

Thirty minutes before the contest begins, assemble contestants sparsely around the room. Check tests for defects and omissions in the presence of coaches. No pre-recorded programs may be used in the contest. Coaches may assist in clearing calculators of all data and program memory that can be cleared prior to the contest.

- (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, test booklets, and call roll (if necessary).
- (3) Say: "This is the UIL Calculator test. Write your contestant number in the upper right corner of your test booklet, and circle your correct grade level. Do not open your test booklet until I tell you to do so."
- (4) After all students have written their contestant number and circled their grade level, read the following rules aloud:
 - Say:
 - (A) "You may use any silent, hand-held calculator that does not require auxiliary electric power. Your calculator data and program memory should now be cleared. You may not use pre-recorded programs during the contest.
 - (B) You may write on the test paper, but only the answer should be written in the answer space. You may erase or mark out an answer previously written, provided you write the revised answer within the answer space and clearly indicate the answer you wish to be graded.
 - (C) Timing devices, including watches, that emit an audible signal are not allowed in the contest room.
 - (D) This is a 30-minute contest. No time warnings will be given. Remain in your seat throughout the contest period. No talking or distracting noises will be permitted.
 - (E) When the end of the contest period is indicated, you shall cease calculator operations. After the stop signal is given you may, however, write down the number displayed on your calculator.
 - (F) Any answer may be written in decimal or in powers of 10 notation of the form, 1.23 x 10^{-6,} but not in both. Except in the integer and dollar sign problems, answers should be written with three significant digits only, with plus or minus one unit error in the third significant digit permitted. Integer problems require answers written as an integer and no error is permitted. Dollar sign problems should be answered to the exact cent, but plus or minus one cent error is permitted. Answers should be given in the units specified on the answer blank, if a unit is required, and with the correct sign.
 - (G) All problems through the last problem completed or attempted will be graded. A problem is considered to have been attempted if any mark or erasure appears in the answer space for that problem. Scoring is plus five points for correct answers and minus four points for incorrect, skipped or illegible answers."
- (5) Say: "You may mark on your test booklet; however, all answers should be recorded in the answer spaces. If you need a reminder about how to write your answers, refer to the information located on the back of your test booklet cover page. After 30 minutes, I will give you the stop signal."
- (6) Then, Say, "You may now open your test booklet to the first page and begin taking the test."
- (7) Allow students 30 minutes to take the test.
- (8) When the test period of 30 minutes has ended, Say: "Please stop taking the test. You may write the number displayed on your calculator, but that is all. I will now collect your test booklet and scratch paper."