

## **UIL Accounting A Typical Contest Day**

### **The Contest Period:**

1. Arrive early. Find the testing room, restrooms, water fountains, etc.
2. Normally there is not a seating arrangement. This is up to the contest director. Be flexible. Do not sit next to or near one of your teammates.
3. Check your equipment (pencils, erasers, basic 4-function calculator). Make sure your watch or other timing device does not have an alarm set. **DO NOT BRING PAPER INTO THE CONTEST ROOM!**
4. The stated contest time is when the contest director begins the preliminary contest duties such as announcements.
5. During the announcements anyone may be in the contest room. Listen. Make sure you know when and where the Verification Period will take place.
6. After the announcements, all will exit the room except for contestants, director, and assistants.
7. The contest director will call the roll, assign contestant numbers, and approve calculators.
8. When the contest director is ready, materials will be distributed, and the contest hour will begin.
9. Stay in the contest room the full hour. (Exception for illness, but you must turn in your papers and will not be allowed to re-enter. Your answer sheet will be graded and ranked as it is.)
10. When the contest director tells you to stop, immediately put down your pencil. Failure to stop is grounds for disqualification.

### **The Grading Period:**

Make arrangements with your coach ahead of time regarding where you will go during this time period. Your coach will likely be involved in the grading process. Contestants are not allowed in the grading room.

### **The Verification Period:**

1. Be on time. The contest director may be late because of grading problems but contestants should not be late.
2. Anyone may attend the Verification Period. Normally there is no seating arrangement.
3. Place all personal articles on the floor near your feet. **DO NOT HAVE ANY WRITING OR ERASING INSTRUMENTS ON YOUR TABLE OR DESK TOP.** (This is to prevent persons from changing answers on the answer sheets.) Changing answers is obviously grounds for disqualification.
4. You will be given the following: 1) your answer sheet; 2) your exam; 3) an official key; and 4) your scoring chart.
5. The contest director will allow you no more than 15 minutes to review your materials.
6. During the Verification Period you should:
  - a. Make sure you have YOUR test materials.
  - b. Compare your answers to the key and verify that incorrect answers were marked appropriately.
  - c. Review the scoring chart for accuracy
    1. Is the subtotal score correct? (number of correct answers x 5 points)
    2. Were points awarded correctly for starred questions?
    3. Is the total score correct?
  - d. If you believe your answer sheet was graded incorrectly or if your scoring chart was not prepared correctly, you should see the contest director according to his/her previous instructions (i.e. raise your hand, go to the contest director, etc.)

### **The Announcement of Results:**

1. When the 15 minute Verification Period is closed, the contest director will announce the official results.
2. After the regional contest, be sure to check the UIL Academics website about the state level of the contest.