

## **CHESS PUZZLE INSTRUCTIONS FOR THE CONTEST DIRECTOR**

The following guidelines are to be used to expand upon, but not replace, the information in the *Constitution and Contest Rules*, Section 1416. The rules may also be found in the *A+ Handbook* and on the UIL web site.

### **BEFORE THE MEET**

**Check your contest packet...**you should receive:

1. Tests
2. Tiebreakers
3. Answer Keys
4. Answer Sheets

### **Room**

Secure a room of adequate size with desks or tables and chairs of the proper height for the number of contestants.

### **Materials and Equipment.**

1. The test packet (tests, tiebreakers, keys, answer sheets).
2. A contest roster should be completed with contestants' names from entry forms prior to the contest. A sample roster is available in the *A+ Handbook* and on the UIL website.
3. A copy of the rules for this contest.
4. An accurate clock or stopwatch.
5. Pencil sharpener or extra pens or pencils for use by contestants.
6. Blank sheets of paper for each contestant.

### **Personnel.**

1. *Contest Director.* A contest director is needed and may be a coach.
2. *Assistant.* A person who may be a coach should be appointed to assist the contest director during the contest.
3. *Graders.* A minimum of three graders who may be coaches.

### **DURING THE CONTEST**

1. *Clearing the Room.* Contestants and coaches should be informed of the time and place of the verification period. Spectators and coaches who are not assigned a specific duty in administering the contest should be dismissed from the contest room before the contest begins.
2. *Materials.* The test and contestant answer sheets will be provided by the League office. The contest director should provide each contestant with sheets of scratch paper.
3. *Numbering Contestants.* All contestants should be given a test answer sheet. Using the contest roster, the contest director should call roll and assign a number to each contestant. The contestants should be instructed to write their assigned number in the top right-hand corner of the answer sheet.
4. *Testing.* The contest director should place a copy of the test questions on the desk in front of each contestant, and remind contestants that answers must be recorded on the answer sheet, not on the copy of the test.
5. *Time.* The contestants shall be given 30 minutes to answer the test questions. The contest director or contest assistant shall be the official timekeeper. A visible clock should be available for contestants.
6. *Test Collection.* When the 30 minutes have expired and the stop signal has been given, the contest director shall ask all contestants to place their pencils on the desk and then

collect all tests. Do not collect answer sheets, as these will also be used for the tiebreaker.

7. *Tiebreaker.* After all tests have been collected, place a copy of the tiebreaker questions on the desk in front of each contestant. Contestants shall be given 5 minutes to answer the tiebreaker questions. When the 5 minutes have expired and the stop signal has been given, the contest director shall ask all contestants to place their pencils on the desk and then collect all tiebreakers, answer sheets and scratch paper.

### **GRADING THE CONTEST PAPERS**

1. Each paper should be independently scored twice, and papers contending to place should be scored a third or fourth time as needed. All graders should be familiar with the grading procedures.
2. *Scoring.* Scoring is plus 1 point for every correct answer. There is no deduction of points for incorrect or unanswered questions. Should there be any ties among placing contestants, grade the tiebreaker only for contestants involved in the tie. The tiebreaker is scored the same way – award 1 point for every correct answer. There are no deductions for incorrect or unanswered questions. If the tie still exists after grading the tiebreaker, the tie stands.
3. *Team Scores.* If your district has elected to include team competition, the combined scores of the three contestants from a school shall constitute the team's score. A team must have three contestants compete to participate in the team competition.

### **ANNOUNCING THE WINNERS AND RETURNING PAPERS**

1. *Verification Period.* Contestants and coaches shall be allowed a time not to exceed 15 minutes to examine their own tests and an answer key before the official results are announced. If errors are found, either in the grading or recording of scores, these should be reported to the contest director at this time. The contest director is authorized to make a change on the key before the results are announced.
2. *Official Results.* Once the verification period has expired and all test papers are collected by the contest director, official results shall be announced. Official results, once announced, shall be final.
3. *Places and Points.* Places and points shall be awarded through sixth place in each division according to Section 1408. If the district has elected to include team competition, team places and points are awarded though third place according to Section 1408.

### **AFTER THE MEET**

1. Provide the district director with the Contest Roster with each contestant's score, a list of the individual and team winners and their schools, and the number of contestants participating.
2. Make recommendations or suggestions for the following year.
3. The district director or district meet host must return contestants' tests, answer sheets, papers, etc. to participating schools. This material CANNOT be returned until the official release date established in the current *Constitution and Contest Rules*. The meet director may need your assistance in putting the names of contestants and their schools on the papers to be returned, or in separating the contest materials to be returned to each school.