas.org/academics/regional-information/>.

SCHEDULE AND CONFLICT PATTERN

In planning the schedule for academic contests, the Regional Executive Committee shall follow the Academic Conflict Pattern provided on the UIL website. Region meet schedules shall follow the Academic Conflict Pattern and competitors are not allowed to compete in conflicting contests, even if the schedule allows. Adjustments may be made in starting times of a session of events and contests may be held on different days (i.e., Speech, Computer Science) as long as additional conflicts are not created. Sufficient time should be allowed for each contest to be carefully graded and for a verification period to be held prior to the announcement of official results.

ENTRY PROCEDURES

There is no official entry for region contests. The district meet directors online results constitute a school's official entry in the contest advancing to the next qualifying meet. Individual school entry is unnecessary.

ENTRY FEES

Regions assess their own fees and include them in their regional handbooks, posted on the UIL website. Almost all of the regions bill the District Executive Committee chair for a full slate of entries. The District Executive Committee will pay regional meet entry fees in one check to the regional site. One-Act Play entry fees may be invoiced and paid to each participating school, since every district may not have a school represented at the meet. Individual schools should not pay the regional site. Schools may be invoiced by their DEC for the fees.

WITHDRAWING QUALIFIERS FROM REGIONAL COMPETITION

Schools shall notify the academic meet director no later than the end of the second school day following academic district competition, or as soon as the withdrawal is known, if a student or a team knows that they will not compete at the regional meet. Coaches of contestants dropping out of the regional meet are required to follow the protocol in order to notify the alternate.

If a qualified contestant placing first, second or third, or a team placing first is unable to participate in the regional meet, the qualifier's designated administrator shall notify the district academic meet director in writing. The district academic meet director shall contact the regional director as well as the next lower place finisher, who shall become qualified to represent the district.

THE ALTERNATES

The district results certify fourth, fifth and sixth place individually or second place team as alternates to the regional meet if a contestant placing first, second or third or the first place team is unable to participate in the regional meet. Places below sixth are not considered alternates and are not eligible to participate. Once an alternate has been designated as a contestant, the original qualifier is not eligible to be reinstated unless the alternate cannot compete. Alternates who are not taking the place of an absent qualifier shall not be allowed to participate in the competition.

SUBSTITUTES ON TEAMS

For the region meet, a school may make only one substitute per team, and substitutes are allowed only for team members, not for individual qualifiers. Only Accounting, Calculator Applications, Computer Science, Current Issues & Events, Literary Criticism, Number Sense, Mathematics, One-Act Play, Science, Social Studies and Spelling & Vocabulary have provisions for substituting individuals on teams after the district meet. If a student cannot compete at the next highest level of competition, a school may make only one substitution per team. If the team has less than three members after the substitution, the team must forfeit, and the alternate team may advance. (Note: if two members of a four-member team are unable to advance, the team may drop one student, substitute one student and compete as a three-member team.) See the Academic Coordinator's Manual section on Late Entries/Alternates/Substitutions.

Frequently Asked Questions

*** DISTRICT ENTRY DEADLINE**

A school failed to submit its district academic entries via the UIL online system 10 days prior to the district meet. Should it be allowed to compete?

Late entry procedures are included in the C&CR. The decision on whether to accept the entries rests with the district executive committee. The DEC often determines this in advance at the district planning meeting.

*** ADDING ENTRIES**

May a school add names to its original district entry form after the entry deadline? For example, may a school that entered two names in the accounting contest slot add a third contestant the day of the meet?

No, unless permission has been specifically granted by the DEC for late entry.

*** DROP & SUBSTITUTE**

Our four-member team placed first at district. However, two members of the team can't compete at region because of a conflict. I know I can't sub two members onto a team. Do I need to contact the alternate team?

Not necessarily. You can drop one student and sub one, thus competing at region with a three-member team. However, if you win at region, you may advance only three students as part of the winning team. You can't add a fourth member.

*** ARRIVING LATE FOR A CONTEST**

What if a student misses roll call?

If a student is not present at roll call, the contest director will call for an alternate. Once an alternate has been designated as a contestant, the original contestant is disqualified.

*** ENTERING BOTH LD AND CX**

If a CX team is entered as a district alternate but does not compete, are the members of the team eligible to compete in Lincoln-Douglas debate?

Yes. The restriction against cross entering CX and LD takes effect when the students actually compete at a district meet.

*** COMPOSING ON COMPUTERS**

We want our ready writing and journalism students to use computers at the district meet. Is that permissible?

Yes. The responsibility of providing computers in journalism and Ready Writing is placed on the individual school. Contestants have the opportunity to use laptop or notebook computers from district through state. For more details, see each event's handbook.

*** ANSWER KEY ERRORS**

We think we found an error in the answer key. What do we do?

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. Papers should be judged by correctness and not an incorrect answer key. Do not alter or discard a question without a ruling from the state office or respective state contest director.

*** AWARD POINTS FOR TIES**

Two students tied for fourth place in number sense. How do we award points?

Fourth place receives eight points. Fifth place receives six points. That's 14 points in all. Thus, each student will earn seven points. Remember, in the event of a two-way tie for fourth, there is no fifth place, and the next place will be sixth.

*** VERIFICATION PERIOD**

What should take place during the verification period?

The contest director or an assistant should provide the unofficial results with full scores. Contestants and coaches should be allowed to review their papers/tests/ballots, answer keys and the unofficial results. A full 15 minutes should be provided to allow errors to be found and corrected. At the end of the verification period, the results shall be final and no protests will be considered. Thus, it is essential that the appropriate steps be taken during verification. NOTE: for Ready Writing and journalism events, verification is for identification purposes only. Refer to event handbooks for specific information.

*** COMPUTER TABULATION**

How can we simplify ranking speech contestants?

When using panel judging, the most efficient method is to employ software provided by UIL. The TabTalk software is available to download from the speech page and One-Act Play page of the UIL website. It's free; use it to avoid errors in tabulation of judges' rankings.

*** ELIGIBILITY**

A student wrote an answer that was correct but the judges said they couldn't read it and counted it wrong. What should I do?

There has been considerable discussion about ambiguous characters at all levels of competition. If the judges are unclear about an answer, they try to objectively decide what the contestant meant. If they remain unclear, it's wrong. As Calculator Applications Contest Director David Bourell said, "The critical component of any legibility question is reasonable doubt. The grader must have an honest question relative to the answer before legibility is questioned."

*** CONFLICT PATTERN**

Our district voted to schedule ready writing on the Thursday before the district contest on Friday and Saturday. If a student chooses to compete in ready writing and computer applications, may he do so even though the suggested schedule shows a conflict?

Yes. Districts are free to schedule their academic meet over two, three or four days if they like as long as they stay within the sanctioned week of competition. The conflict pattern is mandated at region and state; so if your student earns the right to advance in ready writing and computer applications, he or she will be forced to choose even if the schedule allows. The decision must be made and the district academic director and regional academic director notified no later than the end of the second school day after the meet. The school of the alternate must also be notified.

The UIL urges districts to adhere to the conflict pattern, even if the DEC votes to conduct the district academic meet over the course of several days.

May a district executive committee vote to schedule at the same time contests that do not conflict on the UIL conflict pattern? For example, may a district vote to schedule current issues & events at the same time as science?

No.

*** THREE-MEMBER TEAMS**

A first place team won at district with three members. For regional, can they add a fourth member?

No. You may advance only the number of contestants who participated in the qualifying meet.

*** TIMEKEEPERS**

Who should serve as a timekeeper?

Only a trained individual. This may be a student, a teacher or a lay person, but he or she should be fully familiar with instructions for timing, contained in the event's handbook.

*** DISMISSING JUDGES**

Why should you not dismiss judges immediately after they've turned in their ballots or results?

Because, in speech, master ballots may not match ranks in the individual evaluations. And for other contests, questions of all sorts might arise. Wait until after official results have been posted to release judges.

*** ACADEMIC TEAMS**

How do you determine the team score at district?

Schools are allowed to enter four students at district in, say, mathematics. The three highest scores will be the team score. While lowest of the four scores will not count toward the team score, the fourth student advances to the next level with the team and competes for both individual and team ranking.

*** OAP POINTS**

Do you have to count OAP points toward overall district championship?

Absolutely. All contests listed under Sec. 902 (Schedule of Points) must be counted toward the district academic championship and the overall district title.

*** REQUEST FOR ACCOMMODATION**

A coach of a competitor provided a letter from UIL stating that the student can use an enlarged test based on an accommodation for a special need. Do I have to make a special test?

Coaches may request accommodations for students with special needs. If approved, they will present a letter to the meet director well in advance of the contest. This may range from testing in a separate room, to using a computer for a contest that usually doesn't have one or accommodations for a visual impairment. In all cases, the school must provide any special equipment and assumes all responsibility for failure of that equipment. UIL will send enlarged materials or any other modification to a test in advance of the contest. If you have a specific question, do not hesitate to contact UIL staff.

*** CONTEST MATERIAL IS MISSING**

I received the contest materials, but I do not have a packet for a contest. What should I do?

Contact UIL about any missing materials. If you do not have enough answer sheets or you have materials for calculator applications in the computer applications envelope, we will get the correct materials sent to you. Your box of materials will also include an emergency disc with all the testing materials included that you may duplicate.

*** DISQUALIFICATION**

A student failed to write an essay in Social Studies. Do we have to disqualify him?

According to the rules, the student is disqualified. Any other instance requiring disqualification, such as suspected cheating, please contact the UIL staff prior to making a final determination. If a student is disqualified, he shall be canceled as a contestant on the roster in the online entry system so that student does not earn points or is not eligible to advance to the next meet.

*** CALCULATOR LIST**

What happened to the "List of Approved Calculators?"

The lists could not be kept up-to-date, and contest directors for mathematics, calculator applications, and accounting have opted to go without a list. Science has calculator restrictions. To determine which calculators may be used, check each individual contest handbook.

District Academic Meet Director's Manual

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University Interscholastic League

Academic Conflict Pattern

2019-2020

The Academic Conflict Pattern is not mandated at district. However, districts are strongly encouraged to follow it. The conflict pattern will be strictly observed at all region meets and at the UIL Academic State Meet. Contests in a given set do not conflict with contests in any other set, with the exception of restrictions in speaking events. For example, Number Sense in Set 1 does not conflict with Accounting in Set 2 or with Social Studies in Set 3.

Set 1
3 hours
(i.e. 8-11 a.m.)

Set 2
2 1/2 hours
(i.e. 11 a.m.-1:30 p.m.)

Set 3
2 hours
(i.e. 1:30-3:30 p.m.)

Set 4
2 1/2 hours
(i.e. 3:30-6 p.m.)

Only the following contests will be held during Set 1. These contests may be scheduled at the same time:

- Current Issues & Events
- Ready Writing
- Prose prelims
- Poetry prelims
- Lincoln-Douglas debate prelims

Each of the above contests conflicts with:

- Calculator Applications
- Number Sense

Calculator Applications, Number Sense and Computer Applications may not be held at the same time.

These contests may be scheduled at the same time:

- Computer Applications
- Copy Editing

These contests may not be scheduled at the same time:

- Ready Writing
- Copy Editing

Only the following contests will be held during Set 2. These contests may be scheduled at the same time:

- Accounting
- Informative Speaking
- Persuasive Speaking
- Science
- Spelling & Vocabulary

Each of the above contests conflicts with:

- Feature Writing
- News Writing

Feature Writing and News Writing may not be held at the same time.

Only the following contests will be held during Set 3. These contests may be scheduled at the same time:

- Social Studies
- LD finals
- Prose finals
- Poetry finals

Each of the above contests conflicts with:

- Computer Science
- Editorial Writing
- Headline Writing
- Mathematics

Editorial Writing and Headline Writing may not be held at the same time.

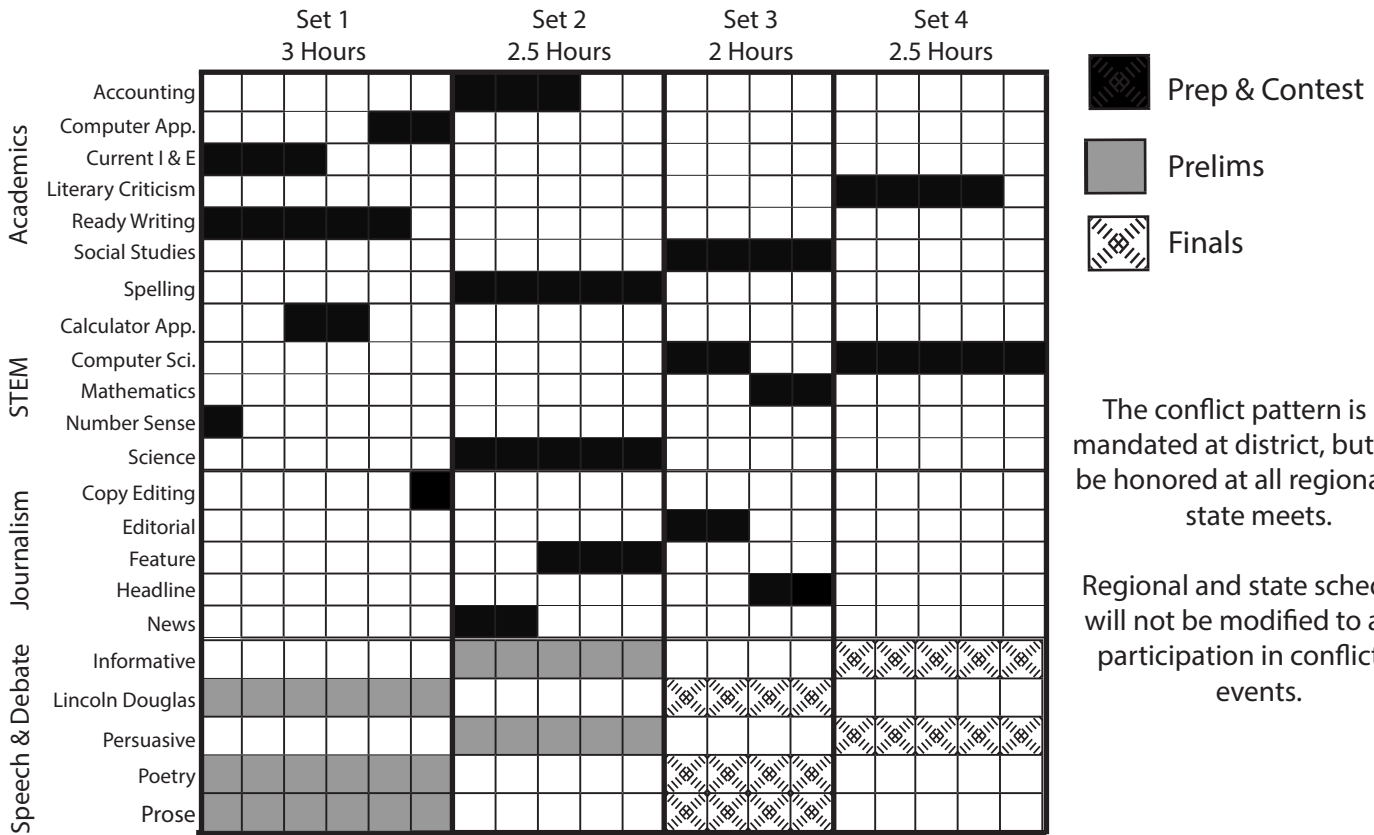
Computer Science and Mathematics shall not be held at the same time.

Only the following contests will be held during Set 4. These contests may be scheduled at the same time:

- Computer Science (Programming session)
- Informative finals
- Literary Criticism
- Persuasive finals

<u>If you enter:</u>	<u>You may not enter these contests:</u>
Team Debate.....	Lincoln-Douglas Debate
Lincoln-Douglas Debate.....	Team Debate, Prose Interpretation, Poetry Interpretation
Prose Interpretation.....	Lincoln-Douglas Debate, Poetry Interpretation
Poetry Interpretation.....	Lincoln-Douglas Debate, Prose Interpretation
Informative Speaking.....	Persuasive Speaking
Persuasive Speaking.....	Informative Speaking

Academic Conflict Pattern



The conflict pattern is not mandated at district, but it will be honored at all regional and state meets.

Regional and state schedules will not be modified to allow participation in conflicting events.

- SET 1**
3 hours
The following events may begin at the same time: Prose, Poetry, Lincoln-Douglas Debate, Ready Writing*, Computer Applications* and Current Issues & Events. Calculator Applications, Number Sense and Computer Applications may not be held at the same time. Students may also participate in both Current Issues & Events and Computer Applications so long as they are set up and do not delay the start of the Computer Applications contest. Number Sense and Calculator Applications conflict with Current Issues & Events, ready writing, prose/poetry interpretation and Lincoln-Douglas debate. Ready Writing and Copy Editing may not be scheduled at same time. Computer Applications and Copy Editing may be held at same time.
- SET 2**
2.5 hours
The following events may begin at the same time: Informative Speaking, Persuasive Speaking, Spelling & Vocabulary, Science and Accounting. News Writing* and Feature Writing* may not be held at the same time. Note: Informative and Persuasive Speaking finals and Computer Science Programming may conflict.
- SET 3**
2 hours
The following events may be held at the same time: Mathematics, Social Studies, Prose, Poetry and Lincoln-Douglas Debate. Editorial Writing* and Headline Writing may not be held at the same time. Computer Science and Mathematics shall not be held at the same time.
- SET 4**
2.5 hours
The following events may begin at the same time: Informative Speaking finals, Persuasive Speaking finals, Literary Criticism and Computer Science Programming**. Programming is administered at all levels of competition – district, regional and state.

*- Events utilizing computers (Computer Applications, Editorial, Feature, News, and Ready Writing) must have at least 30 additional minutes earlier than indicated on the chart to set-up equipment. The contestant is not required to be present for equipment set-up.

** – The 2.5 hour block indicated for Computer Science hands-on programming allows 30 minutes for roll call, preliminary announcements and the “dry run” practice problem, followed by a full two hours for the actual contest. NOTE: Teams must also have at least 30 additional minutes earlier in the day to set up equipment. The equipment set up may take place at any point during the contest day; all team members are not required to be present for equipment set up.

Sample District Meet Schedule

2019-2020

The conflict pattern exists so students can be assured that they will be able to compete in the contests for which they've prepared. It is constructed in four sets of contests.

1-DAY SCHEDULE

SET 1

8 a.m.

LD Debate prelims Round I, Number Sense,
Ready Writing computer set-up

8:30 a.m.

Prose (prelims), Poetry (prelims),
Current Issues & Events, Ready Writing

9 a.m.

Calculator Applications,
Computer Applications computer set-up,
LD Debate prelims Round II

10 a.m.

Computer Applications contest,
LD Debate prelims Round III

10:30 a.m.

Copy Editing

SET 2

11 a.m.

Informative (prelims), Persuasive (prelims),
Spelling, Accounting, Science, News Writing

Noon

Feature Writing

SET 3

1:30 p.m.

Poetry finals, Prose finals, LD Debate semi-finals,
Computer Science written test,
Editorial Writing, Social Studies

2:30 p.m.

Headline Writing, Mathematics, LD Debate finals,
Computer Science Programming computer set-up

SET 4

3:30 p.m.

Informative finals, Persuasive finals,
Literary Criticism,
Computer Science programming

2-DAY SCHEDULE

FIRST DAY, SET 1

4 p.m.

Number Sense,
Ready Writing computer set-up,
Current Issues & Events

4:30 p.m.

Prose (prelims), Poetry (prelims),
LD Debate (prelims), Ready Writing

4:45 p.m.

Calculator Applications,
Computer Applications set-up

5:45 p.m.

Computer Applications contest

SECOND DAY, SET 2

8:30 a.m.

Copy Editing (from Set 1)

9 a.m.

Informative (prelims), Persuasive (prelims),
Spelling, Accounting, Science, News Writing

10 a.m.

Feature Writing

SECOND DAY, SET 3

11:30 a.m.

Poetry finals, Prose finals,
LD Debate semi-finals,
Computer Science written test,
Editorial Writing, Social Studies

12:30 p.m.

Headline Writing, Mathematics, LD Debate finals,
Computer Science Programming
computer set-up

SECOND DAY, SET 4

1:30 p.m.

Informative finals, Persuasive finals,
Literary Criticism,
Computer Science Programming

The suggested start time above includes prep and contest time. Events utilizing computers (Computer Applications, Computer Science Programming, Editorial, Feature, News and Ready Writing) must have at least 30 additional minutes earlier than indicated on the chart to set up equipment. Except for journalism events, computer set-up times are suggested on the sample schedule above.

Rooms

for Academic Events

Each event requires one contest room and one grading and verification room. Events may be held in the same room when the contests are scheduled at different times.

CONTEST

Computer Applications
 Accounting
 Ready Writing
 Literary Criticism
 Number Sense
 Calculator Applications
 Science
 Social Studies
 Computer Science*

CONTEST ROOM REQUIREMENTS

24 plugs and typewriting table
 40+ writing surfaces
 24 writing surfaces, plugs for laptop computers and printers
 40+ writing surfaces
 40+ writing surfaces
 40 - 60 writing surfaces
 50+ writing surfaces
 40+ writing surfaces
 40+ writing surfaces.

*For hands-on programming, one additional contest room with 8+ plugs and tables appropriate for computer stations and a judging room with tables appropriate for computer stations.

Mathematics
 Current Issues & Events
 Journalism (each event)
 Spelling & Vocabulary

40+ writing surfaces
 40+ writing surfaces
 24 writing surfaces, plugs for laptop computers and printers
 40+ writing surfaces

Number of contestants will vary depending on the number of individual qualifiers on teams.

SPEECH & DEBATE

Each event requires 3 - 4 contest rooms (except LD Debate which requires 12) and an assembly room. All speech and debate events may share one tab room. Events that may be held in the same room because the contests are scheduled at different times are paired as follows.

Poetry
 Informative Speaking*

Prose
 Persuasive Speaking*

LD Debate†

* Informative and Persuasive also require a large prep room, which they must share.

† LD Debate may be held in the same rooms as the other speech events, depending on the schedule.

District Academic

Contest Personnel Needs

I. Spring Meet Chair

(Director General)

- Budget and Financial Reports
- Facilities
- Staffing
- Awards
- Communications with District Executive Committee

II. Academic Meet Director

- Academic Meet and One-Act Play
- Schedule
- Staffing
- Contest administration
- Communications with Regional Academic Meet directors and schools

III. Academic Contest Directors

- Speech events (prose, poetry, informative, persuasive, LD debate)
- Journalism (five contests)
- Accounting
- Computer Applications
- Computer Science
- Current Issues & Events
- Social Studies
- Literary Criticism
- Ready Writing
- Spelling and Vocabulary
- Number Sense
- Calculator Application
- Mathematics
- Science
- One-Act Play Contest Manager

IV. Hired Judges

- Spelling and Vocabulary Pronouncer
- Journalism (five events; usually three judges can do for all five; one must be a former or current high school journalism advisor)
- Ready Writing (three judges)
- One-Act Play
- *Speech and Debate
 - Informative
 - Persuasive
 - Prose
 - Poetry
 - Lincoln-Douglas Debate

*See contest handbooks for more information.

ACADEMIC QUICK REFERENCE CHART

Note: Grading time varies. For most events, allocate a minimum of two hours.

Accounting	Calculator Applications	Computer Applications
<p>ROOMS 1 – testing 1 – grading</p> <p>PREP TIME – 30 TEST TIME – 60</p> <p>CONTEST MATERIALS UIL Packet: tests & keys, answer blanks, scoring charts.</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch scratch paper, calculators for graders, pencils and one 8 1/2 x 11-inch envelope per school.</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • Director • One or more assistant(s)/monitor(s) • Head Grader <p>NUMBER OF ENTRIES (District) 4 per school (Region) 1st/2nd/3rd individuals per district; 1st place team per district; wild card team.</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual – Break no ties. • Team – Break tie with fourth team member score. If tie still exists, all teams involved in tie advance. <p>GRADING/JUDGES At least 3, preferably more. Graders may be coaches.</p> <p>AWARDS Individual medals: 1st through 6th Team medals: 1st and 2nd place teams</p> <p>POINTS 1st — 15 2nd — 12 3rd — 10 4th — 8 5th — 6 6th — 4</p> <p>1st place team — 10 2nd place team — 5</p> <p>ADVANCE Top 3 individuals and 1st place team. One wild card team per regional will also advance.</p>	<p>ROOMS 1 – testing 1 – grading* *Can use same room as Number Sense.</p> <p>PREP TIME – 30 TEST TIME – 30</p> <p>CONTEST MATERIALS UIL Packet: tests & keys.</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch scratch paper, calculators for graders, pencils and one 8 1/2 x 11-inch envelope per school.</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • Director • One or more assistant(s)/monitor(s) • Head grader <p>NUMBER OF ENTRIES (District) 4 per school (Region) 1st/2nd/3rd individuals per district; 1st place team per district; wild card team.</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual – If two or more contestants have identical raw score, the higher place shall be given to the contestant gaining the most points on stated and geometric problems. If still tied, both advance. • Team – Break tie with fourth team member score. If tie still exists, all teams involved in tie advance. <p>GRADING/JUDGES At least 3, preferably more. Graders may be coaches.</p> <p>AWARDS Individual medals: 1st through 6th Team medals: 1st and 2nd place teams</p> <p>POINTS 1st — 15 2nd — 12 3rd — 10 4th — 8 5th — 6 6th — 4</p> <p>1st place team — 10 2nd place team — 5</p> <p>ADVANCE Top 3 individuals and 1st place team. One wild card team per regional will also advance.</p>	<p>ROOMS 1 – testing* 1 – grading *Must include sufficient electric access for each contestant.</p> <p>SET UP – 30 PREP TIME – 20 TEST TIME – 30 TIEBREAKER – 5</p> <p>CONTEST MATERIALS UIL Packet: tests & keys, answer blanks, meet evaluation sheet.</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch scratch paper, calculators for graders, pencils and one 8 1/2 x 11-inch envelope per school.</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • Director • One assistant • Head grader <p>NUMBER OF ENTRIES (District) 3 per school (Region) 1st/2nd/3rd individuals per district.</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual – Ties broken with 5-minute tiebreaker. If the percent accuracy scores on the tie breaker are the same, then a tie exists. <p>GRADING/JUDGES At least 3, preferably more. Coaches must serve as graders.</p> <p>AWARDS Individual medals: 1st through 6th</p> <p>POINTS 1st — 15 2nd — 12 3rd — 10 4th — 8 5th — 6 6th — 4</p> <p>ADVANCE Top 3 individuals</p>

ACADEMIC QUICK REFERENCE CHART

Note: Grading time varies. For most events, allocate a minimum of two hours.

Computer Science	Copy Editing	Current Issues & Events
<p>ROOMS 1 – written exam testing (with table surface) 1 – grading 1 – programming contest 1 – programming judging (rooms may be used for multiple purposes as schedule allows)</p> <p>SET UP — 30 PREP TIME — 20 written, 30 programming TEST TIME — 45 written, 2 hours programming</p> <p>CONTEST MATERIALS UIL Packet: tests & keys, answer sheets, programming judging packets, programming problem sets, meet evaluation form.</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch scratch paper, red pens/calculators for graders, and one 8 1/2 x 11-inch envelope per school.</p> <p>PERSONNEL DURING CONTEST</p> <ul style="list-style-type: none"> • director • 1 assistant • 2-3 programming judges • 2-3 programming assistants, as needed <p># OF ENTRIES (District) 4 per school (Region) 1st/2nd/3rd individuals per district; 1st place team per district; wild card team.</p> <p>GRADING/JUDGES At least 3, preferably more for the written exam, 2-3 judges for programming. Graders and judges may be coaches.</p> <p>AWARDS Individual medals: 1st through 6th Team medals: 1st, 2nd, 3rd place teams</p> <p>POINTS 1st — 15 2nd — 12 3rd — 10 4th — 8 5th — 6 6th — 4</p> <p>1st team — 20 2nd team — 16 3rd team — 12</p> <p>ADVANCE: Top 3 individuals and 1st place team. One wild card team per regional will also advance.</p>	<p>ROOMS 1 – testing 1 – grading (can use one room for all journalism contests)</p> <p>PREP TIME — 15 minutes TEST TIME — 15 minutes</p> <p>CONTEST MATERIALS UIL Packet: Contest and key</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch scratch paper, red markers, pencils, pencil sharpener, stapler and one 8 1/2 x 11-inch envelope per school</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • Director • Room monitors <p>NUMBER OF ENTRIES (District) Three per school (Region) 1st/2nd/3rd individuals per district</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual — No ties <p>GRADING/JUDGES Panel of three qualified judges. At least one judge should be a current or former high school journalism teacher.</p> <p>AWARDS Individual medals 1st through 6th</p> <p>POINTS 1st — 15 2nd — 12 3rd — 10 4th — 8 5th — 6 6th — 4</p> <p>Journalism Team Points. 10 points will be awarded to the school that finishes with the most overall points and five points will be awarded to the school that finishes with the second highest number of points in the five journalism contests.</p> <p>ADVANCE Top 3 individuals</p>	<p>ROOMS 1 – testing 1 – grading</p> <p>PREP TIME – 20 TEST TIME – 60</p> <p>CONTEST MATERIALS UIL Packet: tests & keys, answer blanks, rubrics.</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch paper, pencils for graders, stapler, and one 8 1/2 x 11-inch envelope per school.</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • Director • One or more assistant(s)/monitor(s) • Head grader <p>NUMBER OF ENTRIES (District) 4 per school (Region) 1st/2nd/3rd individuals per district; 1st place team per district; wild card team.</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual – All ties are broken by judging the essays. Even if two essays were originally scored equally, compare one to the other to break the tie. • Team – Break tie with fourth team member's objective score. If tie still exists, all teams involved in tie advance. <p>GRADING/JUDGES At least 3, preferably more. Graders may be coaches. Refer to Handbook regarding grading essay.</p> <p>AWARDS Individual medals: 1st through 6th Team medals: 1st and 2nd place teams</p> <p>POINTS 1st — 15 2nd — 12 3rd — 10 4th — 8 5th — 6 6th — 4</p> <p>1st place team — 10 2nd place team — 5</p> <p>ADVANCE Top 3 individuals and 1st place team. Top second place team per regional will also advance.</p>

ACADEMIC QUICK REFERENCE CHART

Note: Grading time varies. For most events, allocate a minimum of two hours.

Editorial Writing	Feature Writing	Headline Writing
<p>ROOMS 1 – testing 1 – grading* *Can use one room for all journalism contests.</p> <p>SET UP PREP TIME – 15 minutes TEST TIME – 45 minutes</p> <p>CONTEST MATERIALS UIL Packet: fact sheet, judging criteria, tips (attach one to each entry).</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch scratch paper, red markers, pencils, pencil sharpener, stapler and one 8 1/2 x 11-inch envelope per school.</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • Director • Room monitors <p>NUMBER OF ENTRIES (District) Three per school (Region) 1st/2nd/3rd individuals per district</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual – No ties <p>GRADING/JUDGES Panel of three qualified judges. At least one judge should be a current or former high school journalism teacher.</p> <p>AWARDS Individual medals: 1st through 6th</p> <p>POINTS 1st — 15 2nd — 12 3rd — 10 4th — 8 5th — 6 6th — 4</p> <p>Journalism Team Points. 10 points will be awarded to the school that finishes with the most overall points and five points will be awarded to the school that finishes with the second highest number of points in the five journalism contests.</p> <p>ADVANCE Top 3 individuals</p>	<p>ROOMS 1 – testing 1 – grading* *Can use one room for all journalism contests.</p> <p>SET UP PREP TIME – 15 minutes TEST TIME – 60 minutes</p> <p>CONTEST MATERIALS UIL Packet: fact sheet, judging criteria, tips (attach one to each entry).</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch scratch paper, red markers, pencils, pencil sharpener, stapler and one 8 1/2 x 11-inch envelope per school.</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • Director • Room monitors <p>NUMBER OF ENTRIES (District) Three per school (Region) 1st/2nd/3rd individuals per district</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual – No ties <p>GRADING/JUDGES Panel of three qualified judges. At least one judge should be a current or former high school journalism teacher.</p> <p>AWARDS Individual medals: 1st through 6th</p> <p>POINTS 1st — 15 2nd — 12 3rd — 10 4th — 8 5th — 6 6th — 4</p> <p>Journalism Team Points. 10 points will be awarded to the school that finishes with the most overall points and five points will be awarded to the school that finishes with the second highest number of points in the five journalism contests.</p> <p>ADVANCE Top 3 individuals</p>	<p>ROOMS 1 – testing 1 – grading* *Can use one room for all journalism contests.</p> <p>SET UP PREP TIME – 15 minutes TEST TIME – 30 minutes</p> <p>CONTEST MATERIALS UIL Packet: fact sheet, judging criteria, tips (attach one to each entry).</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch scratch paper, red markers, pencils, pencil sharpener, stapler and one 8 1/2 x 11-inch envelope per school.</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • Director • Room monitors <p>NUMBER OF ENTRIES (District) Three per school (Region) 1st/2nd/3rd individuals per district</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual – No ties <p>GRADING/JUDGES Panel of three qualified judges. At least one judge should be a current or former high school journalism teacher.</p> <p>AWARDS Individual medals: 1st through 6th</p> <p>POINTS 1st — 15 2nd — 12 3rd — 10 4th — 8 5th — 6 6th — 4</p> <p>Journalism Team Points. 10 points will be awarded to the school that finishes with the most overall points and five points will be awarded to the school that finishes with the second highest number of points in the five journalism contests.</p> <p>ADVANCE Top 3 individuals</p>

ACADEMIC QUICK REFERENCE CHART

Note: Grading time varies. For most events, allocate a minimum of two hours.

Informative Speaking	Lincoln-Douglas Debate	Literary Criticism
<p>ROOMS</p> <ul style="list-style-type: none"> • Assembly room • One joint prep room w/ persuasive • One per section • Tab room* <p>*One tab room may be used for all speech events.</p> <p>TEST TIME – 30 prep, 7 minutes per student in section, draw at 10 minute intervals</p> <p>CONTEST MATERIALS UIL Packet: topics, ballots, instructions to judges, tabulation form. UIL TalkTab software (website download)</p> <p>Director Provides: contestant roster, contest stopwatches, time cards and pencils for tab room</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • Director • Timekeepers • Tab room staff • Chairperson • Prep room monitors (at least 2) • Contest escorts (optional) <p>NUMBER OF ENTRIES (District) 3 per school (Region) 1st/2nd/3rd individuals per district</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual – No ties. <p>GRADING/JUDGES 1, 3 or 5 per section for prelims; 3 or 5 for finals</p> <p>AWARDS Individual medals: 1st through 6th</p> <p>POINTS 1st — 15 2nd — 12 3rd — 10 4th — 8 5th — 6 6th — 4</p> <p>SPEECH TEAM POINTS 10 points will be awarded to the school that finishes with the most overall points and 5 points will be awarded to the school that finishes with the second highest number of points in speech events. No Cross-Examination Debate points are awarded at regional meets. Congress points are awarded at the state meet only.</p> <p>ADVANCE Top 3 individuals</p>	<p>ROOMS</p> <ul style="list-style-type: none"> • Assembly room • One per debate • Tab room* <p>*One tab room may be used for all speech events.</p> <p>TEST TIME – 45 minutes per debate</p> <p>CONTEST MATERIALS UIL Packet: LD debate resolution, ballots, instructions to judges.</p> <p>Director Provides: contestant roster, contest stopwatches, time cards and pencils for tab room.</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • Director • Timekeepers • Tab room staff <p>NUMBER OF ENTRIES (District) 3 per school (Region) 1st/2nd/3rd individuals per district</p> <p>GRADING/JUDGES 1 per debate, prelim rounds 3 per debate, elim rounds</p> <p>AWARDS Individual medals: 1st through 6th</p> <p>POINTS 1st — 15 2nd — 12 3rd — 10 4th — 8 5th — 6* 6th — 4*</p> <p>*Determined by seeding</p> <p>SPEECH TEAM POINTS 10 points will be awarded to the school that finishes with the most overall points and 5 points will be awarded to the school that finishes with the second highest number of points in speech events. No Cross-Examination Debate points are awarded at regional meets. Congress points are awarded at the state meet only.</p> <p>ADVANCE Top 3 individuals</p>	<p>ROOMS 1 – testing 1 – grading</p> <p>PREP TIME – 20 TEST TIME – 90</p> <p>CONTEST MATERIALS UIL Provides: Packet: tests, keys, answer sheets.</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8.5 x 11-inch lined (preferably) paper, pencils or pens for graders, stapler, and one 8.5 x 11-inch envelope per school.</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • Director • One or more assistant(s)/monitor(s) • Lead grader • 3-5 tie-breaker judges <p>NUMBER OF ENTRIES (District) 4 per school (Region) 1st/2nd/3rd individuals per district; 1st place team per district; wild card team.</p> <p>TIES Individual: Break all ties by judging essays. Objective scores are not altered to break ties Team: Break tie with fourth team member score. If tie still exists, all teams involved in tie advance. Team without a fourth member forfeits.</p> <p>GRADING/JUDGES At least 3, preferably more. Graders may be coaches; however, tie-breaker judges should not participate in breaking ties involving their own contestants.</p> <p>AWARDS Individual medals: 1st through 6th Team medals: 1st and 2nd place teams Plaque for 1st place team</p> <p>POINTS 1st — 15 4th — 8 2nd — 12 5th — 6 3rd — 10 6th — 4</p> <p>1st place team — 10 2nd place team — 5</p> <p>ADVANCE Top 3 individuals and 1st place team. One wild card team per regional will also advance.</p>

ACADEMIC QUICK REFERENCE CHART

Note: Grading time varies. For most events, allocate a minimum of two hours.

Mathematics	News Writing	Number Sense
<p>ROOMS 1 – testing 1 – grading</p> <p>PREP TIME – 20 TEST TIME – 40</p> <p>CONTEST MATERIALS UIL Packet: tests & keys, answer blanks, rubrics.</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch scratch paper, pencils for graders, stapler, and one 8 1/2 x 11-inch envelope per school.</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • Director • One assistant <p>NUMBER OF ENTRIES (District) 4 per school (Region) 1st/2nd/3rd individuals per district; 1st place team per district; wild card team.</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual – The formula for percent accuracy shall be used to break the tie. Percent accuracy = number of problems correct divided by the number of problems attempted. If percent accuracy scores are the same, then a tie exists. • Team – Break tie with fourth team member score. If tie still exists, all teams involved in tie advance. <p>GRADING/JUDGES At least 3, preferably more. Graders may be coaches.</p> <p>AWARDS Individual medals: 1st through 6th Team medals: 1st and 2nd place teams</p> <p>POINTS 1st — 15 2nd — 12 3rd — 10 4th — 8 5th — 6 6th — 4</p> <p>1st place team — 10 2nd place team — 5</p> <p>ADVANCE Top 3 individuals and 1st place team. One wild card team per regional will also advance.</p>	<p>ROOMS 1 – testing 1 – grading*</p> <p>*Can use one room for all journalism contests.</p> <p>PREP TIME – 15 TEST TIME – 45</p> <p>CONTEST MATERIALS UIL Packet: fact sheet, judging criteria, tips (attach one to each entry)</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch scratch paper, red markers, pencils, pencil sharpener, stapler and one 8 1/2 x 11-inch envelope per school</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • Director • Room monitors <p>NUMBER OF ENTRIES (District) Three per school (Region) 1st/2nd/3rd individuals per district</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual – No ties <p>GRADING/JUDGES Panel of three qualified judges. At least one judge should be a current or former high school journalism teacher.</p> <p>AWARDS Individual medals: 1st through 6th</p> <p>POINTS 1st — 15 2nd — 12 3rd — 10 4th — 8 5th — 6 6th — 4</p> <p>Journalism Team Points. 10 points will be awarded to the school that finishes with the most overall points and five points will be awarded to the school that finishes with the second highest number of points in the five journalism contests.</p> <p>ADVANCE Top 3 individuals</p>	<p>ROOMS 1 – testing 1 – grading</p> <p>PREP TIME – 20 TEST TIME – 10</p> <p>CONTEST MATERIALS UIL Packet: tests & keys, answer blanks.</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, calculators/pencils for graders, stapler, and one 8 1/2 x 11-inch envelope per school.</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • Director • Head grader <p>NUMBER OF ENTRIES (District) 4 per school (Region) 1st/2nd/3rd individuals per district 1st place team per district; wild card team</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual – Break no ties. • Team – Break tie with fourth team member score. If tie still exists, all teams involved in tie advance. <p>GRADING/JUDGES At least 3, preferably more. Graders may be coaches.</p> <p>AWARDS Individual medals: 1st through 6th Team medals: 1st and 2nd place teams</p> <p>POINTS 1st — 15 2nd — 12 3rd — 10 4th — 8 5th — 6 6th — 4</p> <p>1st place team — 10 2nd place team — 5</p> <p>ADVANCE Top 3 individuals and 1st place team. One wild card team per regional will also advance.</p>

ACADEMIC QUICK REFERENCE CHART

Note: Grading time varies. For most events, allocate a minimum of two hours.

Persuasive Speaking	Poetry Interpretation	Prose Interpretation
<p>ROOMS</p> <ul style="list-style-type: none"> • Assembly room • 1 joint prep room w/ informative • 1 per section • 1 tab room* <p>*One tab room may be used for all speech events.</p> <p>TEST TIME – 30 prep, 7 minutes per student in section, draw at 10 minute intervals</p> <p>CONTEST MATERIALS UIL Packet: topics, ballots, instructions to judges, tabulation form. UIL TalkTab software (website download)</p> <p>Director Provides: contestant roster, contest stopwatches, time cards and pencils for tab room</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • Director • Timekeepers • Tab room staff • Chairperson • Prep room monitors (at least 2) • Contest escorts (optional) <p>NUMBER OF ENTRIES (District) 3 per school (Region) 1st/2nd/3rd individuals per district</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual — No ties. <p>GRADING/JUDGES 1, 3 or 5 per section for prelims; 3 or 5 for finals</p> <p>AWARDS Individual medals: 1st through 6th</p> <p>POINTS</p> <p>1st — 15 2nd — 12 3rd — 10 4th — 8 5th — 6 6th — 4</p> <p>SPEECH TEAM POINTS 10 points will be awarded to the school that finishes with the most overall points and 5 points will be awarded to the school that finishes with the second highest number of points in speech events. No Cross-Examination Debate points are awarded at regional meets. Congress points are awarded at the state meet only.</p> <p>ADVANCE: Top 3 individuals</p>	<p>ROOMS</p> <ul style="list-style-type: none"> • Assembly room • 1 prep room • 1 per section • 1 tab room* <p>*One tab room may be used for all speech events.</p> <p>TEST TIME – approximately 10 minutes per student in section</p> <p>CONTEST MATERIALS UIL Packet: categories, ballots, instructions to judges, tabulation form. UIL TalkTab software (website download)</p> <p>Director Provides: contestant roster, contest stopwatches, time cards and pencils for tab room.</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • Director • Timekeepers • Tab room staff • Chairperson <p>NUMBER OF ENTRIES (District) 3 per school (Region) 1st/2nd/3rd individuals per district.</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual – No ties. <p>GRADING/JUDGES 1, 3 or 5 per section for prelims; 3 or 5 for finals</p> <p>AWARDS Individual medals: 1st through 6th</p> <p>POINTS</p> <p>1st — 15 2nd — 12 3rd — 10 4th — 8 5th — 6 6th — 4</p> <p>SPEECH TEAM POINTS 10 points will be awarded to the school that finishes with the most overall points and 5 points will be awarded to the school that finishes with the second highest number of points in speech events. No Cross-Examination Debate points are awarded at regional meets. Congress points are awarded at the state meet only.</p> <p>ADVANCE Top 3 individuals</p>	<p>ROOMS</p> <ul style="list-style-type: none"> • Assembly room • 1 prep room • 1 per section • 1 tab room* <p>*One tab room may be used for all speech events.</p> <p>TEST TIME – approximately 10 minutes per student in section</p> <p>CONTEST MATERIALS UIL Packet: categories, ballots, instructions to judges, tabulation form. UIL TalkTab software (website download)</p> <p>Director Provides: contestant roster, contest stopwatches, time cards and pencils for tab room.</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • Director • Timekeepers • Tab room staff • Chairperson <p>NUMBER OF ENTRIES (District) 3 per school (Region) 1st/2nd/3rd individuals per district.</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual – No ties. <p>GRADING/JUDGES 1, 3 or 5 per section for prelims; 3 or 5 for finals</p> <p>AWARDS Individual medals: 1st through 6th</p> <p>POINTS</p> <p>1st — 15 2nd — 12 3rd — 10 4th — 8 5th — 6 6th — 4</p> <p>SPEECH TEAM POINTS 10 points will be awarded to the school that finishes with the most overall points and 5 points will be awarded to the school that finishes with the second highest number of points in speech events. No Cross-Examination Debate points are awarded at regional meets. Congress points are awarded at the state meet only.</p> <p>ADVANCE Top 3 individuals</p>

ACADEMIC QUICK REFERENCE CHART

Note: Grading time varies. For most events, allocate a minimum of two hours.

Ready Writing	Science	Social Studies
<p>ROOMS 1 – testing* 1 – grading *Can use same room as spelling.</p> <p>SET UP – 30 PREP TIME – 20 TEST TIME – 2 hours</p> <p>CONTEST MATERIALS UIL Packet: topics, rubrics, grading suggestions</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, paper clips, stapler, scissors, and one 8 1/2 x 11-inch envelope per school.</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • Director • 1 or 2 room monitors • 3 judges (minimum) <p>NUMBER OF ENTRIES (District) 3 per school (Region) 1st/2nd/3rd individuals per district.</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual – No ties. <p>GRADING/JUDGES Panel of 3-5. Judges may not be a coach of an entrant. English/language arts teachers or professional writers preferred.</p> <p>AWARDS Individual medals: 1st through 6th</p> <p>POINTS 1st — 15 2nd — 12 3rd — 10 4th — 8 5th — 6 6th — 4</p> <p>ADVANCE Top 3 individuals</p>	<p>ROOMS 1 – testing 1 – grading</p> <p>PREP TIME – 30 TEST TIME – 2 hours</p> <p>CONTEST MATERIALS UIL Packet: tests & keys, answer blanks, top scorer certificates.</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, scratch paper, calculators/pencils for graders, stapler, and one 8 1/2 x 11-inch envelope per school.</p> <p>PERSONNEL (all may be coaches)</p> <ul style="list-style-type: none"> • Director • Monitor • Head grader <p>NUMBER OF ENTRIES (District) 6 per school (Region) 1st/2nd/3rd individuals per district; 1st place team per district; wild card team; first place top scorer in biology, chemistry, physics.</p> <p>TIES</p> <ul style="list-style-type: none"> • Overall individual—Break ties with formula for percent accuracy. See C&CR for details. • Top Scorer— Break ties with formula for percent accuracy. See C&CR for details. • Team – Break tie with fourth team member score. If tie still exists, all teams involved in tie advance. <p>GRADING/JUDGES At least 3. Graders may be coaches.</p> <p>AWARDS Individual medals: 1st through 6th Top Scorers in biology, physics and chemistry</p> <p>Team medals: 1st and 2nd place teams</p> <p>POINTS 1st — 15 2nd — 12 3rd — 10 4th — 8 5th — 6 6th — 4</p> <p>1st place team — 10 2nd place team — 5</p> <p>Top Scorer Biology - 3; Top Scorer Physics - 3; Top Scorer Chemistry - 3</p> <p>ADVANCE Top 3 individuals, top scorer in each subject area, 1st place team of four highest scoring contestants. One wild card team per regional.</p>	<p>ROOMS 1 – testing 1 – grading</p> <p>PREP TIME – 20 TEST TIME – 90</p> <p>CONTEST MATERIALS UIL Packet: tests & keys, answer blanks.</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch scratch paper, pencils for graders, stapler, and one 8 1/2 x 11-inch envelope per school.</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • Director • Assistant • Head grader <p>NUMBER OF ENTRIES (District) 4 per school (Region) 1st/2nd/3rd individuals per district; 1st place team per district; wild card team.</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual – Break all ties by judging essays. • Team – Break tie with fourth team member’s objective score. If tie still exists, all teams involved in tie advance. <p>GRADING/JUDGES At least 3. Graders may be coaches. Refer to Handbook regarding essay grading.</p> <p>AWARDS Individual medals: 1st through 6th Team medals: 1st and 2nd place teams</p> <p>POINTS 1st — 15 2nd — 12 3rd — 10 4th — 8 5th — 6 6th — 4</p> <p>1st place team — 10 2nd place team — 5</p> <p>ADVANCE Top 3 individuals and 1st place team. One wild card team per regional will also advance.</p>

ACADEMIC QUICK REFERENCE CHART

Note: Grading time varies. For most events, allocate a minimum of two hours.

Spelling & Vocabulary	Note: The following Essay contests are not held at the same time as the Spring Academic Meets.	
	Barbara Jordan Historical Essay	Latino History Essay
<p>ROOMS 1 – testing 1 – grading</p> <p>PREP TIME –30 TEST TIME – 60</p> <p>CONTEST MATERIALS UIL Packet: tests & keys, answer blanks, scoring charts.</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch scratch paper, calculators for graders, pencils and one 8 1/2 x 11-inch envelope per school.</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • Director • One assistant • Head grader <p>NUMBER OF ENTRIES (District) 4 per school (Region) 1st/2nd/3rd individuals per district; 1st place team per district; wild card team.</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual – Break no ties. • Team – Break tie with fourth team member score. If tie still exists, all teams involved in tie advance. <p>GRADING/JUDGES At least 3, preferably more. Graders may be coaches.</p> <p>AWARDS Individual medals: 1st through 6th Team medals: 1st and 2nd place teams</p> <p>POINTS 1st — 15 2nd — 12 3rd — 10 4th — 8 5th — 6 6th — 4</p> <p>1st place team — 10 2nd place team — 5</p> <p>ADVANCE Top 3 individuals and 1st place team. One wild card team per regional will also advance.</p>	<p>CONTEST MATERIALS UIL entry form found on the UIL website</p> <p>PURPOSE To provide students an opportunity to explore the contributions of African Americans to Texas history</p> <p>FORMAT Research paper format required. Guidelines are posted on the UIL website. Primary sources encouraged.</p> <p>DEADLINE Entries will be submitted electronically to the UIL State Office on or before the deadline published on the UIL website.</p> <p>EVALUATION All entries that meet basic requirements will be judged at the state level.</p> <p>ADVANCEMENT Judges, hired by the UIL State Office, will nominate essays to be considered state finalists. A selection committee will determine state finalists. All finalists are eligible to apply for TILF scholarships.</p> <p>NUMBER OF ENTRIES There is no limit to the number of entries; additionally, students may enter both essay contests.</p> <p>POINTS (at the State level) 1st — 10 2nd — 8 3rd — 6 4th — 4 5th — 2 6th — 1</p>	<p>CONTEST MATERIALS UIL entry form (found on the UIL website)</p> <p>PURPOSE To provide an opportunity to research and record past and present contributions of Texas Latino communities</p> <p>FORMAT Research paper format required. Guidelines are posted on the UIL website. Primary sources encouraged.</p> <p>DEADLINE Entries will be submitted electronically to the UIL State Office on or before the deadline published on the UIL website.</p> <p>EVALUATION All entries that meet basic requirements will be judged at the state level.</p> <p>ADVANCEMENT Judges, hired by the UIL State Office, will nominate essays to be considered state finalists. A selection committee will determine state finalists. All finalists are eligible to apply for TILF scholarships.</p> <p>NUMBER OF ENTRIES There is no limit to the number of entries; additionally, students may enter both essay contests.</p> <p>POINTS (at the State level) 1st — 10 2nd — 8 3rd — 6 4th — 4 5th — 2 6th — 1</p>

ACADEMIC QUICK REFERENCE CHART

Note: The following Speech contests are not held at the same time as the Spring Academic Meets.

Congress

ROOMS

- Assembly room
- One room per chamber
- Tab room

TEST TIME — 3 hours per session

CONTEST MATERIALS

All ballots & forms are found on the UIL website

Director Provides:

- Stopwatches
- Gavel
- Contestant Rosters/Seating Charts
- Contest Rules
- Legislation

PERSONNEL

- Parliamentarian
- Clerk
- Tab room staff

NUMBER OF ENTRIES

(Region) 3 students per school.

JUDGES (SCORERS)

Minimum of 2 per chamber

AWARDS

Individual medals

Advancing student(s) and alternate(s) &

Outstanding Presiding Officer for each conference

POINTS (at the State level)

1st — 15

2nd — 12

3rd — 10

4th — 8

5th — 6

6th — 4

SPEECH TEAM POINTS

10 points will be awarded to the school that finishes with the most overall points and 5 points will be awarded to the school that finishes with the second highest number of points in speech events. Congress points are awarded at the state meet only.

ADVANCE

Top 3 students from each conference*

*Congressional regions with more than 40 entries within a conference will advance the top candidates from each conference based on a ratio of one student advancing for every 10 entries in a given conference.

*Congress is organized into Regions by Education Service Centers (ESC) rather than traditional UIL districts.

CX Debate

ROOMS

- Assembly room
- One room per debate
- Tab room

TEST TIME — 90 minutes per debate

CONTEST MATERIALS

UIL Packet: ballots, CX debate resolution, instructions to judges, meet evaluation sheet, team summary sheet.

Director Provides: contestant roster, contest rules, clock, pencils (tab room), stopwatches

PERSONNEL

- Director
- Timekeepers
- Tab room staff

NUMBER OF ENTRIES

(District) 3 teams per school. If fewer than 8 teams in a district, each school may enter a fourth team.

TIES

- Individual — No ties.

JUDGES

1 per debate, prelim rounds

3 per debate, elim rounds

AWARDS

Team medals: 1st through 6th

POINTS

1st — 20

2nd — 16

3rd — 12

4th — 10

5th — 8

6th — 6

SPEECH TEAM POINTS

10 points will be awarded to the school that finishes with the most overall points and 5 points will be awarded to the school that finishes with the second highest number of points in speech events. No Cross-Examination Debate points are awarded at regional meets.

ADVANCE

Top 2 teams

ACADEMIC QUICK REFERENCE CHART

Note: The following Theatre contests are not held at the same time as the Spring Academic Meets.

Young Filmmakers Festival

CONTEST MATERIALS

UIL entry form (found on UIL website)

Young Filmmakers Festival FAQ sheet.

NUMBER OF ENTRIES

Up to 3 films per category, per school.

The categories are: narrative, documentary, computer/digital animation, and traditional animation. Narrative and documentary films shall be 3-7 minutes in length; animation entries shall be 30 seconds to 3 minutes in length. Submitted films must be original works.

There is no minimum or maximum number of contestants.

DEADLINE

Entries will be uploaded and submitted electronically to the UIL State Office on or before the deadline published on the UIL website.

EVALUATION

Films submitted shall be previewed, critiqued and ranked by adjudicators. Following preliminary judging rounds, those entries advancing to state in each category will be screened and ranked first through sixth at the State Festival.

AWARDS

1st through 6th

POINTS (at the state level)

1st — 20

2nd — 16

3rd — 12

4th — 10

5th — 8

6th — 6

Theatrical Design

CONTEST MATERIALS

UIL entry form (found on UIL website)

Theatrical Design Prompt.

NUMBER OF ENTRIES

Up to 2 submissions in each individual category; additionally one group design entry, per school.

The individual categories are: Scene Design, Costume Design, Marketing, and Hair & Makeup Design. A group entry consists of four designers submitting a cohesive entry combining the design elements of each individual category.

Designs must conform to the prompt and designated play, which change on an annual basis.

DEADLINE

Entries will be submitted to the UIL State Office on or before the deadline published on the UIL website.

EVALUATION

Entries submitted shall be previewed, critiqued and ranked by our adjudicators. Following a preliminary judging round, those entries advancing to state in each category will be displayed and ranked first through sixth at the State Theatrical Design Meet.

AWARDS

1st through 6th

POINTS (at the state level)

INDIVIDUAL GROUP (TEAM)

15 — 1st — 20

12 — 2nd — 16

10 — 3rd — 12

8 — 4th — 10

6 — 5th — 8

4 — 6th — 6

ACADEMIC QUICK REFERENCE CHART

Note: The following STEM contests are not held at the same time as the Spring Academic Meets.

Robotics First

COMPETITION SEASON

The *FIRST* Division of UIL Robotics includes two programs of competition – the *FIRST*Tech Challenge (FTC) and the *FIRST* Robotics Competition (FRC).

The FTC season begins with a kickoff in September. FTC uses an open build season, with qualifier competitions occurring from November through February leading up to championship events in April.

FRC competition begins with a kickoff event in early January followed by a six-week build season. Qualifier meets occur primarily in March, also leading up to April championship events.

PARTICIPATION

Participation by a UIL-member school requires registering a team with *FIRST* and competing in the regularly scheduled qualifier meets offered through that organization.

There are no separate UIL district or regional meets for Robotics.

A school may participate in both the *FIRST* and BEST divisions of UIL Robotics. Individual students may participate on both *FIRST* and BEST robotics teams, dependent on the policies of their schools or school districts. (Refer to *FIRST* Robotics guidelines regarding same-student participation on FRC and FTC teams.)

STATE CHAMPIONSHIPS

The UIL Robotics State Championships – *FIRST* Division will take place in the spring following the regular qualifier meet seasons for FRC and FTC. UIL Robotics State Championship events are invitational in nature.

Specific dates, locations and other information for each championship event will be posted on the Robotics page of the UIL website.

AWARDS

Awards will include a state champion and runner-up for each competition group. Additional awards based on overall placement and/or other criteria may also be presented.

POINTS (state level only)

Team points may be awarded through 3rd or 4th place, dependent on the format of the event.

TEAM

1st — 20

2nd — 16

*3rd — 12

*4th — 10

* - when applicable

ROBOTICS HANDBOOK

Refer to the current edition of the UIL Robotics Handbook for additional information on participation, advancement, awards and other program specifications.

Robotics BEST

COMPETITION SEASON

The BEST Division of UIL Robotics includes a single program of competition with a season that runs entirely in the fall. The BEST season kicks off in early September, progresses through a six-week build schedule, practice days and qualifier meets, and concludes with a championship event in early December.

PARTICIPATION

Participation by a UIL-member school requires registering a team with BEST Robotics and competing in the regularly scheduled qualifier meets offered through that organization.

There are no separate UIL district or regional meets for Robotics.

A school may participate in both the BEST and FIRST divisions of UIL Robotics. Individual students may participate on both BEST and FIRST robotics teams, dependent on the policies of their schools or school districts.

STATE CHAMPIONSHIPS

The UIL Robotics State Championships – BEST Division will take place in the fall following the regular BEST qualifier season. UIL Robotics State Championship events are invitational in nature.

Specific dates, locations and other information for the championship event will be posted on the Robotics page of the UIL website.

AWARDS

Awards will include a state champion and runner-up for each competition group. Additional awards based on overall placement and/or other criteria may also be presented.

POINTS (state level only)

Team points may be awarded through 3rd or 4th place, dependent on the format of the event.

TEAM

1st — 20

2nd — 16

*3rd — 12

*4th — 10

* - when applicable

ROBOTICS HANDBOOK

Refer to the current edition of the UIL Robotics Handbook for additional information on participation, advancement, awards and other program specifications.

Reminders

For District Academic Meet Directors

REMINDERS

- The district executive committee is to elect a spring meet district chair.
- Provide this name and contact information to the League office by Oct. 1. This should be done online on the UIL academic website.
- Districts should submit CX District Director form by Nov. 1 and set up the CX Spring Meet online by Dec. 1 and the Academic and OAP Spring Meets online by Feb. 1.
- Send at least one academic person and one athletic person to every planning meeting.
- CX Debate meets must be held during dates specified on the official UIL calendar.
- Scheduling events prior to designated district week requires written approval. Requests should be submitted by Nov. 15.
- Instruct member schools that they must enter students into the district meet via the UIL Spring Meet Online Entry System. No exceptions will be allowed. Emphasize that deadlines will be strictly observed.
- Distribute non-confidential contest materials and contest procedures to contest directors well in advance of the meet so they can be confident in how to administer the contest.
- The district executive committee should determine the method of settling disputes.
- The contest director and/or a designated monitor shall be present in the contest room for the duration of the contest.
- Instruct contest directors to double-check all results and hold verification periods, as required, before presenting awards to contestants.

Verification Period

Instructions for Contest Directors

The verification process is **CRITICAL** for catching any errors prior to announcing official results. Humans sometimes make mistakes and this is the only time such an error can be corrected. Once official results are announced and awards distributed, no changes can be made.

The verification period is to check the accuracy of grading and recorded scores, **NOT** a time to question the decision of judges. Contest directors may call the League if questions are raised about an answer key.

Unofficial results should be entered into the online system BEFORE verification so that the computer can add team scores and rank contestants.

Remember to record and enter the scores of all contestants, not just those who place or score in the top half, so that team scores can be determined accurately. **In speaking and writing events with ranks only**, record only the top 6 places, including LD debate. For journalism events, verification is for identification purposes only. Refer to event handbooks for specific information. People doing the online entry of results should not complete the last step of Certifying Results as Final until after verification has taken place.

Before the contest starts, announce the time and place of verification.

Before verification:

- Make certain that if any ties exist in 6th place, the tie-breaking procedure has been implemented and those results clearly marked so they can be manually entered into the system.
- There is a tie-breaker for **ALL TEAM** ties.
- In number sense and accounting, individual ties are not broken.
- There can be no ties in speaking or journalism events or in ready writing.
- In literary criticism, social studies and current issues & events, **ALL TIES MUST BE BROKEN** by comparing the essays of tied contestants.
- In all other events, there is a tie-breaking procedure. If a tie remains even after the tie-breaker, clearly mark that on the roster and results form you submit.

During the verification period:

- Announce that no papers may be removed from the room until the verification period is completed (approximately 15 minutes).
- Announce the “unofficial” results and scores. (Just because the information has been entered into the online system does **NOT** make those results official. They still must be verified and later certified as final.)
- Allow coaches and contestants to view test papers and answer sheets only from their school.
- Steps must be taken to ensure materials are confidential. No copying or cell phones allowed at verification.
- Have several answer keys available to check accuracy of grading.

UIL ACADEMIC CONTEST

SUBSTITUTE ELIGIBILITY FORM

SEND A COPY TO EACH AFFECTED CONTEST DIRECTOR.

School _____

School district _____ Conference (CIRCLE) 1A 2A 3A 4A 5A 6A UIL District # _____

SUBSTITUTIONS AND LATE ENTRIES • See Section 903 in the UIL Constitution and Contest Rules. This form must be presented to the contest director before the contest begins. At the conclusion of the meet, the contest director must submit the substitution form or letters to the meet director to be filed with the school's original online entry information. Late entries will only be made if approved according to Section 903 for district competition or Section 904 for regional competition.

In the designated contest an ORIGINAL entry will be replaced by the following SUBSTITUTE:

CONTEST	ORIGINAL STUDENT	SUBSTITUTE STUDENT
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 AUTHORIZATION • As the principal or designated administrator, I certify that the above student is eligible to compete in the contest named in accordance with Subchapter M of the Constitution and Contest Rules.

Designated administrator	Date
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UIL ONE-ACT PLAY CONTEST

SUBSTITUTE ELIGIBILITY FORM

SEND A COPY TO EACH AFFECTED CONTEST DIRECTOR.

School _____ UIL District & Conference _____

Level for Substitution: (Circle) Zone District Bi-District Area Region State

Area Number _____ Region Number _____

SUBSTITUTIONS AND LATE ENTRIES • See Section 903 in the UIL Constitution and Contest Rules. This form must be presented to the contest director before the contest begins. At the conclusion of the meet, the contest director must submit the substitution form or letters to the meet director to be filed with the school's original online entry information. Late entries will only be made if approved according to Section 903 for district competition or Section 904 for regional competition.

In the designated contest an ORIGINAL entry will be replaced by the following SUBSTITUTE:

ORIGINAL STUDENT	ROLE PLAYED OR CREW OR ALTERNATE

SUBSTITUTE STUDENT	ROLE OR CREW OR ALTERNATE

 AUTHORIZATION • As the principal or designated administrator, I certify that the above student is eligible to compete in the contest named in accordance with Subchapter M of the Constitution and Contest Rules.

Designated administrator	Date
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Spring Meet Entry System

Setting Up the Meet Online

District meet officials must set up and open the district meet in the online entry system before individual school academic coordinators may enter their school's contestants.

Schools must enter contestants into their district Cross-Examination Debate, One-Act Play and Academic meets via the online system. Paper entries are not allowed. Failure to enter contestants by the district entry deadline could result in disqualification.

December 1 is the deadline for district meet officials to set up the CX Debate Meet online.

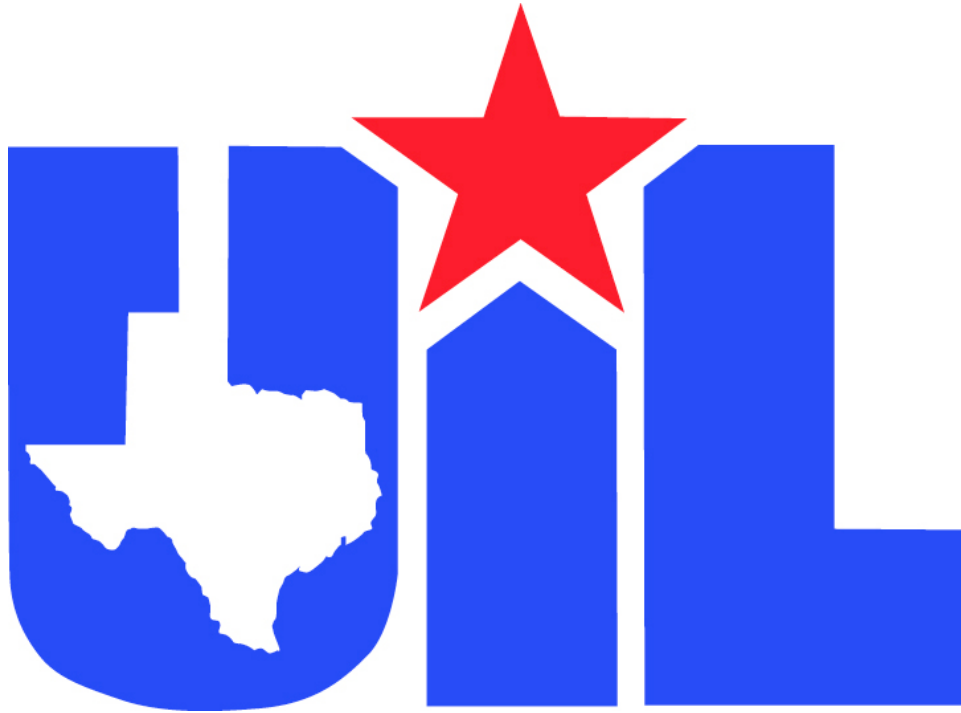
February 1 is the deadline for district meet officials to set up the Academic Meet and One-Act Play Contest online.

Complete information regarding the online entry system is located in the UIL Spring Meet Online Entry System Information and Guidebook for District Academic Meet Directors located in this manual. Regional directors will be sent a document specifically for their use.

Information is also available on the UIL Academics web page. Go to: www.uiltexas.org/academics/spring-meet-entry-system and find the online entry system link for Coordinators or Meet Officials. Step-by-step instructions are provided. Please read them carefully. Instructions are available for download.

Tips:

- You will need a UT electronic identification (UTEID) in order to access the system. If you obtained one previously, it remains in effect. Please record your EID and password and keep in a secure place for future access.
- District meet directors must have their UTEIDs authorized by emailing academics@uiltexas.org (general academics), jnichols@uiltexas.org (CX) or prodriguez@uiltexas.org (OAP).
- CX, OAP and Spring Academic Meet are considered separate meets. Initial setups by meet directors must be done independently and contestants for each must be entered independently.



Spring Meet Online Entry System

Information and Guidebook

for

District Academic Meet Directors

I. Setting Up Your District Meet

The deadline for setting up the District CX Debate Meet is DECEMBER 1 and the District Academic Meet and One-Act Play Contest is FEBRUARY 1.

Get your UT EID Authorized

Your UT EID must be authorized each year for Spring Meet Entry System.

Send your UT EID (NOT your password), and your conference and district number in order to be authorized. Send this information to academics@uiltonutexas.org.

If you've forgotten your UT EID or password, or need to set one up, go here:

https://idmanager.its.utexas.edu/eid_self_help/

If your email address has changed since the last time you used your UT EID or if for any reason the web link above still doesn't get you set up with your EID and password you should call their helpline and they can walk you through the process. That phone number is 512-475-9400.

Additional contest officials requesting access to the online entry system should have their own EID authorized.

Log onto the System

Access the online system at: <http://utdirect.utexas.edu/uil/meetdir.WBX>

After your EID has been authorized, click the link to "logon and go straight to the UIL Meet Update Screen."

Once You Have Accessed the System

1. Select your Type of Meet (General Academics, CX Debate, One-Act Play), Conference, Level (select District) and District Number from the drop down menus. Click Go, which will take you to the "Update Meet Information" screen.
2. On the Update Meet Information, input all necessary information: dates and deadline, contact information, location and shipping (please click either residential or commercial). It is important that you include an alternate address where materials can be received with a signature during winter or spring break, if necessary. Click "Add This Meet" button at the bottom of the page to save your information.
3. To set up your individual events, click the link located towards the top of the page immediately before the line break, "To update or delete events as needed, click Meet Events." Select an event from the drop down menu and click Go. Type in the date and time. (We suggest you use setup time in events that use equipment rather than roll call so contestants will not be late.) Click the "Update this Event" button to save your changes. Then hit the "Add/Update a different meet event" to set up the next event. Continue this process for each event other than the **note** below.

4. **Please note:** Biology, Chemistry, Journalism, Physics and Speech are listed in the Events drop-down menu so that team points scored will be counted. You need to set-up these as events, but you do not need to list an event time for these five items.

Status of Meet

The Status of the Meet is a drop-down toggle located directly below the entry deadline. This controls the amount of access to the online system for the coaches and the public and will need to be set by the meet director at the designated times below.

1. After you have entered and saved the time and location for each event, return to the "Update Meet Information" page.
2. Change the "Status of Meet" from the default setting "This meet is closed" to "Schools may enter contestants/Schedule posted". Scroll to the bottom of the page and click the "Update this meet" button to save the change.

IMPORTANT: Any time you make changes on the "Update Meet Information" page, click on "Update Meet" at the bottom of the page to save the changes.

Set the toggle to:

1. "This meet is closed to schools and public," and the meet director will be the only person who will be able to see the schedule. This is the default option until the meet director changes it.
2. "Schools may enter contestants/Schedule posted" when you are ready for schools to enter contestants.
3. "Meet Schedule is Posted and Available for Review" after the deadline for entering contestants in your district academic meet has passed. This will 'lock' the meet to any additional entries, but allow coaches, students and parents to still see the schedule. Any entries after this point are late entries and must have the approval of the district executive committee to be accepted.
4. "Meet results are posted and available for review" will set the system for the public to review the results.

II. Making Corrections to Entries

Contestant names will need to be updated in the system when you are notified of changes by the school. This may include replacing dropped contestants with the alternate or substituting for a student entered in the contest.

Log onto the System

Access the online system at: <http://utdirect.utexas.edu/uil/meetdir.WBX>

Substitutes & Alternates

You will need to update the system to place the alternate or substitute into the online system.

Go to the "Event Roster" link on the left-hand side of the page. On the pull-down menu, select the event and click go. Beside each contestant or team member name will be a "Replace/Cancel" button. Choose one of the following options for the student name that needs a correction:

- a. Replace individual contestant with the substitute from that school that is listed on the online roster.
- b. Enter the name of a new contestant according to the substitution form that was received.
- c. Cancel the entry with no replacement.

NOTE: Do not DELETE a contestant. Use only the replace/cancel option. Deleting contestants will cause problems, particularly in Science tabulation.

Reinstating a Contestant

If you accidentally cancel a contestant, you can put them back on the roster yourself. Click on the "Cancelled List" button in the left column, and click on any contestant you need to reinstate.

III. Creating Roster and Results Worksheet for Contest Directors

Log onto the System

Access the online system at: <http://utdirect.utexas.edu/uil/meetdir.WBX>

Creating the Roster and Results Worksheet

1. Click on "Event Roster".
2. Click on "Printable roster and results worksheet".
3. Print and give it to each contest director no earlier than the day before the competition. This insures that the latest changes have been made online prior to the contest.
4. Names of alternates will appear on the roster sheets, but should not be called unless an original contestant is not present. Alternates can only replace a contestant from their own school. If an alternate from that school is not present, the vacant spot is not filled.
5. Please update the event rosters in the online system with all the substitutes and alternates before entering results.

Use of the Results Worksheet

1. Contest directors will fill out the results form after grading, scoring, or ranking of the event.
2. Scores shall be recorded for all contestants in the event, except for the ranks of speaking and writing events, which should only be entered indicating contestants with first through sixth place.
3. Contest directors should clearly indicate any student on the results worksheet who did not participate or who was disqualified.
4. The completed results worksheet shall be turned into the meet director.
5. The scores/places should be entered into the Spring Meet Online Entry System prior to verification of that event. If distance at your location is an issue, please request authorization for your contest director or additional staff so that this very important step may be accomplished to help prevent mistakes.

Please Note: The scores/places should be entered into the Spring Meet Online Entry System prior to verification of that event and awards being given.

IV. Entering Results

Important Instructions When Entering Scores

Be sure roster is updated with all contestant changes before entering results.

Entering Preliminary Results Prior to Verification

The scores/places/ranks should be entered into the Spring Meet Online Entry System BEFORE verification and announcement of final results of that event. You may request EID authorization for any officials working your meet that will be entering results so that this very important step may be accomplished. No matter how important it is to get the students on the bus and back home, it is more important to have the results entered in the online system before verification in order to assist you and your contest directors from making mistakes.

Cancelling Students Who Are No Shows Or Who Are Disqualified

Enter a score for every student competing in a contest. This is critical for teams.

Contests with ranks only (Ready Writing, journalism and speaking events) should be ranked 1st-6th only.

Contestants who did not compete in the contest, or who were disqualified, should be canceled from the list of contestants on the roster. (See instructions above).

Leave no blanks and leave no 0, unless that is their score. Contestants with a blank score or 0 leaves the student as a participant eligible to advance on the team or place above students receiving a negative score.

Breaking Ties

Most contests either do not allow ties or have provisions for breaking ties. The only contests that DO NOT have a tie-breaking procedure are Accounting and Number Sense. **Beware of a tie in any other contest.** Ties can NEVER exist in **Current Issues & Events, Literary Criticism, Ready Writing, Social Studies, all Journalism and speaking events.** These events have a tie-breaking procedure that needs to be followed.

Changing Ties in the System

The system allows you to over-ride the placement in the "Individual Placement" box. For example, in Literary Criticism, if two students have an objective score of 70 and tie for third, and judges use the essay to break the tie, you must change the ranking in the "Place" box to reflect final placement, leaving one contestant third and making one fourth while the score for each remains 70. Percentages or decimals should not be entered for scores, except for essays.

Team Placement Ties

Team ties are broken with the objective score (essay points are not considered) of the fourth team member. If the fourth members of both teams have the same score, then a tie is declared. A team that does not contain a fourth member forfeits the right to participate in the tiebreaker.

Unbreakable Ties

If true ties exist through sixth place, which is rare, after the tiebreaker has been implemented, please send UIL Academics (academics@uiltexas.org) an email notification of the true tie with the name of the event, district and conference.

Steps for Entering Scores Into the System

1. Update any contestant changes or substitutes per the instructions in section ["III. Creating Roster and Results Worksheets."](#)
2. Enter Conference, District and District Number on the drop down menu and click "Go."
3. From the Meet Information Update page, click "Event Roster" on the left-hand side of the page.
4. Once on the Roster page, click Update Results."
5. Select the event from the drop-down menu and click "Go."
6. Enter the score (including essay or tiebreaker, if any) or place for speaking or writing events in the box for each contestant.
7. Click "Save Scores" at the bottom of the page.
8. Click "[Individual Placement](#)" that will appear near the top of the page.
9. Confirm place rank for each contestant.
10. Manually break the ties by changing the number in the square for contests that do not allow a tie or where a tiebreaker was utilized through 6th place ONLY.
Note: Make sure all official UIL procedures are followed to break ties. Change and save the rankings to reflect ranks AFTER breaking ties.
11. Click "Save Final Placement" at the bottom of the page.
12. For events with Team Scores, click "[Verify Team Scores](#)" that will appear near the top of the page.
13. Confirm the team score.
14. Click "Verify Team Scores" at the bottom of the page.
15. Click "Team Final Placement" that will appear near the top.
16. Confirm the teams' ranks, including manually breaking any team ties (through 2nd place) by changing the number in the box to correspond to the rank.
17. Click "Save Final Placement" at the bottom of the page.
18. Click "[certify the final events results](#)" that will appear at the top of the page.

[Print these preliminary results to be used during Verification.](#)

The following statement will be at the top of the page.

Do not certify these results until they are absolutely final.

Title of Event

Check the following results to make sure they are accurate and complete before certifying.

Individual Results

19. Recommendation: Leave this window open on your computer, while verification takes place and prior to certifying the results as final, and open a new tab to enter results for another contest.

V. Official Results

Log onto the system

Access the online system at: <http://utdirect.utexas.edu/uil/meetdir.WBX>

VERY IMPORTANT: Do not announce official results until you have entered scores online and conducted the verification period for that event.

The system will help catch tabulation and grading procedure errors. Take the printout of unofficial results to verification, along with tests and keys. When verification is complete and all questions have been resolved, make any necessary changes, then certify results as final in the online system.

Certifying Results as Final

Once verification has concluded for that event:

1. Return back to your open window tab OR starting from your Update Results page click through all the results (updating any ties that were manually changed)
2. Please click all the way through to the page that was used to print preliminary results for Verification.
3. Check the box(es) near the bottom of page, if it appears, to verify that official tiebreaking procedures were followed. **Results will not certify if the box has not been checked.**
4. Click "Certify NameOfEvent Results as Final".

You should receive the following statement near the top of the page above the name of the event:

The results of this event are final and certified.

5. Click the link "Meet Summary" on the left side of the page. If the name of the event appears, then the contest has been certified as final.

VI. Finalizing the Meet

Certifying Journalism and Speech Team Points

You will need to “verify” journalism and speech TEAM points once you have entered and certified all of the events in each of those areas.

1. From the left hand menu, click “Meet Summary”.
2. Click on one of the certified results page of any speech event for speech points and any journalism event for journalism points.
3. Click the link to “Verify event Team Results” that will appear immediately above the title of that event you have selected.
4. Below the team scores and ranks, click the link to “Certify event Results as Final”.
5. Return back to your Meet Summary page and the link to the points should now appear.

Certifying Final Results

1. To see which contests have been certified, click on “Meet Summary” on the left hand column of your Meet page. This will be a list of all certified events.
2. When you are completely finished, you should have a list of 25 events, including CX Debate, One-Act Play, journalism and speech team points.

Determining Sweepstakes Champions

The “Meet Summary” page also includes a running score of points earned by schools for the overall sweepstakes championship at the top of the page. These are not in numerical order by points.

NOTE: Championship points for schools are not official until all events have been certified and the championship is announced as official by the meet director.

Changing the Status of the Meet

After the meet is over and results certified online, return to the Status of the Meet pull-down menu and change status of the meet to “Meet results are posted and available for review.”

Important - When you are ready to make results public for this meet, return to Update Meet, change Status of Meet pull down menu to “Meet results posted and available for review”, and click the update button at the bottom. See Status of the Meet in Section I of this document.

Results will only be publicly available online for this meet after this change is made.



SPRING ACADEMIC AND ONE-ACT PLAY AWARDS

EVENT	TROPHY	PLAQUES	GOLD MEDAL	SILVER MEDAL	BRONZE MEDAL	4TH-6TH MEDALS
ACADEMIC MEET						
Overall Champion	1					
Overall Runner-up	1					
ACADEMIC EVENTS						
Accounting			1	1	1	3
Accounting Team		1	4	4		
Calculator Applications			1	1	1	3
Team Calculator Applications		1	4	4		
Computer Applications			1	1	1	3
Computer Science			1	1	1	3
Computer Science Team		1	4	4	4	
Current Issues & Events			1	1	1	3
Current Issues & Events Team		1	4	4		
Literary Criticism			1	1	1	3
Literary Criticism Team		1	4	4		
Mathematics			1	1	1	3
Mathematics Team		1	4	4		
Number Sense			1	1	1	3
Number Sense Team		1	4	4		
Ready Writing			1	1	1	3
Science			1	1	1	3
Science Top Biology Scorer			1	1		
Science Top Chemistry Scorer			1	1		
Science Top Physics Scorer			1	1		
Science Team		1	4	4		
Social Studies			1	1	1	3
Social Studies Team		1	4	4		
Spelling & Vocabulary			1	1	1	3
Spelling & Vocabulary Team		1	4	4		
JOURNALISM						
Editorial Writing			1	1	1	3
Feature Writing			1	1	1	3
News Writing			1	1	1	3
Headline Writing			1	1	1	3
Copy Editing			1	1	1	3
Journalism Team		1				



SPRING ACADEMIC AND ONE-ACT PLAY AWARDS, CONTINUED

EVENT	TROPHY	PLAQUES	GOLD MEDAL	SILVER MEDAL	BRONZE MEDAL	4TH-6TH MEDALS
SPEECH & DEBATE						
Cross Examination Debate		1	2	2	2	6
Lincoln Douglas Debate			1	1	1	3
Informative Speaking			1	1	1	3
Persuasive Speaking			1	1	1	3
Poetry Interpretation			1	1	1	3
Prose Interpretation			1	1	1	3
Speech Team		1				
ONE-ACT PLAY						
Advancing Play **		3	48			
Alternate Play		1			24	
Best Actress			1			
Best Actor			1			
All Star Cast				8		
Hon. Mention All Star Cast					8	
TOTALS	2	17	117	75	60	73

**Three unranked plays advance from district.

*Districts & Regions with 8 finalists in speaking contests may purchase medals for 7th and 8th place.

Districts have the option of giving medals, ribbons or a combination of both.

District Academic Budget Planning

SITE _____

Date _____

Conference _____ District _____

I. EXPENSES **A. Awards**

Trophies, plaques and medals \$ _____

B. Academic and One-Act Play

1. Judges* \$ _____

2. Contest directors* \$ _____

3. Other salaries (specify)

_____ \$ _____

_____ \$ _____

4. Security/Custodial \$ _____

5. Tickets and programs \$ _____
(printing, mailing, etc.)

6. Meals \$ _____

7. Equipment & supplies \$ _____
(total from back)

8. Other (specify)

_____ \$ _____

_____ \$ _____

TOTAL EXPENSES \$ _____

Annual Finance Report

UIL Regional Spring Meet

Academic and One-Act Play

	Judges/Graders	Contest directors
Contest	\$ _____	\$ _____
Accounting	\$ _____	\$ _____
Calculator Applications	\$ _____	\$ _____
Computer Applications	\$ _____	\$ _____
Computer Science.....	\$ _____	\$ _____
Current Issues & Events	\$ _____	\$ _____
CX Debate	\$ _____	\$ _____
Informative/Persuasive Speaking.....	\$ _____	\$ _____
Journalism (4 events)	\$ _____	\$ _____
Lincoln-Douglas Debate	\$ _____	\$ _____
Literary Criticism.....	\$ _____	\$ _____
Mathematics	\$ _____	\$ _____
Number Sense	\$ _____	\$ _____
One-Act Play.....	\$ _____	\$ _____
One-Act Play technicians.....	\$ _____	\$ _____
Prose/Poetry.....	\$ _____	\$ _____
Ready Writing	\$ _____	\$ _____
Science	\$ _____	\$ _____
Speech/Debate monitors, timers, tab room.....	\$ _____	\$ _____
Spelling/Vocabulary	\$ _____	\$ _____
Spelling/Vocabulary Pronouncer	\$ _____	\$ _____
TOTAL judges/graders and directors.....	\$ _____	\$ _____
	(Transfer to B1)	(Transfer to B2)

EQUIPMENT AND SUPPLIES FOR ACADEMIC EVENTS

Equipment/Supplies	Amount	Capital Expenses	Amount
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
.....			
TOTAL equipment/supplies.....	\$ _____	TOTAL capital expenses	\$ _____
TOTAL equipment/supplies + TOTAL capital expenses		\$ _____	
		(Transfer to B7)	

FOR IMMEDIATE RELEASE

Subject: UIL District Academic Meet
Contact: local UIL academic coordinator
Date: date

(Your school) will compete (or recently competed) in the UIL district academic championship, held (date/site). Students who placed at the district meet include (list students and their events). Students who placed in the top three at district or were members of winning teams will advance to the UIL regional meet, to be held (date/site).

“These students devote countless hours preparing for UIL academic competition,” said Dr. David Stevens, UIL director of academics. “Like their athletic counterparts, they practice before, during and after school and attend invitational meets and competitions. For many schools, the UIL academics serves as the school’s best gifted and talented program. And for virtually every school in Texas, it serves as an extension to the regular classroom for highly motivated, intelligent young men and women.”

The UIL offers contests in the following events: Accounting, Calculator Applications, Computer Applications, Computer Science, Cross-Examination Debate, Current Issues & Events, Editorial Writing, Feature Writing, Headline Writing, Informative Speaking, Lincoln-Douglas Debate, Literary Criticism, Mathematics, News Writing, Number Sense, One-Act Play, Persuasive Speaking, Poetry Interpretation, Prose Interpretation, Ready Writing, Science, Social Studies and Spelling & Vocabulary.

“In its own way, each contest is intended to teach the thinking skills students will need in college and in their careers,” Stevens said. “We have tremendous anecdotal evidence from students who testify to the importance UIL academic contests played in their high school careers. We also know that employers want workers who can solve problems, speak effectively and write clearly. Each contest is designed to help students reach those goals.”

For more information regarding the UIL academic program, contact Stevens at 512/471-5883 or look on the UIL website at www.uiltexas.org. Or contact the school’s UIL academic coordinator.

Sample public service announcements

From the playing fields to the performance halls to the classrooms, the University Interscholastic League has provided (your high school here) High School a format to showcase the gifted and talented students from (your city here), Texas. Hundreds of thousands of Texas public school students will meet rigorous scholastic requirements in order to voluntarily compete in a UIL academic, fine arts or athletic event. Support these outstanding young men and women in our community.

Operating as part of The University of Texas at Austin and for the benefit of the Texas public school system, the University Interscholastic League sponsors academic, music and athletic contests for high school students. A full competitive program is also provided for elementary, middle and junior high school students. The UIL schedules a greater variety of contests, holds larger meets, and provides services to more students and a greater school membership than any similar program in the nation. The UIL: Developing Texas’ future leaders.

UIL State Office Contacts

Most questions and interpretations about rules governing extracurricular activities are covered in the UIL Constitution and Contest Rules or in the manuals for the individual activities. Questions for which answers are not complete or not found in these sources should be referred to the local school administration in charge of the various programs. Questions that cannot be resolved at the local level should be directed to specific UIL officials at 512-471-5883 or for Theatre/Film 512-471-9996.

TOPIC.....	STAFF TO CALL
Executive Director	Dr. Charles Breithaupt
Deputy Director.....	Dr. Jamey Harrison
Contest Rules and Information	
Academics	Dr. David Stevens
Journalism	Jeanne Acton
One-Act Play, Theatrical Design, Film Festival	Paula Rodriguez
Speech, Debate, Congress	Jana Riggins
STEM.....	David Trussell
A+ Academics	Lisa Parker
Athletic Director.....	Dr. Susan Elza
Athletic Assistant Directors	Brian Polk, Brandy Belk, AJ Martinez, Joseph Garmon
Music	Dr. Bradley Kent, Gabe Musella
Membership fees	Brenda Cerda
Orders for materials	Ben Martinez
Spring Meet materials	Jason Castillo
Public information, media, logo use requests	Kate Hector, Chris Schmidt, Logan Lawrence
Report violations	Dr. Charles Breithaupt
Scholarships-Texas Interscholastic League Foundation	Dr. Bill Farney
Waivers.....	Nakita Guillory
Eligibility	Dr. Mark Cousins, Dr. Kevin Jones
Compliance.....	Darryl Beasley

CONTEST	STATE CONTEST DIRECTOR(S)
Academics	Dr. David Stevens, dstevens@uiltexas.org
Accounting.....	LaVerne Funderburk, laverne@funderburkcpa.com
Calculator Applications.....	Dr. David Bourell, dbourell@mail.utexas.edu
Computer Applications.....	Linda Tarrant, linda@hexco.com
Computer Science.....	John Owen, johnbowen@utexas.edu
Current Issues and Events.....	Dr. Bradley Wilson, bradleywilson08@gmail.com
Journalism (News, Feature, Editorial, Headline, Copy Editing).....	Jeanne Acton, jacton@uiltexas.org
Literary Criticism.....	Mark Bernier, mbernier@blinn.edu
Math, Number Sense	Larry White, texasmath@centex.net
One-Act Play, Theatrical Design, Film Festival	Paula Rodriguez, prodriguez@uiltexas.org
Ready Writing	Ruben Rodriguez, ruben.rodriguez@austincc.edu
Science (physics)	Dr. David Bixler, David.bixler@angelo.edu
Science (biology).....	Dr. Michelle McGehee, michelle.mcgehee@blinn.edu
Science (chemistry).....	Dr. Brian Anderson, briananderson@utexas.edu
Social Studies	Andy Bates, abates@sabinepass.net
Speech, Debate, Congress.....	Jana Riggins, jriggins@uiltexas.org
Spelling & Vocabulary.....	Linda Berrey, lberrey@sbcglobal.net
Theatrical Design.....	Rachael Gomez, rachael.gomez63@gmail.com
A+ Academics and Essay Competitions	Lisa Parker, lparker@uiltexas.org
General UIL Academic email.....	academics@uiltexas.org