



# Spelling & Vocabulary Handbook

For Contest Directors, Coaches and Contestants

2023 • 2024

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# 2023 | 2024

## University Interscholastic League

### Spelling and Vocabulary Handbook

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The details in this handbook expand upon the information in the UIL Constitution & Contest Rules. In addition to this handbook, coaches, contestants and contest directors should read Sections 900-906 for information pertaining to all contests. See also the Academic Quick Reference Chart found at the end of this handbook and on the UIL website.

From the UIL Constitution & Contest Rules:

#### **Section 960: HIGH SCHOOL SPELLING AND VOCABULARY**

- (a) THE CONTEST.
  - (1) Purpose. The UIL Spelling and Vocabulary Contest promotes vocabulary development and precise and effective use of words.
  - (2) Format. The contest consists of objective questions of proofreading and vocabulary and words that are written from dictation.
  - (3) Word Sources. At least 80 percent of the test will come from UIL Word Power. Outside words may include: words of common usage (e.g., gosling, hemorrhage); words and proper names currently in the news; and words which by their formation or origins build vocabulary and promote the study of English. These include words with affixes, roots and suffixes that appear in words on the printed list by being different parts of speech, and other words of interest for the general lessons, which teach about language.
- (b) ENTRIES.
  - (1) Individual Competition. Each member high school may enter as many as six individuals in the district meet, which may be limited to a maximum of four individuals with district executive committee approval.
  - (2) Team Competition. A school shall have a minimum of three contestants compete in order to participate in the team competition. All four members of the winning team will advance to the next higher level of competition.
- (c) QUALIFICATION. Individuals, teams and wild cards qualify for the next level of competition according to Section 902.
- (d) TIES.
  - (1) Individual Competition. If a tie exists for first through sixth place, the score on Part III of the test shall be used to break the tie and determine the winner. If a tie still exists, then it will not be broken.
  - (2) Team Competition. (See Section 902 (h)(3)).

# Spelling & Vocabulary

## Contest Rules and Procedures

1. **CONTEST ROSTER.** A contest roster listing contestants will be created from schools' online entries and provided by the contest director
2. **NUMBERING CONTESTANTS.** Each contestant will be assigned a number. This number should be indicated on the contest roster and included on the contestant's test and both answer documents.
3. **ROLL CALL.** The contest director will call roll from the contest roster and replace any contestant who is not present with a certified substitute at district and the certified alternate or team substitute at regional and state. All persons except participating contestants, the contest director, assistants and monitors will be excluded from the room before the test begins.
4. **SUBSTITUTIONS AND ALTERNATES.** Schools may replace individual contestants on the official district meet roster with a substitute as long as the substitute presents the contest director with the appropriate documentation. Alternates may compete at region and state only in the absence of an individual who won first, second or third place in the preceding competition. If a member of a school's team cannot compete at region or state, only one substitution may be made. See the UIL Constitution and Contest Rules Section 903-905 for clarification.
5. **SEATING.** Contestants will be seated away from other contestants from the same school.
6. **LATE ARRIVAL.** Except in emergencies, the UIL does not recommend allowing contestants to enter the room after this contest has begun. The decision to allow late entry rests with the contest director.
7. **CONTESTANT ITEMS/MATERIALS.** The following list is not all-inclusive:
  - a. Contestants shall furnish their own pens or pencils. Contest directors shall provide contestants with a test and answer sheets. Contestants may write on the exam.
  - b. Dictionaries, Word Power and other reference sources should not be brought into the contest room and may not be accessible during testing.
  - c. These items may not be used or accessed during the contest and may not be on the testing surface: any wristwatch that can wirelessly connect to a network or to the Internet, electronic tablets, cell phones (if brought into the contest room, electronic tablets, cell phones or wireless wristwatches must be turned off so no audible sounds are emitted and may not be accessible during testing), purses, backpacks, listening devices (headphones, earphones).
8. **TEST.** Contestants are required to take all three parts of the test or be disqualified.
9. **TEST DISTRIBUTION.** Testing materials will be distributed and contestants shall not open the test prior to instructions from the contest director. The assigned contestant number should be written in the space provided on the test cover sheet and in top right-hand corner of each page of the answer sheet.
11. **ANNOUNCEMENTS.** Following roll call and prior to the start of the test, contest directors shall read aloud to the contestants the section of this handbook titled Announcements Prior to Conducting the Contest.
12. **START AND STOP SIGNALS.** Contest directors will give the signal to start. After exactly 15 minutes, the contest director will give the verbal notification to stop Part I. Parts II and III will consist of words pronounced for the contestants at a rate of approximately four words per minute.
13. **ANSWER SHEETS.** Answers shall be written in the space provided on the answer sheet. Graders will not consider answers written on the test.

14. **PRONOUNCER.** The pronouncer may not be a coach of any of the contestants entered in the contest and shall be responsible for keeping the tests confidential.
  - a. Pronouncer shall familiarize him or herself with all spellings, pronunciations and definitions of words on Parts II and III of the test.
  - b. If a word has two or more acceptable pronunciations, at least two of the pronunciations shall be given by the pronouncer. Each pronunciation may be given only twice. All words will be defined by pronouncer.
  - c. The pronouncer shall repronounce or redefine any words questioned by verifiers.
15. **VERIFIERS.** At least two verifiers shall be appointed to verify that the pronouncer has correctly and clearly pronounced the words and has given definitions of the words, as necessary. The verifiers should be given a copy of the test and should mark any word for which they question the pronunciation or definition. After the test, when all words have been pronounced, the pronouncer shall meet with the verifiers outside the contest room to verify and clarify any words in question. Those words shall then be pronounced again by the pronouncer.
16. **GRADERS.** Coaches are expected to serve as graders and should be selected by the contest director prior to the beginning of the contest.
17. **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.
18. **GRADING THE CONTEST.** Each test should be graded by three graders. Graders should initial the scoring sheet where indicated.
19. **LEGIBILITY.** All words must be not only spelled correctly but also written legibly. The correct spelling of a word consists of writing legibly the letters which compose it in their proper order. Printing the word is acceptable. Legibility, and not handwriting style, is to be emphasized. To determine whether a given letter is legible, place a blank piece of paper on either side of it, thus separating it from its context, and then see whether the character can be identified. Any letter, even though it may not be perfectly written, is considered correct if it can still be identified when separated from the remainder of the word. If two of three judges rule that a letter is legible, it should be considered correct.
20. **DICTIONARY.** The final authority for all words is *The American Heritage Dictionary of the English Language, Fifth Edition: Fiftieth Anniversary Printing (2018)* published by Houghton Mifflin Company. No online version, compact paperback, or any other edition will be accepted. A word's definition and not its etymology will be the sole determining factor for correct spelling. All forms of any given word will be eligible test items. The form of the word must not be changed in answer. For instance, if the misspelled word is plural, the correct answer must be plural. If the misspelled word is an adjective, the correct answer must be an adjective, etc.
22. **PUNCTUATION; CAPITALIZATION.** The misuse of an accent, hyphen or other non-alphabetic component of a word, or a mistake in capitalization is considered a miss.
23. **PRONUNCIATION.** Words are to be pronounced in the order given on the test furnished by the UIL, and any word omitted by the contestant is a miss. If all contestants omit the same word the pronouncer is presumed to have failed to give the word, so the omission by contestants is not considered a miss.
24. **CONTRACTIONS AND POSSESSIVE FORMS.** Contractions and possessive forms may be written with all letters connected or may be written separately. Either way is correct.
25. **SCORING.** Papers shall be carefully scored, awarding one point as outlined for each correct answer. The 30 items in Part 1 are worth one point each. The 70 items in Part II are worth one point each. The 20 items in Part III are worth one point each, but are considered only in the event of a tie.
26. **PLACES AND TIES.** Contestants can qualify for the next level of competition as individual first,

second and third place winners or members of the winning team or wild card team according to Section 902(d) of the UIL Constitution and Contest Rules.

- a. Individual Competition. First place goes to the contestant making the highest total score, second place to the contestant making the next highest, third place to the next highest and so on. Ties shall be broken according to Section 960 of the UIL Constitution and Contest Rules.
  - b. Team Competition. The sum of the top three scores from each school constitutes the team score for the school. First place is awarded to the team with the highest team score and second place to the team with the next highest. Team ties shall be broken according to Section 902 (h)(3)(D) of the UIL Constitution and Contest Rules. All team members who qualify to regional or state will compete for individual honors.
  - c. Wild Card. A wild card team will advance according to Section 902 of the UIL Constitution and Contest Rules.
27. **VERIFICATION PERIOD.** Following grading and input of unofficial results into the online entry system, contestants and coaches shall be allowed a time period to review contest materials (see After the Contest, Verification Period). Contestants and coaches not present at verification waive their opportunity to ask questions and must accept final results as official. The purpose of the verification period is to check accuracy in scoring, tabulation and data entry, not to challenge the test or answer key.
28. **ANNOUNCING OFFICIAL RESULTS.** Following the verification period, the contest director should announce, as official, the names and schools of contestants through sixth place and the top two teams. Official results, once announced, are final.
29. **RETURNING THE PAPERS.** If results are final and all test questions resolved, district papers may be returned no sooner than the end of the last contest day of the respective district week. Regional papers may be returned no sooner than late Saturday of region weekend.
26. **NOTIFYING ALTERNATES.** If an individual qualifier cannot compete at the next higher meet, the alternate shall be notified by the school whose student cannot compete and allowed to compete. If a member of a school's team is unable to compete at the next higher level of competition, only one substitution may be made. The substitute shall give the contest director a substitute eligibility form or a letter certifying eligibility, signed by a school administrator.
31. **CONFIDENTIALITY.** Coaches, contest directors and contestants shall maintain confidentiality of contest material until the official release date. Transfer of information relative to the test shall be considered a violation of the Academic Contest Ethics Code and subject to penalties as outlined in the UIL Constitution and Contest Rules.
32. **SWEEPSTAKES POINTS.** Points are awarded through sixth place and to first and second place teams according to Section 902 of the UIL Constitution and Contest Rules.

# BEFORE THE CONTEST

## ROOM

Secure a quiet, properly-equipped room of adequate size for the number of contestants expected.

## MATERIALS AND EQUIPMENT

The contest director will provide:

- A stopwatch or watch with a second hand for use by the pronouncer
- *The American Heritage Dictionary of the English Language, Fifth Edition: Fiftieth Anniversary Printing (2018)*
- (DISTRICT) One 8 ½ x 11 envelope per school entered, for returning materials

## CONTEST PACKET

The League office will provide:

- A copy of the UIL Spelling & Vocabulary Handbook
- Pronouncer's Packet\*\* to be opened by pronouncer at least 48 hours prior to the contest.
- Written tests (Part I), Verifiers' copies of test (Part II) & tiebreaker (Part III) and answer keys
- Part I Answer Sheet
- Part II and III Answer Sheets
- (REGION) State Meet information cards for state meet qualifiers (11)

The meet director may schedule a specific time and place for contest directors to pick up the test packet before the contest. Contest officials should inventory the contents before the contest. The packet should be checked to verify the correct materials are enclosed and the number of copies included is sufficient for the number of competitors. The test packet should then be resealed and not opened again until just prior to the beginning of the contest.

\*\*The Pronouncer's Packet should be given to the pronouncer of your contest at least 48 hours before the contest. Packet contains: Instructions to the pronouncer, copy of test (Part II) & tiebreaker (Part III), along with instructions on how to access and use the audio file pronunciation model for the pronounced parts of the contest (Part II and Part III). This file may be used to administer the district and region test. It may also be used by the pronouncer to become familiar with the words before the contest. It is the responsibility of the contest director and the pronouncer to see that this list and audio file remain confidential.

## PERSONNEL

Coaches of competitors may serve as contest directors, assistants, monitors and verifiers. The pronouncer should not be a coach of competitors.

- Contest director
- Assistant to the contest director
- Room Monitor
- Pronouncer
- Graders. Almost certainly your best graders will be coaches of the contestants, and we encourage you to use their skill and experience to ensure accurate and efficient grading of the test papers. Designate one grader as the Head Grader. Make these selections prior to the beginning of the contest.

**TIME**

Allot 2 1/2 hours for the contest: approximately 20 minutes for opening remarks, roll call, instructions and handing out materials and two hours for the test. It is critical to stay on schedule as some contestants may need to go to other events.

Arrange for and announce during the opening remarks the time and place of the verification period prior to the announcement of official results.

**EVENT ROSTER & RESULTS WORKSHEET**

Obtain a copy of the contest roster from the meet director, which will be generated from the UIL Spring Meet Online Entry System. It will list the school, contestant number, contestant name, district or region number and will indicate the competitors and alternates. You also record scores and/or results on this form to give to the meet director, who will then enter the results/scores into the online system before verification is held for the event.

**ORGANIZING MATERIALS**

Each contestant will be assigned a number indicated on the contest roster. As an example, the number will be listed on the roster as 6A-17 or 2A-4, indicating the conference and a number. The UIL recommends numbering the tests and answer sheets before the contest begins. Write the contestant number in the space provided of the test cover sheet and on the answer sheets for both Part I and on every page of Parts II & III. Check all tests and answer sheets to ensure that all pages are printed clearly and completely.

(REGION) If there is more than one conference at the meet, it is important to differentiate contestant numbers by conference.

**SORTING ENVELOPES (DISTRICT RECOMMENDATION)**

Provide and label a large (8.5 x 11) envelope for each school with contestants entered in the contest, and write the name of the school on the envelope. After the verification period, contestants' tests, answer sheets and a key (one per school) should be placed in the appropriate envelope for return to each school no sooner than late Saturday of the district week. The meet director and the contest director are responsible for deciding whether testing materials can be taken by the contestants and coaches immediately after the contest's verification period is over.



# CONDUCTING THE CONTEST

1. Set up the room to best facilitate the monitoring of the room by contest officials.
2. Organize contest materials for easy distribution.
3. Seat the contestants sparsely around the room separating contestants from the same school.
4. Call roll from the roster and provide students with their assigned contestant number. Replace any contestant who is not present with a certified substitute at district and the certified substitute or alternate at regional.
5. Dismiss from the contest room all individuals, except the contestants, contest director and assistants. Instruct graders to report to the grading room with answer keys and surplus tests; remind them about confidentiality.
6. Distribute Part I tests and answer sheets. Caution contestants not to open the test until instructed.
7. Read aloud the announcements listed below.

## **Announcements Prior to Conducting the Contest**

- a. Do not open the test until instructed to do so.
- b. Write the assigned contestant number on each page of the answer sheets where indicated and the on the cover page of Part I. (Check for accuracy if it has already been written by the contest officials.)
- c. You may write on the test paper. Answers must be written on the answer sheet on the space provided.
- d. Contestants must take all three parts of the test or be disqualified.
- e. Part I consists of a written section and a total of 15 minutes is allotted. Questions 1-15 test your ability to recognize and correct misspelled words. From each of the 15 sets, select the misspelled entry, then write it correctly spelled in the corresponding blank on your answer sheet. Questions 16-30 test your knowledge of the meanings and origins of words. For each sentence, select the best answer; then, using a printed capital letter, write it in the corresponding blank on your answer sheet. You will have 15 minutes to complete questions 1-30, which are worth 1 point each. Credit will be given only for answers placed on your answer sheet.
- f. Parts II and III will consist of words pronounced for the contestants. Only Parts I and II will be graded for all contestants. Part III will only be graded in the event of a tie.
- g. It is very important that handwriting be legible. Contestants may print; however, the all-caps handwriting style is discouraged. Contestants should make sure that non-alphabetic components of words, such as accent marks, are clearly and unambiguously placed.
- h. Make a clear distinction in the non-alphabetic marks which are parts of words, such as dots on i's and accent marks; place your accents and other marks carefully to show their appropriate relationships to letters – ambiguity of marks may cause a word to be counted as misspelled
- i. Monitors will move about the room during the contest.
- j. There are to be no interruptions of the pronouncer. After all the words have been pronounced and defined, the pronouncer and verifiers will confer in order to determine if any words need to be repronounced or redefined. After pronouncer repronounces or redefines such words, testing is complete.
- k. Verification period will be held\_\_ (name room) at\_\_\_\_ (give time). Contestants and coaches not present at the verification period forfeit their opportunity to raise questions.
- l. Are there any questions?

8. Give contestants the signal to start. Terminate Part I of the contest at the end of exactly 15 minutes. When Part I has been completed, collect all tests and answer sheets. Check that the correct contestant number is on each document.
9. While the pronouncer administers Parts II and III, graders may begin grading Part I.
10. Distribute answer sheets for Parts II and III. Guidelines for pronouncing, defining and timing the delivery of the spelling contest words are explained in instructions to pronouncer. At least two adult verifiers and one or two monitors should be placed around the contest room.
11. Verifiers should be given a copy of the test list (marked "Verifier's Copy") located in the Spelling Packet. These should remain in the contest director's possession until immediately before the contest.
12. During the pronouncing of the words, the verifiers should sit or stand in strategic spots around the room with the verifier's copy of the test list. If a verifier cannot hear a word or if a definition is unclear, he or she should be instructed to circle that word on his or her copy.
13. After all the spelling words are pronounced for both Parts II and III, both verifiers will meet with the pronouncer outside the contest room and ask that the words noted be repronounced. This procedure should ensure clarity and consistency for all the contestants.
14. The monitors should be placed strategically throughout testing room to ensure testing integrity, watching for testing irregularities (i.e., wandering eyes and any cell phone usage). They will continue monitoring testing room while verifiers and pronouncer meet outside to discuss any words to either repronounce or redefine.
15. Because Part II consists of only 70 pronounced words, no break will be given between Part II and Part III. Begin Part III (the tiebreaker) immediately following Part II.
16. After the test is given, the verifiers and pronouncer shall meet outside the contest room to note any unclear words or definitions. The pronouncer shall then re-pronounce those words.
17. After the pronouncer repronounces or redefines words noted by the verifiers, testing is concluded.
18. Deliver all materials to the grading room.
19. Submit the substitution forms/letters to the meet director to update the original entry in the online entry system.

# PRONOUNCER INSTRUCTIONS

Thank you for accepting this important job in the UIL Spelling/Vocabulary Contest. The contestants are relying on your abilities to pronounce and pace the spelling words in this contest. Your role as pronouncer is one of the most demanding jobs in the UIL academic program, and you are to be commended for offering your talents to Texas high school students.

You should receive the pronouncer's packet and review the Pronouncer's List no less than 48 hours before the contest. The packet contains instructions and access to the audio file pronunciation model, which demonstrates the pronunciation of all the words on this test. It is the responsibility of the contest director and the pronouncer to see that this list and audio file remain confidential. The audio file may be used to administer the test. It may also be used by you to become familiar with the words before the contest. During the contest, you should pronounce the test words using the Pronouncer's List. By reviewing the list before the contest, you will become familiar with the words and their pronunciations and be able to anticipate any words that may require special attention.

The authority for all words is *The American Heritage Dictionary of the English Language, Fifth Edition: Fiftieth Anniversary Printing (2018)*, by Houghton Mifflin Company. Please refer to the pronunciation symbols inside the dictionary for the proper interpretation of the diacritical marks on your list. When two acceptable pronunciations of a word are offered, you must give both pronunciations, but each pronunciation may be given only twice.

Up to 20 percent of the words on the tests are "outside words", those not included in this year's UIL Word Power, and they are noted on the Pronouncer's Copy with an asterisk. Please define not only the outside words, but read the definitions to ALL words on the Pronouncer's List.

To time the test properly, watch the numbers in the far left column of the list and the minute hand of a clock or stop watch. Numerals to the far left of the word on the test list indicate minutes. The words are pronounced at the rate of four words per minutes (one every fifteen seconds), but you may add extra time for those occasions when definitions given are very long.

The Tiebreaker (Part III) is to be given to all contestants immediately following Part II of the regular contest. No break will be given between Part II and the Tiebreaker.

For clarity's sake, the director should have placed two adult verifiers around the contest room. These verifiers have a copy of your test list. If they cannot hear a word or if a definition is unclear, the verifiers will circle that word on their copy. After all the spelling words from both Parts II and III are pronounced, the verifiers will meet with you outside the contest room and ask you to repronounce the words they noted. This procedure should ensure clarity and consistency for all the contestants.

Please remain at the contest site during the grading and verification period in the event any questions or protests are raised.

# VERIFIER INSTRUCTIONS

Thank you for sharing your time with the UIL Spelling and Vocabulary Contest. Your role as verifier assures a fair, well-managed contest.

You will be given a copy of the test word list marked Verifier's Copy, which will remain in the contest director's possession until immediately before the contest. Verifiers should be located in strategic spots around the contest room. Please be certain the contestants cannot see your list of words during the contest.

As the pronouncer calls the words, your job is to verify that the pronouncer has correctly and clearly pronounced the spelling words and has given definitions to all the words. If you cannot hear a word or if a definition is unclear, circle that word on your copy.

After all the spelling words are pronounced for both Parts II and III, both verifiers will meet with the pronouncer outside the contest room and ask that the words noted be repronounced. This procedure should ensure clarity and consistency for all the contestants.

# MONITOR INSTRUCTIONS

Thank you for sharing your time with the UIL Spelling and Vocabulary Contest. Your role as a monitor assures a fair, well-managed contest.

Your job is to assure that the contestants are separated from each other as far as space in the room permits and to see that the contest is conducted fairly. You should be located strategically throughout testing room to ensure testing integrity, watching for testing irregularities (i.e., wandering eyes and any cell phone usage). You should report any infraction to the contest director, who may disqualify the contestant.

Continue monitoring the testing room while verifiers and pronouncer meet outside to discuss any words to either repronounce or redefine.

# GRADING THE CONTEST

## **GRADERS**

The contest director should select judges to grade tests. Coaches may serve as graders of the objective portions of the contest. Impartial judge(s) who have no stake in the contest will be selected to grade the tiebreaker portion. Contest coaches whose students are not involved in the standings may grade the tiebreaker.

Graders should report to the grading room as soon as the contest begins. The head grader will provide answer keys and surplus tests to the grading room when the contest has started. Persons not assigned to grade should not enter the grading room.

Graders should review the test and verify the official answer key. 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. Questions should not be altered in any way or discarded without a ruling from the UIL state office and/or the respective state contest director.

## **GRADING INSTRUCTIONS**

Allow sufficient time for careful grading. Use the grader's key supplied in the contest packet. This key can be folded and aligned with the contestant's answer sheet to facilitate grading. Extra keys may be copied, if needed. Distribute papers to avoid coaches grading their own contestants' tests. Three graders should verify the answers on each answer sheet in accordance with the key, and use a calculator to compute and verify the score.

When marking the answer sheets, no mark should be made if the item is correct. Place an X over the question number that is incorrect. Do not mark over the contestant's answer. If any answer space is left blank, draw a line through the blank. Graders should initial on the answer sheet where indicated.

Each contestant shall be awarded the points indicated for each correct answer. Deduct points for incorrect answers. Add points carefully.

Only Parts I and II will be graded. In the event of a tie in Parts I and II, Part III of only those involved shall be graded and used to break the tie. If the tie breaker does not break the tie, then a tie exists. Even though Part III is only graded in the event of a tie, contestants who fail to complete all three parts of the test will be disqualified.

If two of three graders rule that a letter is legible, it should be considered correct. Legibility is the only basis on which handwriting is to be evaluated. Contestants may print.

## **SCORING**

Score points according to the guidelines in Spelling and Vocabulary Contest Rules and Procedures.

**PLACES AND TIES**

Refer to Spelling and Vocabulary Contest Rules and Procedures.

**IDENTIFYING PAPERS**

After papers have been ranked, indicate on the answer sheet the name and school of the student, or simply the school that corresponds with the contestant number. This will expedite both the verification process and the sorting of contest materials for return after the meet concludes.

**CERTIFICATE FOR 100% PAPERS**

It is the duty of the contest director to email the requests for 100% spelling certificates to the League office. Words misspelled on Part III do not disqualify a student from a 100 percent certificate.

# AFTER THE CONTEST

## **REPORT TO MEET DIRECTOR**

Individual contest directors shall give the contest roster/results form to the district director immediately after the contest papers are scored. The district meet director is responsible for entering results into the online entry system. All scores must be entered into the online entry system prior to verification and announcement of results. Enter all contestants' scores, not just the top six. All scores are needed to determine team results. Provide at least one copy of the unofficial results from the online entry system during verification.

## **VERIFICATION PERIOD**

Announce that no one present may use writing or erasing instruments during the verification period. If the key was changed during the grading process (with the approval of the UIL state office or the state contest director), the contest director shall announce the changes made. The contest director shall allow the contestants and coaches a time period not to exceed 15 minutes to look at all of the following items:

- Contestant's test and answer sheet
- An answer key, in its original form as supplied by the League office
- Display of scores after entry into the UIL Spring Meet Online Entry System

Do not allow anyone to take papers from the room. During this period, the contestants and/or coaches shall verify that they have the correct papers and look for possible errors in the grading, calculation or data entry of scores. Display each contestant's score (not just the top 6 places) preferably by displaying the printed page from the online scoring system after scores were entered. This will allow data entry of scores to be reviewed by contestants and coaches during the Verification Period.

At state meet only, the contest director may omit a display of data entry into the UIL Spring Meet Online Entry System if data entry has been carefully reviewed and verified by graders or other assistants during the grading and scoring period. If errors in grading, scoring or online data entry are found during the verification period, the contest director shall make the corrections.

After resolving all questions, or the end of the 15 minutes, the contest director should announce that the Verification Period has ended. If papers are not being returned on the day of the contest, see Returning Papers below.

## **ANNOUNCING OFFICIAL WINNERS**

After resolving all questions, or the end of the 15 minutes, the contest director should announce that verification has ended. Official results with the name and the school of each contestant who places first through sixth and the schools of the winning and alternate teams should be announced. These results, once announced as official, shall be final.

## **QUALIFICATIONS TO REGIONAL OR STATE**

Contestants can qualify for the next level of competition as individual first, second and third place winners or members of the winning team or wild card team as described in Section 902 (h)(3) of the UIL Constitution and Contest Rules.

**RETURNING PAPERS**

If papers are not being returned, pick up all tests, answer sheets, scoring charts and keys so that none remain with a contestant or coach. Place the materials in the sorting envelopes by school.

At the district meet, papers may be returned no sooner than the end of the meet on the last day of the district week. If the region meet is held on Saturday, the test, answer keys, scoring charts and answer sheets may be returned to the contestants the day of the meet.



# CONTEST QUICK REFERENCE CHART

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

## Spelling & Vocabulary Contest

### ROOMS

- 1 – testing
- 1 – grading

PREP TIME — 30

TEST TIME — 90

### CONTEST MATERIALS

UIL Packet: tests & keys, answer blanks, scoring charts.

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.

### PERSONNEL

- Director
- 1 assistant
- Head grader

### NUMBER OF ENTRIES

(District) 6 per school

(Region) 1st/2nd/3rd individuals per district; 1st place team per district; wild card team.

### TIES

- Individual — Part III of the test shall be used to break the tie.
- Team — Break tie with fourth team member score. If tie still exists, all teams involved in tie advance.

### GRADING/JUDGES

At least 3, preferably more. Graders may be coaches.

### AWARDS

Individual medals: 1<sup>st</sup> through 6<sup>th</sup>

Team medals: 1<sup>st</sup> and 2<sup>nd</sup> place teams

### POINTS

1<sup>st</sup> — 15

2<sup>nd</sup> — 12

3<sup>rd</sup> — 10

4<sup>th</sup> — 8

5<sup>th</sup> — 6

6<sup>th</sup> — 4

1<sup>st</sup> team — 10

2<sup>nd</sup> team — 5

### ADVANCE

Top 3 individuals and 1<sup>st</sup> place team. One wild card team per regional will also advance.

## Study Material

Shop the UIL Online Store at [store.uiltexas.org](http://store.uiltexas.org) to purchase study materials. Some materials are available for free download.

- UIL Word Power includes the current year's words, which 80% of test is composed.
- Spelling and Vocabulary Study Packet includes the prior year's tests.
- The final authority for all words is *The American Heritage Dictionary of the English Language, Fifth Edition, Fiftieth Anniversary Printing (2018)*. No online version, compact paperback, or any other edition will be accepted. A word's definition and not its etymology will be the sole determining factor for correct spelling.

The Academics homepage of the UIL web site contains a variety of additional forms needed for academic programs, including the Professional Acknowledgment Form for all sponsors, coaches and directors of academic events and the Substitute Eligibility Form needed for contestants not listed on the original entry form for UIL meets.

The UIL Spelling and Vocabulary Handbook includes a description of the current UIL contest format, rules and procedures. It is available as a free download: <http://www.uiltexas.org/academics/resources/contest-handbooks-manuals>

The generic forms needed to host invitational meets, such as grading rubrics, answer sheets and contest results form are posted, as are the Academic Meet Director Manual, the conflict pattern and various checklists for academic Coordinators. Check the different web pages for speech and debate, theatre, and the A+ Program for current information and forms specific to those contests.



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