

- (1) 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 Chess Puzzle test. Write your contestant number in the upper right corner of the answer sheet, 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) "There are \_\_\_\_\_ (16 or 20) questions on this test. You will have 30 minutes to complete it. All questions are multiple choice. All answers should be recorded on your answer sheet. You may write or mark on the test booklet. Multiple-choice answers purposely do not indicate check, checkmate, or e.p. symbols.

(B) You will be awarded one point for each correct answer. No deductions will be made for incorrect answers or skipped questions on this test. Finishing early is not rewarded, even to break ties. So, use all of your time.

(C) Some of the questions may be hard, but all of the puzzles are interesting! Good luck and have fun! If you don't already know chess notation, reading and referring to the section inside your test booklet will help you.

- (D) After 30 minutes, I will give you the stop signal. You may now open your test booklet to the first page and begin taking the test."
- (5) Allow students 30 minutes to take the test.
- (6) When the test period of 30 minutes has ended Say: "Please stop taking the test. Close your test booklet and put it to the side. I will now pass out the tiebreaker test booklet. Do not open the booklet until I tell you to do so. You will have 5 minutes to take the tiebreaker."
- (7) After all students have received their tiebreaker booklet, Say: "You may now open the tiebreaker test booklet."
- (8) Allow students 5 minutes to take the tiebreaker.
- (9) When the tiebreaker period of five minutes has ended, Say: "Please stop taking the tiebreaker and put your pens or pencils down. I will now collect your answer sheet, test booklet, and tiebreaker booklet."

## \*\* The contest official may ad lib as necessary while conducting the contest. \*\*