- (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) The contest director will now, Say: "This is the UIL Maps, Graphs, and Charts test. Write your contestant number in the upper right corner of the test booklet and 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, Say: "All answers should be recorded on your answer sheet, not on your copy of the test. You will have 45 minutes to take your test. You may now open your test booklet and begin taking the test."
- (5) Allow students 45 minutes to take their test.
- (6) When the test period of 45 minutes has ended, Say: "Please put your pen or pencil down and stop taking the test. I will now collect your test booklet."