

Before the contest begins, a contest official must select 15 of the possible 30 prints to use for Part A of the test This person may not be the coach of any student in the contest. This person will shuffle the prints, place them face down, and randomly select 15. Shuffle well so that prints of various types of art are included. Devise a method to cover the title and artist's name on the prints, so this information is not visible during the contest. Create an answer key from these 15 prints by numbering them on the back in pencil or with post-it labels. Make a copy of the answer key for each grader.

- (1) Clear Room. Inform contestants and coaches of the time and place of the verification period. Spectators and coaches not assigned specific duties in administering the contest should be dismissed from the contest room before the contest starts.
- (2) Distribute answer sheets for Part A and call roll (if necessary).
- (3) Say: "This is the UIL Art test Part A. Write your contestant number in the upper right corner of the answer sheet, and circle your correct grade level. For this contest, you may write in pen or pencil, the name of the artist, as it appears on the official list, in the first column and the title of the painting in the second column as I show you a selection of 15 prints. We will begin the test now and after we are done, I will collect your answer sheets before moving on to Part B of the test."
- (4) Display prints one at a time, each print for approximately one minute to one and one-half minutes.
- (5) After 15 prints have been displayed, collect answer sheets for Part A and put the prints away so that students may not see them anymore.
- (6) Say: "Now, I will collect your answer sheets for Part A."
- (7) Collect all Part A answer sheets and put away all prints before continuing with Part B.
- (8) Say: "Next, I will pass out answer sheets for Part B. After you receive your answer sheet, write your contestant number in the upper right-hand corner of the answer sheet and circle your correct grade level."
- (9) Say: "Now, I will pass out the test for Part B. Do not open the test until I instruct you to do so."
- (10) Distribute tests for Part B.
- (11) Say: "You may mark on your test booklet; however, all answers should be recorded on your answer sheet. After 30 minutes, I will give you the stop signal."
- (12) Then, Say: "You may now open your test booklet."
- (13) Allow students 30 minutes to take the test.
- (14) When the test period of 30 minutes has ended, Say: "Please put your pen or pencil down and stop taking the test. I will now collect your answer sheet and test booklet."
  - \*\* The contest official may ad lib as necessary while conducting the contest. \*\*