

**TO: PRINCIPALS AND TEACHERS ATTENDING THE SPELLING CONTEST**

Please inform your students selected for the spelling contest of the following items.

1. The spelling contest will continue at WISCO with 75 students in each division.
  - a. Quarter Finals – These 75 will take a 30 word multiple choice spelling test. The top 40 scores will go on to the semi-finals. The lower 35 scores will receive third place ribbons.
  - b. Semi-Finals - The top 40 from the quarter finals will take a 20 word multiple choice spelling test. The top 20 scores will go on to the oral finals. The lower 20 scores will receive a second place ribbon.
  - c. Oral Finals - See sheet regarding oral finals for procedure. Trophies are given for the top three places in the oral finals. First place ribbons are given for the remaining places.
2. Bring a sharpened pencil for the multiple choice tests.
3. You will be told where each division will meet when you enter the building.
4. The contest will start on time at 8:30 a.m.

**PRINCIPALS**

Make sure that students going to the contest have the instructions above and those given on the Guide to the Oral Finals.

Principals and teachers attending the contest are asked to go to the library to help with the correction of the quarter final and semi-final sections of the contest.

**WISCONSIN LUTHERAN PRINCIPALS' CONFERENCE  
GRADE SCHOOL SPELLING CONTEST**

**A Guide to Participants in the Oral Finals**

1. A pronouncer will pronounce all words in the oral final.
2. The pronouncer may give a definition of a word or an explanation of its meaning, if asked.
3. After the pronouncer gives the contestant a word, the contestant may also pronounce the word before spelling it, if he or she desires.
4. The contestant may request the pronouncer to pronounce the word a second time, to define it, or to use it in a sentence. **THE JUDGES MAY DISQUALIFY ANY CONTESTANT WHO IGNORES A REQUEST TO START SPELLING THE WORD GIVEN.**
5. Upon missing the spelling of a word, the contestant immediately drops out of the contest. The next word on the pronouncer's list is given to the next contestant.
6. Having started to spell a word, a contestant shall not be permitted to change any of the letters which have already been spelled. He or she may retrace from the beginning of the word, provided the letters or the order is not changed in "retracing" the word.
7. Each contestant shall get one free word to spell on the first round. If this free word is misspelled, the contestant is not eliminated. The purpose of the free word round is to relax the contestants and give them the idea of the contest procedure. The contest actually begins with the second round.
8. **WHEN THERE ARE ONLY TWO CONTESTANTS REMAINING, THE FOLLOWING PROCEDURE IS USED:** When the contestant misspells a word, the other contestant shall be given the opportunity to spell the same word. If the second contestant spells the word correctly, **PLUS THE NEXT WORD ON THE LIST**, the second contestant shall be pronounced champion.
9. If one of the last two spellers makes a misspelling, and the other, after correcting the error, misspells the new word given, then the **MISSPELLED NEW WORD** shall be referred to the first speller. If the first speller corrects the error, and correctly spells the next word on the list, then he or she shall be declared the champion.
10. If both spellers misspell the same word, both shall be given the chance to continue in the contest, and the one who first misspelled the word shall be given a new word to spell. The contest continues under rules 8-9.
11. Any questions relating to the spelling of a word must be referred to the judges immediately before the completion of the current round. No protest can be made after that round is completed.