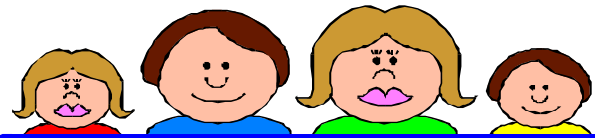


- g) All individual awards will be presented in the rooms in which the verification or viewing period takes place, not in a full assembly in an auditorium (except OAP).
- h) Points will be carefully tabulated by the state office, and the top three elementary and middle schools and the top individual homeschool will receive a championship trophy, presented at their campus at a time arranged by the principal and the State Director, or shipped to the school in time for a school awards presentation.

ONE-ACT PLAY:

- a) Six or Seven One-Act Play casts will advance to state from area competitions, to be determined by the number of schools entering this contest.
- b) The top three plays will be announced and awarded 1st through 3rd place drape medals. Individual awards will be presented to the best actor and actress, plus up to 10 each “All Star Cast” and 10 “Honorable Mention All Star Cast” members. All other play members receive State Meet 4th place medals. The One-Act Play competition is separate from the other academic contests in determining district and state ranking. OAP at both the Area and State levels can only be held at host sites whereby someone other than the hosting school’s drama coach serves as contest manager. **A drama coach may serve, however, as the Area Director for a tournament. Area Directors may book facilities and facilitate the collection of entry fees from each school.**

- At least one person from each school should remain on the host campus until the end of the tournament day to pick up tests and/or awards left behind by their students or secured until the last meet date.
- **REQUIRED CONTEST DIRECTOR MEETING at 8:00 to 8:50 a.m. on tournament day. While 6th, 7th and 8th grade Poetry, Number Sense, and On-Site Drawing contests are being held, all other contest directors meet in a designated room to check in and go over procedures.**



Official Rules for ALL Participants

The following pages provide information, rules and guidelines that must be followed at both the District and State meets, about each elementary and middle school contest.

IMPORTANT State Meet Procedures:

- The State Director will meet informally on Friday between 4:00 and 6:30 p.m. with contest directors who will administer the State Meet. Contest directors may pick up information packets at this time and ask questions regarding contests and procedures. Details of where and when will be sent to schools prior to the tournament. All participants are welcome to come by and visit. **Speech judging packets must be picked up in the tab room on the day of the tournament.**
- Contest directors, judges, and graders will be assigned positions soon after the district meets. In order to ensure that the best and most qualified are enlisted, we are asking for volunteers **BEGINNING NOW. All schools are required to provide a ratio of one adult position for every 2.5 entries in the tournament at both the district and state meets. At least ONE in every THREE volunteers should be a teacher, or experienced individual, accustomed to working with large groups of students.** Those judging speech and writing events will be assigned to sections other than those of their students.
- All contest directors, judges, graders and persons filling other designated positions **must check in outside the Tab Room (no longer in Dave Reed Hall, room 115-to be confirmed in Dec.) and receive a “Contest Official” badge.** Sign in early! Parking may be limited, so plan to arrive on campus perhaps one hour prior to the event.
- Awards will be presented in the event verification rooms immediately following the verification period.
- All tests, keys and answer sheets are released **only** after the awards presentation at the last state meet held **on May 1.** For the first state meet, all test materials will be placed by the contest directors and assistants in envelopes prepared for each school in the tab room.

NOTE: These pages, along with pages that provide “INSTRUCTIONS FOR THE CONTESTANT” and “ADDITIONAL INFORMATION FOR COACHES/ CONTEST DIRECTORS” should be made available and discussed with students, contest directors, coaches and interested parents well in advance of the contest.

ALPHABETICAL TOPICS REGARDING CONTESTS ADMINISTRATION AND RULES

- **ADVANCING TO STATE.** In all contests, except Creative Writing, Storytelling and One-Act Play, a minimum of four students from at least two different schools must compete at the district level in a grade level in an individual contest in order for the top **two** to advance to PSIA State. If only three compete (from one or more schools), one may advance to the state meet. In Creative Writing and Storytelling, only **one** may advance if at least four compete in a grade level. Grade levels may be combined to meet minimum entries. At least three must compete in order for one to advance. If grades are combined, students will compete with the higher grade at all levels of competition. No teams, other than One-Act Play, may advance to the State Meet. Students **MUST** actually compete in a District Contest in order to be counted among those to meet minimal requirements for contestants to advance to State from that event. **If contestants tie for 2nd place, both advance to State.**

- **ALTERNATES TO STATE:** The first alternate ONLY from each of the 53 grade level contests will be eligible to compete at State in the absence of a first or second place qualifying contestant from their own district. If contestants tie for 2nd place, there is no first alternate to advance in the absence of a 1st or 2nd place qualifier. An official list of qualified alternates will be provided in the “State Meet Program,” derived from the Official Results from each District Meet. There will be no first alternate when tied 2nd place individuals advance to State. **In the case of a 3rd place tie, both 3rd place students serve as 1st alternates, and both advance to state should either the 1st or 2nd place student drop out of the competition.**

- **ALTERNATES TO STATE NOTIFICATION PROCEDURE:** If a first or second place contestant who is eligible to advance to State is unable to attend the State Meet, the alternate’s school PSIA campus director should be notified in writing (by email preferably) as soon as possible by the eligible contestant’s PSIA campus director. The State office must also be notified. One email addressed to the alternate’s PSIA school director AND to PSIA would take care of this responsibility. There is no need to go through your District Director to complete this requirement. Since District Directors are required to send out the complete District Results to each participating school in their district, the first alternates are identified on this document. Look on the PSIA website(www.psiacademics.org) under Districts and Areas to find the alternate school’s email address and other information. When an alternate school and the state office receives notification that a student will be unable to compete at State, a reply message will serve as the school’s verification that the message has been delivered. In sending the message, include the following: Student’s name who will not be attending, district number, event, and grade level. The message should read something like this:

*“Sarah Smart, District 2AA
2nd place winner in Spelling 7,
will not be attending the State Meet.”*

The state office already has the name of the eligible alternate; therefore, it is not necessary to state the alternate’s name. The district number is a critical piece of information in this notification. From the District Results from that district, we will be able to determine the school name and all other information.

- **ANNOUNCEMENT OF WINNERS/AWARDS PRESENTATION.** After the verification period has ended, invite persons wishing to attend the presentation of awards to come into the room. Contest Directors should provide about a five-minute period for entry and seating (if available) for interested parties. Announce individual winners through sixth place, beginning with the sixth place.

If the team component is used at the district level, announce team places through third place. **Awards will be presented at the end of the verification period at the State Meet in the same room in which the Verification has taken place, unless otherwise indicated.** Follow the District Director instructions concerning announcement of winners and awards at the District Meet.

- **AUDIENCES IN SPEECH.** Audiences are required in All PSIA speech events (Prose/Poetry, Impromptu Speaking, Modern Oratory, and Storytelling.) Audiences may be limited due to capacity of room. Audience members are required to maintain silence, turn off all cell phones and pagers, and remain in the contest room throughout the contest. No late entry or early exit, except with written permission from the district or state director.
- **CHAMPIONSHIPS.** Academic district champions may be named, and trophies may be awarded to the winning elementary and/or middle schools, at the discretion of the District Executive Committee. A school must place in at least three events to win a first or second place championship at both the district and state levels. Overall school championship trophies will be awarded at the state level to the “A” and “AA” elementary school (grade levels from 1 through 5) and to the middle school grade levels from 6 through 8), and to the top overall homeschool. Second and third place trophies will also be awarded in the elementary and middle school divisions.
- **CODE OF CONDUCT.** Participants will—
 1. Participate in contests in the spirit of fairness and sportsmanship, observing rules-both in letter and spirit;
 2. Sponsor and advise individuals and teams without resorting to unethical tactics, attempting to skirt the rules, or any other unfair tactics which detract from sound educational principles;
 3. Accept decisions of officials and judges without protest and extend protection and courtesy to officials;
 4. Regard opponents as guests or hosts while placing personal and/or team integrity above victory at any cost. Maintain grace and poise in victory or defeat;
 5. At all times, ensure that competition is relative to a more important overall educational effort, using competition as a tool in the preparation of students for citizenship and successful adulthood.
- **COMPETING ABOVE GRADE LEVEL.** Students may compete as many as two grade levels above their grade or age level in any contest. No student may compete below grade or age level.
- **COMPLAINT PROCEDURE** – In all PSIA contests, the complaint procedure should follow a hierarchy in order that all may be informed and the best outcome may be provided for all involved. 1) If a

concern emerges prior to a contest, or during the progress of a contest, the first person to be consulted is the PSIA Coach for the event from the individual's school. 2) If the coach is unable to clarify the concern, the Campus Director from the individual's school should be consulted. 3) If the Campus Director is unable to fully address the issue, the District Director (Contest Manager for One-Act Play) should be consulted. 4) If further clarification is needed and/or a ruling is necessary, the State office should be called and the State Director will then make the final decision.

- If a parent, coach, or interested individual is attending a Verification Period for a contest, and a question arises, the Contest Director is the first person to be addressed. If the Contest Director is unable to answer the question or does not answer to the satisfaction of the complainant, the District Director should be contacted. Because time is limited in the Verification Period, the District Director may seek out and make a ruling in accordance to the PSIA rules, or the State office may be called for a final ruling.

- Only in the case when a response or ruling from the District Director cannot be obtained in a timely manner, an individual may call the State office. A ruling will then only be made with the participation and knowledge of the District Director and other parties involved.

- Anyone may write to the State office to express a concern or make a proposal, but there shall be no overturn of decisions made at a tournament following the Verification Period and presentation of awards, except in the case of a posting error. Proposals will be reviewed by the State Advisory Board in June, and the input of all interested parties is always welcomed.

- **CONFIDENTIALITY OF CONTEST MATERIAL** Coaches, contest directors, school administrators and contestants are responsible for maintaining confidentiality of district contest materials through **the date of the last district tournament.**

- **CONFLICT PATTERN.** Must be followed at District and State, inclusive of time slots for Verification periods. (See page iv of the *PSIA Academic Handbook*)

- **CONTEST CORRECTIONS /CHANGING ANSWER KEYS.** Faulty test items may be corrected by the District Director or Contest Director. **First**, call the PSIA state office to discuss and confirm the needed change. If there is a consensus among the graders, judges and coaches that an answer on the answer key is incorrect, the contest director is authorized to correct the answer key. These decisions must be made before the official results are announced.

- **CONTEST SUPPLIES.** Contestants are responsible for providing their own supplies, inclusive of paper, pen, pencil, erasers, etc. for their contests. Contest directors must not provide these for students who have forgotten (or did not know) to bring them.

EXCEPTIONS: Paper is provided for Creative Writing students, and pencils may be provided by the hosting school. Standard drawing paper is provided for On-Site Drawing.

- **DIRECTING CONTESTS.** The step-by-step checklists that follow provide a quick guideline to follow for less experienced Contest Directors for both objective and subjective contests. Directors of contests should be experienced in working with large groups of young people.

- **DISQUALIFICATIONS.** A contestant in ANY event may be disqualified for the following infractions of rules:

1. Having items in their possession which are not allowed in the contest room. These include . . .

Cell phones, pagers, all electronic devices, except those approved for the handicapped;

2. Writing on any body part, on erasers, or any materials, other than those specified for the contest;

3. Possessing extra papers or materials not expressly called for in the rules during testing time;

4. Talking without permission during testing time; and

5. Looking on another person's test paper (cheating).

6. Use of profanity in speech or writing

7. Taking the test from contest room or the Verification Period prior to the release date.

- **DRESS CODE:** All contestants should wear their nicer, but comfortable clothing when participating in a PSIA tournament. Contestants may wear their school uniforms and/or t-shirts that identify their school in all events, EXCEPT these speech events: Impromptu Speaking, Modern Oratory, Poetry/Prose Interpretation, and Storytelling. Young men may wear a suit and tie, if they wish, or just nice clothing (not shorts), and young ladies may wear dresses of tasteful length, or nice pant suits to present their orations.

- **DUAL ENTRY.** A contestant in speech may also compete in an objective contest held at the same time.

- Students in Poetry 6-8 may also enter these events in the Preliminary round: Number Sense, On-Site Drawing, and/or Ready Writing.

- For students in Poetry 4/5, dual entry is permitted in Math and/or Ready Writing. (Ready Writing may be entered by the Math 4/5 contestant, but he/she must exit Ready Writing early to get to the Math contest. **NO SPECIAL PROVISION WILL BE MADE FOR READY WRITING AND MATH DUAL ENTRY.**)

- For Poetry 6-8 Finals, contestants may also enter Science.

- Contestants in Impromptu Speaking **FINALS** may also be entered in Dictionary Skills. (Dual entry is not permitted in Listening.)

- Contestants entered in Modern Oratory may also be entered in either Maps, Graphs & Charts OR Vocabulary. (Dual entry is not permissible in Music Memory.)

- **Written notification of speech dual entry SHALL accompany district entries at least 30 days prior to the District Meet.** Arrangements for the contestant to speak first (or early) or last (late) in the round will be made only for those who submitted notification to the

meet director in writing at least 30 days prior to the meet. **Notification of dual entry for the State Meet must be submitted in writing (email preferred) at least 14 days prior to the state tournament.** Contestants will NOT be given additional time if contests in which they have been entered in conflict with SPEECH have started when they enter the room. Only speech contests named above will have a dual entry option with conflicting contests, as noted.

- **FALL WORKSHOPS.** For discussion and review of all the items in this section, plus new rules for contests, PSIA provides 7 or more workshops throughout the state in August, September and October. The District Director is required to attend a workshop or send a representative (no cost). For those who are unable to attend a workshop, the PSIA office is open from 8:00 to 5:00 each day, plus most weekends. Please do not hesitate to call if you should have questions or concerns.

1-888-972-7742 (info@psiaacademics.org)

- **FEES.** District entry fees of \$1 to \$5 must be paid prior to students competing in the District Meet. Fees MUST be submitted to the district director at least 30 days prior to the meet. Fees are necessary to cover the expenses of a meet. Contestants' schools that fail to pay the \$6 per entry State fee at least SEVEN days prior to the tournament WILL be disqualified from competition. Campus program fees of \$175 for membership and \$25 for participation in each contest that are paid to the state office are separate from the District entry fees.

- **GRADING/ JUDGING CHECKLISTS.** Checklists on the pages to follow this section will assist graders and judges in understanding the procedures to follow should they be asked to grade or judge an event. • **GRADING OBJECTIVE CONTESTS.** The scoring of objective contests, except Art Memory, Calculator Applications, Music Memory, Number Sense and Spelling, is standardized as follows to provide equity in assessing rankings: For each correct answer, add 5 points, for each incorrect answer, subtract 2 points. No deductions are taken for skipping, except in Calculator Applications and Number Sense. Erasures and any extra marks in the answer blank constitute an incorrect answer, UNLESS a correct answer results. Contestants may place an X in a blank (or box) provided where an erasure has occurred in order to have the test item not counted incorrect. For Art Memory, Music Memory, and Spelling, 5 points should be added for each correct answer. Nothing is deducted otherwise. (Important: See full information for each contest in the alphabetical instructions within this handbook.) Each grader is to use a different color of ink or pencil to score tests, and each should initial the contestants' answer sheets with this same color. Each test should be scored by at least two different graders. Test papers ranking in the top ten should be scored by a third person, other than the two who originally scored the paper.

- **LATE ENTRIES.** District entry names MUST be submitted to the district director, or designated host school director, at least **30 days** prior to the tournament.

Entries submitted after the 30-day deadline will not be accepted. Late entries defined:

- i. *Late Entry of an Entry Form.* Submitting a district meet entry form after the deadline constitutes a late entry.

- ii. *Late Entry of an Event.* Entry in an event not entered by a school prior to the deadline.

- iii. *Late Entry of an Individual.* Entry of an individual to fill a place left vacant on the district meet entry form after the deadline constitutes a late entry.

- **OPTIONAL CONTESTS. Speech.** Schools may hold additional speech contests (ie. Duet Acting).

Additional Grade Levels. With the approval of the District Executive Committee, additional grade levels may be tested in a contest at district level only.

Others. Districts may pilot contests that are not described in the *PSIA Academic Handbook*, or districts may alter other high school contests to become appropriate for a particular grade level.

Contestants in optional contests do not advance to PSIA State competition.

- **PARENT COMMITMENT LETTER.** A letter similar to that found in the appendix of the current year PSIA Academic Handbook shall go out as the cover letter to parents when complete information is sent home from a school regarding the student's participation in the PSIA program. Included in the letter are expectations to follow the PSIA Code of Conduct, read all the rules for the contests in which their child will be participating, and read and comply with other guidelines provided by the school. This signed letter should come back to the PSIA campus director, indicating that the parent has read and understands the rules and procedures for participating in the PSIA program.

- **PARTICIPATION LIMITATIONS.** Participant elementary and middle schools and individuals may not conduct or sponsor PSIA contests on Sunday. Individuals are not prohibited from preparing for an event on Sunday. Schools may conduct meets on all other days of the week. No "special consideration" testing may be conducted apart from the regularly scheduled contest times in accordance to the Conflict Pattern. No contests, such as Ready Writing, may be held at the individual campus and sent somewhere for judging. All contestants MUST compete together in the same contest room in a grade-level event. Grade levels may be combined at the district level if there are FEWER than 3 entries in a grade. Grade levels should not be combined if at least 3 contestants are entered at a grade level.

- **PARTICIPATION REQUIREMENTS:** • The "A" is determined by enrollment of an average of 26 or fewer per grade level competing; and "AA" classifications will be determined by an average enrollment of 27 or more, considering only grades 1-8. **Schools should request to participate in a district when each registers.**

- Individual families may enroll to compete if their private school has not chosen to compete as a campus. If more than 5 families from a private school compete, the school must be classified as a campus. Individual participants from “AA” non-participating schools must compete in the “AA” classification.

- **For every 2.5 entries** at the district or state level of competition, schools and individuals will be required to provide at least one adult or knowledgeable high school student to assist with the administration of the tournament.
- Failure to provide needed or requested positions will be cause for penalty of 20 points per occurrence, probation for one year for 2 or more occurrences, and dismissal from the program if all positions are not filled the following year.
- Home Schools with only one or two entries will also be required to provide assistance at the meets.
- Each school must provide a waiver of liability for travel and participation in the program. Individual campus directors must keep on file their participants’ waivers, along with the signed “Parent Commitment Letter.”
- All entry fees, plus invoices 30 days old must be paid prior to the meet.

• **PERSONNEL FOR MEET ADMINISTRATION.**

Each participating school shall be required to provide at least one adult or senior high school position for every **2.5 entries** in the tournament at both the District and State levels of competition. **At least ONE in every 3 of the school’s volunteers should be a teacher, accustomed to working with large groups of students..** Persons may serve in more than one position, but they must be prepared to complete the task of one position prior to departing to begin the other.

• **PERSONNEL NEEDED IN ADMINISTERING ALL OBJECTIVE CONTESTS.**

- 1) Contest Director (may be a knowledgeable coach)
- 2) Assistant Director (should be a knowledgeable coach from a different school other than director’s)
- 3) Graders (3 for every 15 papers)

• **PERSONNEL NEEDED IN ADMINISTERING ALL SUBJECTIVE CONTESTS.**

- 1) Contest Director (may be a knowledgeable coach)
- 2) Assistant Director (should be a knowledgeable coach from a different school other than director’s)
- 3) Judges (an odd number, preferably 3 - none should know any students in the contest). If judging writing, additional judges should be provided to expedite preliminary judgment of writings.

• **PHOTOGRAPHY & VIDEOTAPING.** Neither are allowed during any contest. Additionally, all cell phones, pagers, radios, etc. should be turned OFF and put away by audience members attending an event. **Disruption could be cause for dismissal from the room. Repeated disruption shall be cause for disqualification of that school’s contestant.**

• **POINTS.** See “PSIA Point System” in the appendix to determine correct point awards for each individual and team contest. Individual contest points are 1st=15 ; 2nd=12; 3rd=10; 4th=8; 5th=6; 6th=4

• **PROFANITY.** In both writing and speech contests, neither expletive references to any deity nor “curse words” are allowed. All such references must be removed from presentations, or the contestant(s) must be disqualified from competition.

• **RETURNING MATERIALS TO THE TAB ROOM.**

Event contest directors should return each of the following items to the meet director **immediately** after scoring the contest:

- Meet Evaluation Form, with a list of no-show persons/schools who were scheduled to work in the contest, plus pertinent comments or suggestions for improving the contest.
- Contest Roster on which ALL contestants’ scores are posted in PENCIL. Following the Verification and Awards Period, return the following to the Tab Room:
- Completed Contest Results Form in BLACK ink;
- Labeled awards that were not presented at the awards ceremony. Indicate on the Contest Roster if an award item was not presented.

- If the contest is held prior to the release dates, identify each student’s name/school on the answer sheets and place tests, keys and answer sheets in designated areas (ie.: school boxes, envelopes) in the tabulation room. Place unissued awards in designated area of the tab room.

• **SCHEDULING.** District meets may be held at the discretion of the participating schools in a district on any date(s) between **Friday, February 19 and Saturday, March 27, 2009.**

• **SKIPPING PROCEDURE.** Answer sheets for objective (A, B, C, D, E, T, F) answer type tests are revised to provide a box for contestants to place an X if they wish to have a test item skipped for scoring. If the box is NOT X-ed, any attempted mark in the answer blank would be scored. **A legible X will be the ONLY mark accepted in the skip box.** In the following example, all correct answers are A:

	Answer	Skip	
1.	_____	<input type="checkbox"/>	Skipped with no markings (No points added/deducted)
2.	<u> A </u>	<input type="checkbox"/>	Answered - correct (Add 5 points)
3.	<u> A </u>	<input checked="" type="checkbox"/>	Skipped - Although contestant had the correct answer (No points added/deducted)
4.	_____	<input checked="" type="checkbox"/>	Skipped. (No points added/deducted)
5.	<u> B </u>	<input checked="" type="checkbox"/>	Skipped. (No points added/deducted)
6.	<u> B </u>	<input type="checkbox"/>	Incorrect -- Answer illegible. (Deduct 2 points)
7.	<u> B </u>	<input checked="" type="checkbox"/>	Skipped. (No points added/deducted)
8.	<u> A </u>	<input type="checkbox"/>	Lightly erased, but legible - correct. (Add 5 points)
9.	<u> A </u>	<input type="checkbox"/>	Erased, illegible- incorrect. (Deduct 2 points)
10.	<u> A </u>	<input checked="" type="checkbox"/>	Skipped. Lightly erased, but legible -no points added or deducted. No points added/deducted

- **SPECIAL NEEDS ADAPTATIONS.** Arrangements **shall** be made through the state PSIA state office for adaptations to be made for special needs (ie. hearing impaired) students to compete. Submit to the state executive director requests in writing, along with ARD or other medical documentation, **at least 5 weeks prior to the tournament** for approval. Emailed (info@psiaacademics.org) or faxed (817-421-0929) documentation with attachments is acceptable. **Letters of approval and the description of the special needs adaptation to be made, if approved, will be faxed on PSIA letterhead to the requesting school and to the District Director. The District Director will then provide the information to the Contest Director to ensure that the adaptation is carried out as approved. Since a student's entry into a contest may be dependent on the approval of the special needs adaptation, submission at the earliest possible date is recommended. NO REQUEST WILL BE APPROVED IF SUBMITTED AFTER THE 5-WEEK DEADLINE PRIOR TO THE DISTRICT MEET.**
- **SUBSTITUTIONS.** Substitutions may be made at the district level for contestants who are unable to compete for whatever reason deemed appropriate by the school. A name must be entered on the entry form in order for a substitution to be made. Substitutions may be made up until time for the contest to begin, as long as the transaction is posted with the Contest Director when roll is called, and the contestant knows whose place he/she is taking.
- **TEAM OPTION.** Districts may elect to combine the scores of students from a school to constitute a team score and award additional points for the top three teams competing at the District Meet at each level of this contest. A school must have three entries to be eligible to receive the additional team ranking points. Team award points are 8 for 1st place, 6 for 2nd place, and 4 for 3rd place.
- **TIES.** In contests in which a tie cannot be broken, tied individuals or teams split the total points equally for the two or more places in which a tie exists. Each tied contestant receives the same award for the tied place. If there is a tie for 1st place, there is no second place; if there is a tie for 2nd place, there is no 3rd place; if there are multiple ties for a place (for example: in a three-way tie for 2nd place, places 2, 3 and 4 all receive 2nd place ranking, then the next place awarded is 5th. ALSO, if at least 4 students competed in the grade level of the 2nd place tied contestant, all tied contestants advance to State.) **There can be no ties in any subjective contests.**
- **VERIFICATION PERIOD.** The contest director, **with assistant(s)**, is required to set aside a **quiet** verification period of 15 minutes **for contestants and/or ONE adult from each school to review their own tests WITH keys** prior to the announcement of official results. No pens, pencils, papers, cell phones or any other items, other than those specified for the contest (example: dictionary or atlas) may be in contestants' hands or in the area of the contest papers throughout this **quiet** period. **By raising hand**, questions should be directed during this 15-minute period to the contest director, who will contact the district director, who will contact the state office for a ruling, if necessary. Anyone may call the state office if a concern is not being addressed. If an error is found in the test, key, or scoring, all papers affected by the error shall be rescored. Contestants must remain **quietly** in the verification room until dismissed by the contest director. If tests must be rescored, a time and place to reassemble for a 5-minute **quiet** re-evaluation before awards should be announced. Tests taken from the contest room prior to release date constitutes student disqualification. **The test release dates for 2010 are March 27 for District and May 1 for State.** No changes in scores or ranking will be allowed after awards have been issued. Posting errors may be corrected on a limited basis with State approval.
- **100% CERTIFICATE.** If a contestant scores 100% in ANY contest at the District or State level, contest directors should notify the meet director who will verify the perfect score and fax the form provided in the contest materials to the state office within a week of completion of the meet: 817 421-0929.

PSIA “Objective” Contest Director Check List

Contest	Gr. Levels	Test Time	Contest	Gr. Levels	Test Time
Art Memory	4 – 5	15 /20 min	Music Memory	3 – 6	20 / 10 min
Calculator	6 – 8	30 min	Number Sense	4 – 8	10 min
Dictionary Skills	5 – 8	30 min	Science	6 – 8	30 min
Listening Skills	5 – 8	5 /10 min	Spelling	2 – 8	10-30 min
Maps, Graphs	4 – 8	30 min	Vocabulary	5 – 8	30 min
Mathematics	4 – 8	30 min			

QUESTIONS? CALL: _____

Before Contest: (If contest requires CD player, check one out from the Tab Room- DR 115)

- _____ Open and Review “Materials” packet. (Contents: Roster, Contest Instructions, Quiet Please sign, answer sheets (if app), pens (red, blue, black w tape), pencil, paper clips, Contest Results Form, Evaluation Form)
- _____ Open sealed test packet with Assistant Director a few minutes prior to contest. Check for errors.

At Contest Time:

- _____ Announce “test time” allotted and the time and location for the 15-minute verification and awards.
- _____ Announce: **No cell phones, or any other electronic devices are allowed in the contest room.**
- _____ Clear the room of all but contestants. Give “Quiet Please” sign to door monitor Or tape on door.
- _____ Use roster to call roll and seat contestants as far apart as possible from others from their school.
- _____ Seat substitutes who are taking the place of an absent entry from their school. (At STATE, on the second roll call, verify and seat alternates using the Alternate Roster found below the competitor list.)
- _____ Ask contestants to clear desks, then distribute answer sheets (if applicable).
- _____ Assign numbers to all contestants (number listed on roster is the contestant’s ID number), instructing them to write this number and grade level in the spaces provided on the answer sheet and/or on the front cover of the test to be distributed. Remind: “No talking or questions are allowed once the test begins.”
- _____ Distribute tests with the cover sheet FACE UP. Contestants write their ID# & grade level in spaces provided. For multiple choice tests with a separate answer sheet ONLY: Have students write their names and their schools’ names on their test cover sheet under their ID numbers.
- _____ ANNOUNCE IF MULTIPLE CHOICE TEST: “All answers must be recorded in CAPITAL letters in the spaces provided on the answer sheet. Contestants may write on their tests, but only answers written in the spaces provided on the answer sheet will be graded. You must remain in the room until time is up.”
- _____ Art, Music Memory, Spelling-ANNOUNCE: “You may write or print answers in the spaces provided.”
- _____ Ask for questions regarding clarification. **Contest rules will not be read to contestants.**
- _____ ANNOUNCE: “Start,” and make a note of time. (Note test times above / consult contest rules to clarify.)
- _____ ANNOUNCE: “Stop.” Collect all student answer sheets, tests, and all test materials.
(NOTE: Monitor / Pronouncer procedures are included in the Spelling contest packet.)

After Contest:

- _____ Meet with graders at specified time and location. Each test must be scored by two different graders, and the top 10 scoring tests must be scored by a third, each using a different color of ink or pencil.
- _____ Complete the Contest Roster with ALL scores posted in PENCIL. (DO NOT FILL OUT RESULTS FORM YET.)
- _____ Paperclip contestant answer sheets to tests/keys, whereby most have already provided name and school.
- _____ On the Contest Evaluation Form space provided, write the names and/or schools of persons who were scheduled to Assist, Monitor, Grade, or Hall Patrol in this event, but DID NOT show, or left prior to completion of the duty, without being dismissed by the director.
- _____ Determine how many awards will be necessary, and pick these up in the Tab Room. Have tab room official check your contest roster and assist you in collecting your awards for presentation. • Do not write on ribbons.
- _____ Turn in to the Meet Director the Contest Evaluation Form, indicating absent workers and other concerns.

Verification and Awards: (Follow sequential order/maintain **absolute QUIET**. Disqualify repeat offenders)

- _____ Meet contestants and one coach OR one parent Or one adult to compare answer sheets with answer key.
- _____ No pens, pencils, cell phones, papers or any other items should be in students’ area during verification.
- _____ Address all questions and resolve all issues. **Collect all tests and answer keys UNLESS** this tournament is held on the final day for district meets (Mar 27), or unless it is the **last State Meet (May 1)**.
- _____ Announce awards presentation time (i.e. 5 minutes) to allow parents and others to come into room and be seated, or to assemble in the area where awards will be presented. (Awards presented in Verification room at State.)
- _____ Present awards by announcing each winner, starting with 6th place first. (Drape medals at State.)
- _____ Complete Contest Results Form in **BLACK** ink. Label with name and school all awards not issued.
- _____ Return these and all materials, packets, etc. to meet director. Place all items in specified areas designated in the Tab Room.

Thank you for your service!

PSIA “Subjective” Contest Director Check List

Contest	Gr. Levels	Test Time	Contest	Gr. Levels	Test Time
Creative Writing	1 & 2	30 min.	Impromptu Speaking	7 & 8	5 min.
Modern Oratory	7 & 8	6 min.	On-Site Drawing	6 – 8	45 min.
Poetry Interpretation	4 - 8	6 min.	Ready Writing	3 – 8	45 to 90 min.
Storytelling	1 - 3	6 min. (approx.-no penalty for going over 6 minutes)			

Before Contest:

QUESTIONS?? CALL: _____

- _____ Read and understand the rules and procedure for each specific contest. These contests are each unique to themselves in terms of time allotted, judging criteria, elimination through use of multiple “rounds,” use of prompts, scoring, and presentation. _____ Open and review “materials” packet (roster, instructions, etc.)
- _____ In the contest room, check in your hall monitor and judges. **Judges of speech events receive separate packets containing their ballot, instructions, and evaluation sheets, issued in the tab room.**

At Contest Time:

- _____ In ALL speech events, audiences MUST be permitted, but only to the capacity of the room.
- _____ Announce “test time” allotted and the time and location for evaluation viewing and awards.
- _____ ANNOUNCE: “**All cell phones and electronic devices must be turned off at this time.**” In Speech: “All audience members should remain quiet throughout the contest time, including in between speeches. No one may enter or exit the room except in the case of an emergency during contest. No head or hand signals, or any other communication, may be directed from audience members to performing students. Anyone who disrupts in any way during presentations may be required to leave the room. Infractions could cause contestant from offender’s school **to be disqualified.**”
- _____ Give “**Quiet Please**” sign to hall monitor or tape to door (STATE: blue tape is around the black pen.)
- _____ Use roster to call roll. Enter substitutions at District. (Substitutions do not need to be on any list from the school.) At State, verify and seat alternates whose names are published on the Alternate Roster found under the competitor list provided. (In **POETRY** Interpretation, check documentation **now**, BUT allow all contestants to present. Contestants are disqualified without printed or book proof of type of literature, and no additional time to secure documentation will be provided.)
- _____ SPEECH: Have students present speeches (prose/poetry/story/speech) **in the order designated on the roster** before the judge or panel of three judges. **Remind judges that their rankings are independent.**
- _____ Prose, Poetry, Impromptu Speaking, and Modern Oratory - Hold up “30 Seconds Left” card up when 30 seconds are left in timing the presentation (check for time allotment in rules of each contest).

WRITING and ON-SITE DRAWING EVENTS:

- _____ If Creative Writing, distribute 5 sheets of contest paper and a pencil to contestants at this time. Distribute one sheet of drawing paper in On-Site Drawing. One extra sheet MAY be distributed, but only as needed. All other contestants in subjective events should have their own writing materials.
- _____ Assign numbers to all contestants (number listed on roster is the contestant’s ID number), instructing them to write this number in the space provided or in the upper right-hand corner of each page of writing or drawing paper. Have contestants place their grade levels in the spaces provided, or in the upper LEFT-hand corner of each page of writing or drawing. On the writing prompt page, have contestants place their ID #, name and school name in the upper right-hand corner of this page only. Remind Ready Writers to place their ID number on EVERY page of their writing and to number each page after 1.
- _____ Ask for questions regarding clarification for any reason. No talking or questions after test begins.
- _____ Announce “Start,” and make a note of time. (Contest time lengths vary. See contest rules.)
- _____ Announce “Stop.” Collect all remaining writing papers. Ready Writing contestants may turn in their essays and QUIETLY exit the room at any time during the allotted time for the contest.

After the Contest: (Please follow this sequential order)

- _____ SPEECH: Receive judge(s)’ ballot(s) indicating ranking of each contestant by number & all evaluations
- _____ Assist Tab Room officials in tabulating panel results using the “Ranking Procedure” guide in handbook.
- _____ On the Contest Evaluation Form space provided, write the names and/or schools of persons who were scheduled to Assist, Monitor, Grade, or Hall Patrol in this event, but DID NOT show, or left prior to completion of the duty, without being dismissed by the director. Turn in this form to the Meet Director.
- _____ Pick up “Qualifier” awards (if provided) and all other awards in the tab room or designated place.
- _____ Meet contestants and one coach OR one parent OR one adult to review and verify evaluations as to accuracy of student number and evaluation to paper or speech topic. Students KEEP speech evaluations.
- _____ Determine and announce preliminary results of SPEECH contests and time/location of FINALS and final viewing and awards. Present writing awards after viewing and taking up papers. **Release Mar. 27/May 1.**
- _____ Present awards by announcing each winner, starting with 6th place first. (Drape medals at State.)
- _____ Complete the Contest Results Form in **Black** ink. Label with name and school all awards not issued. Return these and all materials, watches, packets, etc. to meet director. Place all items in specified areas designated in the Tab Room.

“Objective” Contest Graders Checklist

QUESTIONS? CALL: _____

General guidelines for use in grading or scoring Art Memory, Calculator, Dictionary Skills, Listening Skills, Maps, Graphs & Charts, Mathematics, Music Memory, Number Sense, Science, Spelling and Vocabulary contests.

Before Contest:

_____ Check with Meet Contest Director and/or Assistant to determine time and location for grading. Ask for clarification on procedures. Review checklist and schedule. Bring extra red, blue and black ink pens, if you have these available.

At Contest Time:

_____ No responsibility pertaining to the administration of this contest.

After Contest:

_____ Meet with Director/Assistant at predetermined time and location. Bring a handheld calculator to assist with the scoring of the test papers.

_____ The Contest Director/Assistant will distribute contestant answer sheets, divided equally to all graders. However, if a grader has students in the contest, please advise the Director and make every effort to exclude yourself from grading your student’s papers.

_____ Score the answer sheets by comparing to answer key. Each grader should use a different color ink pen (black, red or blue), included in the Director’s packet. (Please bring extra pens pencils, as needed.)

_____ Calculate the total for each answer sheet. Each correct answer shall be awarded 5 points. 2 points will be deducted for each incorrect answer, marked through answer, or erased answer not resulting in a correct answer, **except in Art Memory, Music Memory, and Spelling.** IN THE THESE CONTESTS ONLY, no points are deducted for wrong, skipped or unanswered items. In Number Sense and Calculator Applications, 2 points are deducted for skipping down to the last test item attempted. Erasures and mark-outs are permitted in all contests, **except Number Sense.** Please see detailed Number Sense and Calculator Applications instructions. Erasures and mark-outs that do not result in a correct answer constitute a 2 points deduction. **An X in the box by the answer blank indicates that an erasure or mark-out should NOT have 2 points deducted. ANY mark that is unerased in the box constitutes a designation that the test item should not be scored and should NOT receive either 5 points added or deducted.** (Review the specific scoring guidelines for each contest, *and the examples for scoring objective tests with an X box, found on page 13 of the PSIA Academic Handbook.*)

_____ All answer sheets will be independently scored by two graders, using their chosen color of ink pen, so all answer sheets must be exchanged between graders.

_____ After all answer sheets have been scored by two graders, an initial assessment of the top ten test papers can be made by arranging the sheets accordingly. The top ten must then be scored by a “third” grader (one who has not previously scored these particular answer sheets). This will require some coordination.

_____ After all grading is complete, use the roster to assist the Director/Assistant in adding the contestant’s name, school and city in the upper right corner of each answer sheet.

_____ Assist the Director/Assistant in transferring all final scores from answer sheets to the roster in PENCIL, and then recording the ranking of the top ten scores (1-10). Ties will be recorded as a tie. If a tie exists for first place there is no second place, etc. If a tie exists for second, there is not third place.

_____ Assist the Director/Assistant to make sure all scores are recorded and all answer sheets and answer keys are retained by Director/Assistant to be turned in to the Meet Director, after verification and awards.

Thank you for your diligence and assistance!

“Subjective” Contest Judges Checklist

QUESTIONS? CALL: _____

General guidelines for judging Creative Writing, Impromptu Speaking, Modern Oratory, On-Site Drawing, Poetry/Prose Interpretation, Ready Writing and Storytelling.

Qualifications: Judging academic contests requires the ability to focus, to be concise, consistent, constructive and time conscious. In many cases the judging must be done in a very few minutes, without the benefit of being written or recorded, thus not allowing extended evaluation or reflection at a later time. Because of the many preliminary rounds in speech events it is mandatory for a judge to be unusually “mentally present” for short periods of time, and to be able to communicate to the contestants. In all “subjective” contests there can be no “ties” and so definitive discernment is a must.

Before Contest:

_____ Check in with Meet Director/Assistant to determine time and location of contest you are judging. Ask for clarification on procedures. Review checklist. Bring an extra pencil.

At Contest Time:

_____ Because each of these contests are unique, a judge must review the instructions in the *PSIA Academic Handbook* for each specific contest. For example, a judge must be present in the contest room at the time of the contest for Impromptu Speaking, Modern Oratory, Poetry/Prose Interpretation and Storytelling. Judges for the Writing and Drawing contests need not be present until the “judging” period after the contest is complete.

_____ Using preprinted forms, which are specifically designed for each contest, evaluate each contestant according to the criteria included. For example, in all speech contests (spoken presentations), there are individual evaluation sheets outlining the standards for evaluation and giving appropriate “weighting” for the different elements.

_____ SPEECH: Contestants may use gestures that are only an outgrowth of the literary work. Although speech contestants do not have the liberty to walk around the room, they may take two or three steps, as appropriate, during their presentations. Movement should be a “natural” outgrowth of the presentation. **Speech judging is to be independent, and no collaboration among judges is allowed.**

_____ Give constructive comments to the contestants. This is a very important part of judging in PSIA. One of the major tenets is to inspire our students. Judges should make the effort to review the *Handbook* instructions and be creative at the time of evaluation. The *Ready Writing/Creative Writing Handbook* also provides multiple examples of prompts, essays and judge’s comments.

After Contest:

_____ Using the evaluation sheets and the ballot sheets, rank the contestants. Do not change the order of the numbers or the contestants listed on the roster. This IS the speaking order. Make sure each evaluation sheet provides the contestant number.

_____ **Give your contestant evaluations and ballot sheets (the whole packet) to the Contest Director/Assistant and be available for questions and clarification, if possible .**

_____ Assist the Contest Director/Assistant in determining which contestants will advance from the preliminary rounds in the “speech” contests, if available.

Thank you for your diligence and help!