



AATSP-GA

2026 Composition Contest Administration Procedures

Administration Date: February 23, 2026 - March 6, 2026

Prior to administering the Composition Contest:

In the spirit of fairness, you may not disclose the writing prompts to students prior to the start of your administration time, nor shall you directly instruct them in the content related to the prompt as a response to seeing the prompts for yourself. The only “prep” for this competition should be your regularly taught curriculum.

Instructions for preparing the contest documents:

1. Print a copy of the correct level rubric/essay prompt for each student participating in the competition. A master form has been provided with the information for each level of the competition.
2. Print **at least 1 copy** of the “**Composition Contest Writing Form**” for **each participant**. This form has to be front and back as the student name and ID will be written on the back side to ensure blind rating.
3. Print the “**Student ID Number**” spreadsheet and cut it into strips. You will pass these out to students at the time of administration.
4. Ensure that an ample supply of ruled paper (either loose-leaf or printed copies of the form provided) and blue or black ink pens are available. Participants may use scratch paper in addition to the “Composition Contest Writing Form”.
5. Remove or cover any teaching aides in the area where the contest will be administered to ensure the integrity and fairness of the competition state-wide.

On the day of competition administration:

1. The time allotted for the writing of the contest essay is **ONE HOUR**.
2. Begin by passing out the “Participant ID” information and blank copies of the “Composition Contest Writing Form” to each student.



3. Have students write their names on the **back** of this first page of their composition. Students may use more than one sheet of paper to complete the contest and regular loose leaf paper may be used for subsequent pages. **Please ensure that names and student ID numbers are only written on the back of each page.** This is to ensure blind rating of the essays.

4. Read the following statement:

Please turn to the back of your “Composition Contest Writing Form” and print your name, participant ID number, and today’s date clearly on the lines provided. You may not write your name nor your student ID on the same side as your essay.

5. Ensure that each student has sufficient paper and pens to begin writing.

6. Read the following statement to the contest participants:

Students are *not* permitted to use dictionaries, electronic devices, or other aids at any level of the competition. Only handwritten essays will be judged*. Essays must be written in ink, one-sided, on lined paper. It is suggested that you double space your writing, however, you will not lose points if you choose not to skip lines. You may use as many sheets of paper as necessary to complete your essay. If you need additional paper or pens during the contest, please raise your hand and I will provide them for you. Whiteout and erasable pens are not allowed for this contest. If you make a mistake please cross through the word or line completely and rewrite it.

*(NOTE: *Students with accommodations allowing the use of a word processor for written examinations will be exempted from this requirement. However, the teacher/proctor must contact the Composition Contest Director directly via email to notify them that an accommodation has been made in order for the essay to be judged.)*

7. Pass out the appropriate rubric/prompt form to each student (participant). Please have each student write their name, “Participant ID Number”, and the administration date on this form. Say:

You may now read your prompt and begin writing your essay.

8. Note the time that students begin writing. It may be helpful to write the start time on the board and update it at 20-minute increments for the students’ reference.



9. When 10 minutes remain in the writing time, please say the following:

You have been writing for 50 minutes. 10 minutes remain.

10. When the hour has passed please say:

The contest has ended. Please put down your pens and organize your essay pages. (Wait for students to gather their papers.)

Now, please ensure that you have printed your name on the back of each page of your essay and place your rubric/prompt page face up on top of your essay materials.

11. Collect **all** written materials, including scrap papers, and staple each student's written work, along with any scratch paper that contains writing, to the individual cover sheet. (Judges will check the scratch paper in the event that a student does not have time to re-copy essential items from their rough draft of the essay).
12. Please thank the students for participating in the contest on behalf of the Georgia Chapter of the American Association of Teachers of Spanish in Portuguese.

Submission of the essays:

1. At the end of the contest, please ensure that students have organized their papers with the **rubric on the top** and that they have written their names and student IDs on the back of each page used for the final essay.
2. Next, enclose all student work and a signed copy of the "**Integrity Statement**" found at the end of this document in a large manilla envelope or USPS shipping envelope. **Teachers are not to read the essay papers during the competition administration period** unless they have chosen to use a selection process on a school level. (If using a selection process at your school please notify the Contest Director. Ensure that no changes are made to the essays prior to submission.)
3. **Do not permit any form of copying of the prompts or rubrics or any other sharing of the contents of the entries.** You may retain a photocopy of your student essays, but are required to send the originals for rating. Any deviation from this rule is a violation, and subject to disqualification. We depend upon your cooperation to preserve the integrity of all contest materials. Send only, original, handwritten essays to be judged. No photocopies, please.

December 31, 2025



4. The contest director will notify you of your payment status. Please note that essays will not be judged if payment has not been received by judging day.

Thank you for making this opportunity available in your school. If you encounter any problems, you can call or text the Contest Director. If you are unable to reach the Director, resolve the problem using your professional judgment and email the director.

Ashley Brown-Lemley, AATSP-GA Competition Contest Director Contact
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December 31, 2025

Contest Integrity Statement

Please print, read, and sign this page stating that you have read and abided by all contest rules.

I, _____, proctor for the

2023 AATSP-GA Composition Contest administration at

_____ (school name)

hereby affirm that I have read and followed all of the rules outlined in

“Composition Contest Administration Procedures”.

_____ signature _____ date