

A. Written Contest Procedures (Also see Individual Contest Rules)

1. Pre-Contest Review of Materials. Pick up test materials from the Meet Director at a designated location. The Contest Director shall open the test packet to verify that there are an adequate number of tests and that there are no missing or misprinted pages on any test.
2. Assembly and Roll Call: At the designated contest time, roll is taken. Substitutions may be made at this time with certified alternates. (On the State Level, certified alternates **MUST** come from the same district as the contestant being replaced). Once roll is completed, no late contestants will be allowed to enter the contest room.
3. Distribution of Papers. The contest director should distribute the test papers and answer sheets.
4. Scratch paper: the Contest Director may provide scratch paper.
5. Read Contest Rules to students exactly as printed under individual contests.
6. Start and Stop Signals. After all test materials are ready and instructions read, indicate that the contest is about to begin and answer no additional questions. The signal to start/stop should be given in a manner that is clear and understood by all contestants.
7. Collecting the Papers. After giving the signal to stop, the Contest Director should collect all tests, answer sheets, and scratch paper. These must be turned in immediately to the Meet Director or the Grading Room Monitor, along with extra tests, answer sheets, and contest support materials at the end of the contest

B. GRADING.

1. Grade in a room designated by the Meet Director. Only assigned graders will be allowed in this room.
2. Grade and initial each exam using 3 different graders. Three different colors are preferred.
3. If a majority of graders agree the key contains an error, the question may be deleted with approval of the Meet Director who may authorize a change in the correct answer or delete the question.
4. **Rank** the exams **by score**. At the State Level, exams should be separated into classifications before ranking.
5. Places and Ties. First place goes to the contestant making the highest score; second place to the contestant making the next highest score, and so on. (See individual contest rules to see if and how ties are broken.) The tie breaking procedure should be used through the top eight places qualifying for state. Should there be a tie for first place, there is no second place. Should there be a tie for second place, there is no third, and so on.
6. **RECORD THE RESULTS ON TAPPSTER.**
7. The District Executive Committee will have the final say on all contested issues.

8. Grading Overview of Written Exams

Times and Grading Procedures for Objective Academic Contests. Specific instructions are contained in the rules for each contest. These are merely point values. Scoring instructions provided with the test take precedence.

Science – 90 Minute Test

- +6 Pts. Correct Answer
- 2 Pts. Incorrect Answer
- 0 Pts. Skipped Question

Spanish - 90 Minute Test

- +6 Pts. Correct Answer
- 2 Pts. Incorrect Answer
- 0 Pts. Skipped Question

Current Events & Issues -

- 60 Minute Test
- +1 Pt. Correct Answer
- 0 Pts. Skipped Question

Essay Question – Required Tie Breaker

Number Sense - 10 Minute Test

- +5 Pts. Correct Answer
- 4 Pts. Incorrect Answer
- 4 Pts. Skipped problem
- 0 Pts. Unanswered after last attempted Problem

Calculator - 30 Minute Test

- +5 Pts. Correct Answer
- 2 Pts. Incorrect Answer/Significant Figures
- 2 Pts. Skipped problem
- 0 Pts. Unanswered after last attempted Problem

Advanced Math - 40 Minute Test

- +6 Pts. Correct Answer
- 2 Pts. Incorrect Answer
- 0 Pts. Skipped Question

Social Studies - 90 Minute Test

- +1 Pts. Part I
- +2 Pts. Part II
- +3 Pts. Part III
- +1 Pts. Part IV

Essay Question – Required Tie Breaker

Literary Criticism -

- 90 Minute Test
- +1 Pt. *A Handbook for Literature* Section
- +3 Pts. Reading List Section
- +2 Pts. Specific Application to Literature

Essay Questions -Required Tie Breaker

Mathematics - 40 Minute Test

- +6 Pts. Correct Answer
- 2 Pts. Incorrect Answer
- 0 Pts. Skipped Question

Spelling - 90 Minute Test

- Part I - 15 Minutes
- +1 Pt. Correct Answer
- 1 Pt. Incorrect Answer
- 1 Pt. Skipped Answer
- Tie Breaker - Part III

A positive score must be made on any test to advance to the state level of competition. The student may still receive a placement in the district standings with a negative score or score of zero, but they may not advance to state.