



**ADMINISTRATOR, PROCTOR, & GRADER  
HANDBOOK  
2020-21**

**Workplace Skills Assessment Program**

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**Secondary Division  
Post-secondary Division**

# Workplace Skills Assessment Program

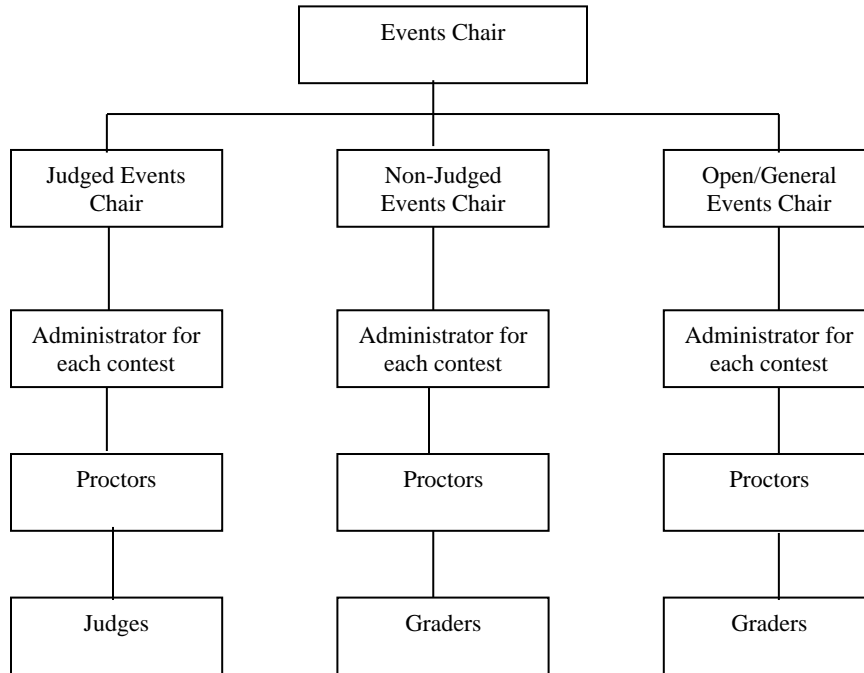
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# Introduction

The *Administrators, Proctors, and Graders Handbook* will help you have a successful experience at the National Leadership Conference and should serve as a guide in organizing contests at the regional/district and/or state levels.



- The Events Chair has overall responsibility for all contests administered at the National Leadership Conference.
- The Judged Events Chair is responsible for all events requiring judges.
- The Non-Judged Events Chair is responsible for all events that do *not* require judges except the Open Events.
- The Open Events Chair is responsible for the Open Events.
- Administrators are responsible for ensuring proper administration of their assigned contest from the beginning (*pick-up of contest materials*) to the end (*contest grading/submitting rating sheets*).

## **Events Chair**

1. Assign Judged Events Chair, Non-Judged Events Chair, and Open Events Chair.
2. Coordinate program with other conference personnel (e.g., Conference Chair, State Advisor, and National Staff).
3. Work with the Conference Chair on a schedule for events. Determine maximum number of members competing in each contest, the number of sections needed for each contest, and the times for contests.
4. In conjunction with the Judged and the Non-Judged Events Chairs, determine the number of sections/rooms needed for each contest and the equipment needed in each room. Determine that the room size is appropriate for the amount of equipment/furnishings needed. Assist administrators in securing equipment and facilities.
5. Copy the tests and rating sheets and distribute testing materials to appropriate administrators.
6. Oversee all testing and serve as decision-maker when needed.

## Events Committee

1. Assign a person to coordinate and supervise the grading area for non-judged events and a person to coordinate and supervise the grading area for the Open Events.
2. Provide an orientation session for all administrators and proctors prior to the start of the contests utilizing the materials provided in this handbook and the *Guidelines*.
3. Coordinate the recruitment of graders and/or judges for contests.
4. Ensure the judges receive all necessary materials at least two (2) weeks prior to the contest date.
5. Assign administrators and proctors for each event:
  - a. The administrator of an event must have expertise in the area that is being tested.
  - b. One or more proctors should be assigned to each contest based on the number of members.
  - c. Proctors will assist the administrator in monitoring the test and help as needed.
6. Notify the proctors of their assignments including responsibilities, date, time, location, equipment, and needed supplies.
7. Be sure the proctors review all contest materials and supplies prior to the contest start time. Organize materials for each member in the contest. Provide extra supplies in each contest room.
8. Use the same administrator for all sections to ensure that the same procedures are followed if there is more than one (1) section of an event.
9. Check all equipment prior to testing times.
10. Check contest rooms to make sure that everything is in order for testing (including supplies, furniture, equipment, and signs).
11. Give the administrator a list of the members' names with their member identification numbers for the contest.
12. Make sure each administrator returns all contest materials and supplies to the designated place after testing.
13. Advise the Events Chair of the number of members participating in each event.
14. Submit all member scoring and ranking forms to Contest Headquarters.

## NLC 2021 COMPUTER SOFTWARE LIST

*Provided at national level competition—regional and state levels may vary!*

**PCs with Microsoft® Windows format will be used for all events**

<i>Event</i>	<i>Software Packages</i>
Administrative Support Team (S   PS) (255)	MS Office 2016
Advanced Desktop Publishing (S   PS) (415)	Adobe InDesign® CC, Adobe Illustrator® CC, Adobe Photoshop® CC
Advanced Office Systems & Procedures (S   PS) (225)	MS Office 2016
Advanced Spreadsheet Applications (S   PS) (235)	MS Excel 2016
Advanced Word Processing (S   PS) (210)	MS Office 2016
Basic Office Systems & Procedures (S   PS) (220)	MS Office 2016
Database Applications (S   PS) (240)	MS Access 2016
Fundamental Desktop Publishing (S   PS) (400)	MS Office 2016, MS Publisher 2016, Adobe InDesign® CC, Adobe Photoshop® CC
Fundamental Spreadsheet Applications (S   PS) (230)	MS Excel 2016
Fundamental Word Processing (S   PS) (200)	MS Office 2016
Fundamentals of Web Design (S   PS) (405)	Notepad
Health Administration Procedures (S   PS) (250)	MS Office 2016
Integrated Office Applications (S   PS) (215)	MS Office 2016
Intermediate Word Processing (S   PS) (205)	MS Office 2016
Legal Office Procedures (S   PS) (245)	MS Office 2016

**Check individual event guidelines for information regarding the use of member’s own computers. Members who bring their own computer for events, as permitted, must also bring all supporting devices (including portable printer, software, extension cords, power strips, paper, etc.) as outlined in event guidelines. Printers are *not* needed for any programming contests in Management Information Systems.** Electrical power is provided. Carry-in and set-up of equipment must be done solely by the member(s), and must take place within the time allotted for orientation/warm-up.

Business Professionals of America assumes no responsibility for hardware/software provided by the member(s). Members who experience failure problems with their equipment will *not* be rescheduled. Members bringing their own computers and software should note that contests are authored for the software listed above and may *not* run on alternate software. Portable media (flash drive, etc.), if needed, will be provided for members by the National Center.

### **ANNOUNCEMENT:**

***Starting with the 2021-2022 membership year, National BPA will move to Office 2019.***

**(100) Fundamental Accounting (S)**  
**(105) College Accounting (PS)**  
**(110) Advanced Accounting (S)**  
**(115) Advanced College Accounting (PS)**

**PRE-CONFERENCE NEEDS**

- Assign and identify room
- Assign proctors and graders
- Copy sufficient quantity of tests
- Duplicate one (1) key per grader

**SCHEDULING REQUIREMENTS**

- No more than ten (10) minutes orientation
- No more than ninety (90) minutes testing time
- No more than ten (10) minutes wrap-up

**PROCTOR'S NEEDS**

- Timing device

**RECOMMENDED NUMBER OF PROCTORS**

- One (1) per ten (10) members

**GRADER'S NEEDS**

- Test KEY
- Red pens/pencils
- Calculator to compute scores

**RECOMMENDED NUMBER OF GRADERS**

- Administrator and proctor(s) of test
- Minimum of three (3): *regardless of number of graders, the same grader should evaluate the same problem(s) for all tests*
- All graders should have accounting expertise

**SUPPLIES TO BE PROVIDED**

- Test
- Scoring sheet

**ADDITIONAL NEEDS**

- Pencil sharpener
- Stapler/staples/staple remover
- Scoring equipment

**ROOM SET-UP**

- One (1) workstation per member (*Allow ample space between members. Be aware that tablecloths may obstruct pencil marks.*)

**ORIENTATION OF CONTEST PERSONNEL**

- Review the event in the *WSAP Guidelines*
- Read General Instructions (*Appendix B*)

**TESTING PROCEDURE**

- Review contest instructions with the members (located in the front of the test).
- Answer questions, then begin the 90 minutes of testing.
- If members finish before the time limit, record completion times on test materials—time may be a determining factor in the event of a tie.
- At the end of the testing time, stop members.
- With the time remaining for orientation/wrap-up, have members check to be sure that member numbers are on each page/problem.
- Have members assemble testing materials in the order indicated in the test.
- Collect all test materials from members.
- Count tests to be sure all are returned.
- Members may be dismissed.

**FOLLOWING TESTING**

- Assemble testing materials in the following order:
  - tests
  - completed contest materials
  - unused materials and supplies
- Return materials to the contest headquarters or as instructed

**METHOD OF EVALUATION**

- Objective/Application



# (125) Payroll Accounting (S)

## (130) College Payroll Accounting (PS)

### PRE-CONFERENCE NEEDS

- Assign and identify room
- Assign proctors and graders
- Copy sufficient quantity of tests
- Copy one (1) key per grader

### SCHEDULING REQUIREMENTS

- No more than ten (10) minutes orientation
- No more than sixty (60) minutes testing time
- No more than ten (10) minutes wrap-up

### PROCTOR'S NEEDS

- Timing device

### RECOMMENDED NUMBER OF PROCTORS

- One (1) per twenty (20) members

### GRADER'S NEEDS

- Test KEY
- Red pens/pencils
- Calculator to compute scores

### RECOMMENDED NUMBER OF GRADERS

- Administrator and proctor(s) of test
- Minimum of three (3): *regardless of number of graders, the same grader should evaluate the same problem(s) for all tests*
- All graders should have accounting expertise

### SUPPLIES TO BE PROVIDED

- Test
- Scoring sheets

### ADDITIONAL NEEDS

- Scoring equipment
- Pencil sharpener
- Stapler/staples/staple remover

### ROOM SET-UP

- One (1) workstation per member (*Allow ample space between members. Be aware that tablecloths may obstruct pencil marks.*)

### ORIENTATION OF CONTEST PERSONNEL

- Review the event in the *WSAP Guidelines*
- Read General Instructions (*Appendix B*)

### TESTING PROCEDURE

- Review contest instructions with the members (located in the front of the test).
- Answer questions, then begin the 60 minutes of testing.
- If members finish before the time limit, record completion times on test materials—time may be a determining factor in the event of a tie.
- At the end of the testing time, stop members.
- Have members check to be sure that member numbers are on each page/problem.
- Have members assemble testing materials in the order indicated in the test.
- Collect all test materials from members.
- Count tests to be sure all are returned.
- Members may be dismissed.

### FOLLOWING TESTING

- Assemble testing materials in the following order:
  - tests
  - completed contest materials
  - unused materials and supplies
- Return materials to contest headquarters or as instructed

### METHOD OF EVALUATION

- Objective/Application

# (135) Managerial Accounting (PS) (140) Federal Income Tax Accounting (PS)

## PRE-CONFERENCE NEEDS

- Assign and identify room
- Assign proctors and graders
- Copy sufficient quantity of tests
- Copy one (1) key per grader

## SCHEDULING REQUIREMENTS

- No more than ten (10) minutes orientation
- No more than ninety (90) minutes testing time
- No more than ten (10) minutes wrap-up

## PROCTOR'S NEEDS

- Timing device

## RECOMMENDED NUMBER OF PROCTORS

- One (1) per ten (10) members

## GRADER'S NEEDS

- Test KEY
- Red pens/pencils
- Calculator to compute scores

## RECOMMENDED NUMBER OF GRADERS

- Administrator and proctor(s) of test
- Minimum of three (3): *regardless of number of graders, the same grader should evaluate the same problem(s) for all tests*
- All graders should have accounting expertise

## SUPPLIES TO BE PROVIDED

- Test
- Scoring sheet

## ADDITIONAL NEEDS

- Pencil sharpener
- Stapler/staples/staple remover

## ROOM SET-UP

- One (1) workstation per member (*Allow ample space between members. Be aware that tablecloths may obstruct pencil marks.*)

## ORIENTATION OF CONTEST PERSONNEL

- Review the event in the *WSAP Guidelines*
- Read General Instructions (*Appendix B*)

## TESTING PROCEDURE

- Review contest instructions with the members (located in the front of the test).
- Answer questions, then begin the 90 minutes of testing.
- If members finish before the time limit, record completion times on test materials—time may be a determining factor in the event of a tie.
- At the end of the testing time, stop members.
- Have members check to be sure that member numbers are on each page/problem.
- Have members assemble testing materials in the order indicated in the test.
- Collect all test materials from members.
- Count tests to be sure all are returned.
- Members may be dismissed.

## FOLLOWING TESTING

- Assemble testing materials in the following order:
  - tests
  - completed contest materials
  - unused materials and supplies
- Return materials to contest headquarters or as instructed

## METHOD OF EVALUATION

- Objective/Application

# (145) Banking & Finance (S | PS)

## (165) Personal Financial Management (S | PS)

### PRE-CONFERENCE NEEDS

- Assign and identify room
- Assign proctors and graders
- Copy sufficient quantity of tests
- Copy one (1) key per grader

### SCHEDULING REQUIREMENTS

- No more than sixty (60) minutes testing time

### PROCTOR'S NEEDS

- Timing device

### RECOMMENDED NUMBER OF PROCTORS

- One (1) per twenty (20) members

### GRADER'S NEEDS

- Test KEY
- Red pens/pencils
- Calculator to compute scores

### RECOMMENDED NUMBER OF GRADERS

- Administrator and proctor(s) of test
- Minimum of three (3): *regardless of number of graders, the same grader should evaluate the same problem(s) for all tests*
- All graders should have accounting expertise

### SUPPLIES TO BE PROVIDED

- Test
- Scoring sheets

### ADDITIONAL NEEDS

- Scoring equipment
- Pencil sharpener
- Stapler/staples/staple remover

### ROOM SET-UP

- One (1) workstation per member (*Allow ample space between members. Be aware that tablecloths may obstruct pencil marks.*)

### ORIENTATION OF CONTEST PERSONNEL

- Review the event in the *WSAP Guidelines*
- Read General Instructions (*Appendix B*)

### TESTING PROCEDURE

- Review contest instructions with the members (located in the front of the test).
- Answer questions, then begin the 60 minutes of testing.
- If members finish before the time limit, record completion times on test materials—time may be a determining factor in the event of a tie.
- At the end of the testing time, stop members.
- Have members check to be sure that member numbers are on each page/problem.
- Have members assemble testing materials in the order indicated in the test.
- Collect all test materials from members.
- Count tests to be sure all are returned.
- Members may be dismissed.

### FOLLOWING TESTING

- Assemble testing materials in the following order:
  - tests
  - completed contest materials
  - unused materials and supplies
- Return materials to contest headquarters or as instructed

### METHOD OF EVALUATION

- Objective/Application

## (150) Financial Analyst Team (S | PS)

### PRE-CONFERENCE NEEDS

- Assign and identify contest preparation room
- For teams in finals, assign reporting times at 25-minute intervals
- Assign and identify judging room(s)
- Assign proctors
- Secure judges for presentation and provide with instructions at least two (2) weeks prior to contest
- Schedule orientation time for judges (*Appendix C*)
- Copy sufficient quantity of tests: one (1) per team
- Copy sufficient quantity of test keys for judges (1 per judge) and Judges' Rating Sheets (2 per team)
- Copy ranking sheets: one (1) per section

### SCHEDULING REQUIREMENTS

- No more than five (5) minute proctor orientation for state and national levels
- No more than thirty (30) minutes preparation time for state and national levels
- No more than three (3) minutes set-up in presentation room
- No more than ten (10) minutes presentation time
- No more than ten (10) minutes judges' questions
- Finals may be required at State and National levels

### PROCTOR'S NEEDS

- Timing device

### RECOMMENDED NUMBER OF PROCTORS

- One (1) per five (5) teams

### JUDGE'S NEEDS

- Test KEY
- Judges' Rating Sheets

### RECOMMENDED NUMBER OF JUDGES

- Same number of judges per section
- Two (2) judges recommended per section (*It is recommended that judges have an accounting background.*)

### EQUIPMENT/SUPPLIES TO BE PROVIDED

- Test modification at State and National levels

### ADDITIONAL NEEDS

- Calculator to compute scores

### ROOM SET-UP

- One (1) room with workstations large enough to allow 4-person teams work space and privacy (if having multiple sections, more work space will be needed)
- Tables, chairs, and electrical outlets for members
- One room for team presentation with tables and chairs for judges and team
- Electrical outlets for members' equipment

### ORIENTATION OF CONTEST PERSONNEL

- Review the event in the *WSAP Guidelines*
- Read General Instructions (*Appendix A*)

### TESTING PROCEDURE

- Review testing procedure with each team as they report – be consistent in your orientation.
- Eight (8) minutes are allowed for orientation/ set-up/wrap-up in the prep room. After the necessary orientation/set-up time, give each team member a copy of test (case problem).
- At the end of the testing time, collect tests.
- If team is using a computer for the oral presentation (*optional*), set-up time should be stopped at three (3) minutes.
- Following the team presentation, judges may ask questions regarding the presentation.
- Teams should be dismissed.
- Administrator will fill out Finals ranking sheet prior to dismissing the judges.
- **There can be no ties in the top ten (10) teams.** It is the responsibility of the judges to break any ties.
- Conduct finals using above procedures.
- Collect all Judges' Rating Sheets and contest materials.
- No audience is allowed in the contest room.

### FOLLOWING JUDGING

- Collect all Judges' Rating Sheets and contest materials
- Return materials to the contest headquarters or as instructed

### METHOD OF EVALUATION

- Application (Judges' Rating Sheet)
- Presentation Rating Sheet

# (155) Economic Research Individual (S)

## (160) Economic Research Team (S)

### PRE-CONFERENCE NEEDS

- This is a **pre-submitted** event. See *WSAP Guidelines* for submission instructions
- Assign and identify judging room(s)
- Assign team reporting times at 20-minute intervals
- Assign proctors
- Secure judges for technical judging and provide with appropriate documentation
- Secure judges for presentation and provide with instructions at least two (2) weeks prior to contest
- Schedule orientation time for judges (*Appendix C*)
- Copy sufficient quantity of Judges' Rating Sheets: two (2) per team/member
- Copy ranking sheets: one per section

### SCHEDULING REQUIREMENTS

- No more than three (3) minutes set-up
- No more than seven (7) minutes presentation time
- No more than five (5) minutes judges' questions
- Finals may be required at State and National levels
- Finals are based on presentation and technical scores

### PROCTOR'S NEEDS

- Timing device
- Technical scores (may *not* be shown to judges until all members/teams have presented.)

### JUDGE'S NEEDS

- Judges' Rating Sheets

### RECOMMENDED NUMBER OF JUDGES

- Same number of judges per section
- Two (2) judges recommended per section

### ADDITIONAL NEEDS

- Calculator to compute scores
- Pens/pencils
- Stapler/staples/staple remover

### ROOM SET-UP

- One (1) room for presentation with tables and chairs for judges, member/team, and proctor

### ORIENTATION OF CONTEST PERSONNEL

- Review the event(s) in the *WSAP Guidelines*
- Read General Instructions (*Appendix A*)

### TESTING PROCEDURE

- Technical scores will *not* be shown to judges until all members/teams have presented.
- If research paper has been rated prior to the conference by a different set of judges, allow on-site judges up to five (5) minutes to review research paper before interviewing member/team
- Escort member/team to judging area and present to the judges by **member/team number. However, members may continue to wear their name badge.**
- Presentation will be stopped at 7 minutes.
- Following the oral presentation, judges may ask questions regarding the research paper.
- Teams should be dismissed.
- If more than one (1) section is necessary, finalists will be determined by selecting an equal number from each section.
- Administrator will fill out ranking sheet prior to dismissing the judges.
- **There can be no ties in the top ten (10) members/teams.** It is the responsibility of the judges to break any ties.
- Post finalists and reporting times.
- Conduct finals using above procedures.
- Collect all Judges' Rating Sheets and contest materials.
- No audience is allowed in the contest room.

### FOLLOWING JUDGING

- Collect all Judges' Rating Sheets and contest materials
- Return materials to the contest headquarters or as instructed

### METHOD OF EVALUATION

- Application (Judges' Rating Sheet)
- Technical Rating Sheet
- Presentation Rating Sheet

# (170) Financial Audit (PS)-Pilot

## PRE-CONFERENCE NEEDS

- Assign and identify contest preparation room
- Assign member reporting times at 10-minute intervals
- Assign and identify judging room(s)
- Assign proctors
- Secure judges for presentation and provide with instructions at least two (2) weeks prior to contest
- Schedule orientation time for judges (*Appendix C*)
- Copy sufficient quantity of contest
- Copy sufficient quantity of Judges' Rating Sheets: two (2) per member
- Copy ranking sheets: one (1) per section

## SCHEDULING REQUIREMENTS

- No more than 20 minutes preparation time
- No less than three (3) and no more than five (5) minutes for oral presentation
- No more than three (3) minutes judges' questions
- Finals may be required at State and National levels

## PROCTOR'S NEEDS

- Timing device
- Contest topics
- Flash cards for time warning for presentation (1 and 2 minutes)

## RECOMMENDED NUMBER OF PROCTORS

- Two (2) per section (one for timing preparation/one for timing presentation)

## JUDGE'S NEEDS

- Test KEY
- Judges' Rating Sheets

## RECOMMENDED NUMBER OF JUDGES

- Same number of judges per section
- Two (2) judges recommended per section

## EQUIPMENT/SUPPLIES TO BE PROVIDED

- Note cards (three per member)

## ADDITIONAL NEEDS

- Stapler/staples/paper clips
- Calculator to compute scores
- Pens/pencils

## ROOM SET-UP

- One (1) room for preparation with two (2) chairs at each table
- One (1) room for oral presentation with podium for member and table and chairs for judges and proctor

## ORIENTATION OF CONTEST PERSONNEL

- Review the event(s) in the *WSAP Guidelines*
- Read General Instructions (*Appendix A*)

## TESTING PROCEDURE

- Allow member 20 minutes to develop presentation in preparation room, three note cards should be provided.
- Escort member to judging area and present to the judges by **member number. However, members may continue to wear their name badge.**
- Only the three note cards may be used in the presentation room.
- Presentation will be stopped at five (5) minutes.
- No more than three (3) minutes will be allowed for judges' questions.
- Following the oral presentation, member should be dismissed.
- If more than one (1) section is necessary, finalists will be determined by selecting an equal number from each section.
- Administrator will fill out ranking sheet prior to dismissing the judges.
- **There can be no ties in the top ten (10) members.** It is the responsibility of the judges to break any ties.
- Post finalists and reporting times.
- Conduct finals using above procedures.
- No audience is allowed in the contest room.

## FOLLOWING JUDGING

- Collect all Judges' Rating Sheets and contest materials
- Return materials to the contest headquarters or as instructed

## METHOD OF EVALUATION

- Application (Judges' Rating Sheet)
- Presentation Rating Sheet

# (190) Financial Math & Analysis Concepts—Open Event (S | PS)

## PRE-CONFERENCE NEEDS

- Assign and identify room large enough to accommodate the number of members taking the Open Events
- Public address system, if needed
- Assign proctors and graders
- Copy sufficient quantity of each test

## SCHEDULING REQUIREMENTS

- Tests will be given continuously during scheduled time periods. Time limit is sixty (60) minutes
- Tests are administered on open-in, open-out basis—members may enter testing room at any time during the scheduled time period and leave the room after completing the test

## PROCTOR'S NEEDS

- Scoring sheets
- Markers

## RECOMMENDED NUMBER OF PROCTORS

- One (1) per fifty (50) members

## GRADER'S NEEDS

- Scoring equipment

## SUPPLIES TO BE PROVIDED

- Test on computer at NLC
- Scratch paper
- Scoring sheets

## ROOM SET-UP

- Room should be large enough to accommodate any number of members taking the contests
- One (1) workstation per member

## ORIENTATION OF CONTEST PERSONNEL

- Review the event(s) in the *WSAP Guidelines*
- Read General Instructions (*Appendix B*)

## TESTING PROCEDURE

- Check that supplies and facilities are in order.
- The tests will be given continuously during the scheduled time period.
- Members may enter the testing room at any time during the scheduled time period; however, the last member should be admitted thirty (30) minutes before the conclusion of testing (*no one is allowed entry after this time*).
- Upon entering the testing room, a proctor will mark the member's Open Event card and the member will be given a test. Members can take only one (1) test at a time.
- No reference materials are allowed.
- Instruct members to write their member number and the starting time of their test on the scoring sheet.
- Collect test and scoring sheet from members.

## FOLLOWING TESTING

- Assemble and return all testing materials to contest headquarters or as instructed

## METHOD OF EVALUATION

- Objective

## (200) Fundamental Word Processing (S | PS)

## (205) Intermediate Word Processing (S | PS)

### PRE-CONFERENCE NEEDS

- Assign and identify room
- Assign proctors and graders
- Copy sufficient quantity of tests
- Copy one (1) key per grader

### SCHEDULING REQUIREMENTS

- No more than ten (10) minutes orientation
- No more than sixty (60) minutes of actual testing time
- No more than ten (10) minutes wrap-up

### PROCTOR'S NEEDS

- Timing device
- Time warning at 30, 15, 5 and 1 minutes

### RECOMMENDED NUMBER OF PROCTORS

- One (1) per ten (10) members

### GRADER'S NEEDS

- Test KEY
- Production Standards
- *Style & Reference Manual*
- Red pens/pencils
- Calculator to compute scores

### RECOMMENDED NUMBER OF GRADERS

- Administrator and proctor(s) of test
- Minimum of three (3): *regardless of number of graders, the same grader should evaluate the same problem(s) for all tests*

### EQUIPMENT/SUPPLIES TO BE PROVIDED

- Test
- Computer, printer, paper
- Software as specified for contest

### ADDITIONAL NEEDS

- Pencil sharpener
- Stapler/staples/staple remover

### ROOM SET-UP

- One (1) workstation per member

### ORIENTATION OF CONTEST PERSONNEL

- Review the event(s) in the *WSAP Guidelines*
- Read General Instructions (*Appendix B*)
- Read Instructions for Computer Events (*Appendix F*)

### TESTING PROCEDURE

- Allow members time to become familiar with the equipment (part of the orientation/warm-up/wrap-up).
- Review contest instructions with the members (located in the front of the test).
- Answer questions, then begin the 60 minutes of testing.
- If members finish before the time limit, record completion times on test materials—time may be a determining factor in the event of a tie.
- At the end of the testing time, stop members.
- With the time remaining for orientation/wrap-up, have members check to be sure that member numbers are on each page/problem.
- Have members assemble testing materials in the order indicated in the test.
- Collect all testing materials from members.
- Count tests to be sure all are returned.
- Members may be dismissed.

### FOLLOWING TESTING

- Assemble testing materials in the following order:
  - tests
  - completed contest materials
  - unused materials and supplies
- Return materials to the contest headquarters or as instructed

### METHOD OF EVALUATION

- Application/Production Standards



# (210) Advanced Word Processing (S | PS)

## (215) Integrated Office Applications (S | PS)

### PRE-CONFERENCE NEEDS

- Assign and identify room
- Assign proctors and graders
- Copy sufficient quantity of tests
- Copy one (1) key per grader

### SCHEDULING REQUIREMENTS

- No more than ten (10) minutes orientation
- No more than ninety (90) minutes testing time
- No more than ten (10) minutes wrap-up

### PROCTOR'S NEEDS

- Timing device
- Time warning at 30, 15, 5 and 1 minutes

### RECOMMENDED NUMBER OF PROCTORS

- One (1) per ten (10) members

### GRADER'S NEEDS

- Test KEY
- Production Standards
- *Style & Reference Manual*
- Red pens/pencils
- Calculator to compute scores
- Certification scores (Pass (100 Points), Fail (0 Points), not to exceed 25% of final score)

### RECOMMENDED NUMBER OF GRADERS

- Administrator and proctor(s) of test
- Minimum of three (3): *regardless of number of graders, the same grader should evaluate the same problem(s) for all tests*

### EQUIPMENT/SUPPLIES TO BE PROVIDED

- Test
- Computer, printer, paper
- Software as specified for contest

### ADDITIONAL NEEDS

- Pencil sharpener
- Stapler/staples/staple remover

### ROOM SET-UP

- One (1) workstation per member

### ORIENTATION OF CONTEST PERSONNEL

- Review the event(s) in the *WSAP Guidelines*
- Read General Instructions (*Appendix B*)
- Read Instructions for Computer Events (*Appendix F*)

### TESTING PROCEDURE

- Allow members time to become familiar with the equipment (part of the orientation/warm-up/wrap-up).
- Review contest instructions with the members (located in the front of the test).
- Answer questions, then begin the 90 minutes of testing.
- If members finish before the time limit, record completion times on test materials—time may be a determining factor in the event of a tie.
- At the end of the testing time, stop members.
- With the time remaining for orientation/wrap-up, have members check to be sure that member numbers are on each page/problem.
- Have members assemble testing materials in the order indicated in the test.
- Collect all testing materials from members.
- Count tests to be sure all are returned.
- Members may be dismissed.

### FOLLOWING TESTING

- Assemble testing materials in the following order:
  - tests
  - members completed contest materials
  - unused materials and supplies
- Return materials to the contest headquarters or as instructed
- Administrator should oversee grading of the contest

### METHOD OF EVALUATION

- Application/Production Standards/Certification

# (220) Basic Office Systems & Procedures (S | PS)

## (225) Advanced Office Systems & Procedures (S | PS)

### PRE-CONFERENCE NEEDS

- Assign and identify room
- Assign proctors and graders
- Copy sufficient quantity of tests
- Copy one (1) key per grader

### SCHEDULING REQUIREMENTS

- No more than ten (10) minutes orientation
- No more than ninety (90) minutes testing time
- No more than ten (10) minutes wrap-up

### PROCTOR'S NEEDS

- Timing device
- Time warning at 30, 15, 5 and 1 minutes

### RECOMMENDED NUMBER OF PROCTORS

- One (1) per ten (10) members

### GRADER'S NEEDS

- Test KEY
- Production Standards
- *Style & Reference Manual*
- Red pens/pencils
- Calculator to compute scores

### RECOMMENDED NUMBER OF GRADERS

- Administrator and proctor(s) of test
- Minimum of three (3): *regardless of number of graders, the same grader should evaluate the same problem(s) for all tests*

### EQUIPMENT/SUPPLIES TO BE PROVIDED

- Test and scoring sheet
- Computer, printer, paper
- Software as specified for contest

### ADDITIONAL NEEDS

- Pencil sharpener
- Stapler/staples/staple remover
- Scoring equipment

### ROOM SET-UP

- One (1) workstation per member

### ORIENTATION OF CONTEST PERSONNEL

- Review the event(s) in the *WSAP Guidelines*
- Read General Instructions (*Appendix B*)
- Read Instructions for Computer Events (*Appendix F*)

### TESTING PROCEDURE

- Allow members time to become familiar with the equipment (part of the orientation/warm-up/wrap-up).
- Review contest instructions with the members (located in the front of the test).
- Answer questions, then begin the 90 minutes of testing.
- If members finish before the time limit, record completion times on test materials—time may be a determining factor in the event of a tie.
- At the end of the testing time, stop members.
- With the time remaining for orientation/wrap-up, have members check to be sure that member numbers are on each page/problem.
- Have members assemble testing materials in the order indicated in the test.
- Collect all testing materials from members.
- Count tests to be sure all are returned.
- Members may be dismissed.

### FOLLOWING TESTING

- Assemble testing materials in the following order:
  - tests
  - members completed contest materials
  - unused materials and supplies
- Return materials to the contest headquarters or as instructed

### METHOD OF EVALUATION

- Objective/Application/Production Standards

## (230) Fundamental Spreadsheet Applications (S | PS)

## (235) Advanced Spreadsheet Applications (S | PS)

### PRE-CONFERENCE NEEDS

- Assign and identify room
- Assign proctors and graders
- Copy sufficient quantity of tests
- Copy one (1) key per grader

### SCHEDULING REQUIREMENTS

- No more than ten (10) minutes orientation
- No more than ninety (90) minutes testing time
- No more than ten (10) minutes wrap-up

### PROCTOR'S NEEDS

- Timing device
- Time warning at 30, 15, 5 and 1 minutes

### RECOMMENDED NUMBER OF PROCTORS

- One (1) per ten (10) members

### GRADER'S NEEDS

- Test KEY
- Red pens/pencils
- Calculator to compute scores
- Certification scores (**for Advanced level only - 25% of final score**)

### RECOMMENDED NUMBER OF GRADERS

- Administrator and proctor(s) of test
- Minimum of three (3): *regardless of number of graders, the same grader should evaluate the same problem(s) for all tests*

### EQUIPMENT/SUPPLIES TO BE PROVIDED

- Test
- Computer, printer, paper
- Software as specified for contest
- One (1) flash drive per member (**Advanced Spreadsheet Applications only**)

### ADDITIONAL NEEDS

- Pencil sharpener
- Stapler/staples/staple remover

### ROOM SET-UP

- One (1) workstation per member

### ORIENTATION OF CONTEST PERSONNEL

- Review the event in the *WSAP Guidelines*
- Read General Instructions (*Appendix B*)
- Read Instructions for Computer Events (*Appendix F*)

### TESTING PROCEDURE

- Allow members time to become familiar with the equipment (part of the orientation/warm-up/wrap-up).
- Review contest instructions with the members (located in the front of the test).
- Answer questions, then begin the 90 minutes of testing.
- If members finish before the time limit, record completion times on test materials—time may be a determining factor in the event of a tie.
- At the end of the testing time, stop members.
- With the time remaining for orientation/wrap-up, have members check to be sure that member numbers are on each page/problem.
- Have members assemble testing materials in the order indicated in the test.
- Collect all testing materials from members.
- Count tests to be sure all are returned.
- Members may be dismissed.

### FOLLOWING TESTING

- Assemble testing materials in the following order:
  - tests
  - completed contest materials
  - unused materials and supplies
- Return materials to the contest headquarters or as instructed

### METHOD OF EVALUATION

- Application
- Certification (**for Advanced level only**)

# (240) Database Applications (S | PS)

## PRE-CONFERENCE NEEDS

- Assign and identify room
- Assign proctors and graders
- Copy sufficient quantity of tests
- Copy one (1) key per grader

## SCHEDULING REQUIREMENTS

- No more than ten (10) minutes orientation
- No more than ninety (90) minutes testing time
- No more than ten (10) minutes wrap-up

## PROCTOR'S NEEDS

- Timing device
- Time warning at 30, 15, 5 and 1 minutes

## RECOMMENDED NUMBER OF PROCTORS

- One (1) per ten (10) members

## GRADER'S NEEDS

- Test KEY
- Red pens/pencils
- Calculator to compute scores
- Certification scores (Pass (100 Points), Fail (0 Points), not to exceed 25% of final score)

## RECOMMENDED NUMBER OF GRADERS

- Administrator and proctor(s) of test
- Minimum of three (3): *regardless of number of graders, the same grader should evaluate the same problem(s) for all tests*

## EQUIPMENT/SUPPLIES TO BE PROVIDED

- Test (one per team)
- Computer, printer, paper
- Software as specified for contest
- One (1) flash drive per member

## ADDITIONAL NEEDS

- Pencil sharpener
- Stapler/staples/staple remover

## ROOM SET-UP

- One (1) workstation per member

## ORIENTATION OF CONTEST PERSONNEL

- Review the event(s) in the *WSAP Guidelines*
- Read General Instructions (*Appendix B*)
- Read Instructions for Computer Events (*Appendix F*)

## TESTING PROCEDURE

- Allow members time to become familiar with the equipment (part of the orientation/warm-up/wrap-up).
- Review contest instructions with the members (located in the front of the test).
- Answer questions, then begin the 90 minutes of testing.
- If members finish before the time limit, record completion times on test materials—time may be a determining factor in the event of a tie.
- At the end of the testing time, stop members.
- With the time remaining for orientation/wrap-up, have members check to be sure that member numbers are on each page/problem.
- Have members assemble testing materials in the order indicated in the test.
- Collect all testing materials from members.
- Count tests to be sure all are returned.
- Members may be dismissed.

## FOLLOWING TESTING

- Assemble testing materials in the following order:
  - tests
  - completed contest materials
  - unused materials and supplies
- Return materials to the contest headquarters or as instructed

## METHOD OF EVALUATION

- Application/Certification

# (245) Legal Office Procedures (S | PS)

## PRE-CONFERENCE NEEDS

- Assign and identify room
- Assign proctors and graders
- Copy sufficient quantity of tests
- Copy one (1) key per grader

## SCHEDULING REQUIREMENTS

- No more than ten (10) minutes orientation
- No more than sixty (60) minutes testing time
- No more than ten (10) minutes wrap-up

## PROCTOR'S NEEDS

- Timing device
- Time warning at 30, 15, 5 and 1 minutes

## RECOMMENDED NUMBER OF PROCTORS

- One (1) per ten (10) members

## GRADER'S NEEDS

- Test KEY
- Production Standards
- *Style & Reference Manual*
- Red pens/pencils
- Calculator to compute scores

## RECOMMENDED NUMBER OF GRADERS

- Administrator and proctor(s) of test
- Minimum of three (3): *regardless of number of graders, the same grader should evaluate the same problem(s) for all tests*

## EQUIPMENT/SUPPLIES TO BE PROVIDED

- Test and scoring sheet
- Computer, printer, paper
- Software as specified for contest

## ADDITIONAL NEEDS

- Scoring equipment
- Pencil sharpener
- Stapler/staples/staple remover

## ROOM SET-UP

- One (1) workstation per member

## ORIENTATION OF CONTEST PERSONNEL

- Review the event(s) in the *WSAP Guidelines*
- Read General Instructions (*Appendix B*)
- Read Instructions for Computer Events (*Appendix F*)

## TESTING PROCEDURE

- Allow members time to become familiar with the equipment (part of the orientation/warm-up/wrap-up).
- Review contest instructions with the members (located in the front of the test).
- Answer questions, then begin the 60 minutes of testing.
- If members finish before the time limit, record completion times on test materials—time may be a determining factor in the event of a tie.
- At the end of the testing time, stop members.
- With the time remaining for orientation/wrap-up, have members check to be sure that member numbers are on each page/problem.
- Have members assemble testing materials in the order indicated in the test.
- Collect all testing materials from members.
- Count tests to be sure all are returned.
- Members may be dismissed.

## FOLLOWING TESTING

- Assemble testing materials in the following order:
  - tests
  - completed contest materials
  - unused materials and supplies
- Return materials to the contest headquarters or as instructed

## METHOD OF EVALUATION

- Objective/Application/Production Standards

# (255) Administrative Support Team (S | PS)

*DEDICATED TO DEBORAH PAUL*

## **PRE-CONFERENCE NEEDS**

- Assign and identify room
- Assign proctors and graders
- Copy sufficient quantity of tests
- Copy one (1) key per grader

## **SCHEDULING REQUIREMENTS**

- No more than ten (10) minutes orientation
- No more than ninety (90) minutes testing time
- No more than ten (10) minutes wrap-up

## **PROCTOR'S NEEDS**

- Timing device
- Time warning at 30, 15, 5 and 1 minutes

## **RECOMMENDED NUMBER OF PROCTORS**

- One (1) per five (5) teams

## **GRADER'S NEEDS**

- Test KEY
- Production Standards
- *Style & Reference Manual*
- Red pens/pencils
- Calculator to compute scores

## **RECOMMENDED NUMBER OF GRADERS**

- Administrator and proctor(s) of test
- Minimum of three (3): *regardless of number of graders, the same grader should evaluate the same problem(s) for all tests*

## **EQUIPMENT/SUPPLIES TO BE PROVIDED**

- Test
- One (1) Computer per member, printer, paper
- Software as specified for contest
- One (1) flash drive per team

## **ADDITIONAL NEEDS**

- Calculator to compute scores
- Stapler/staples/staple remover

## **ROOM SET-UP**

- One (1) workstation per member

## **ORIENTATION OF CONTEST PERSONNEL**

- Review the event(s) in the *WSAP Guidelines*
- Read General Instructions (*Appendix B*)
- Read Instructions for Computer Events (*Appendix F*)

## **TESTING PROCEDURE**

- Allow teams time to become familiar with the equipment (part of the orientation/warm-up/wrap-up).
- Review contest instructions with the teams (located in the front of the test).
- Answer questions, then begin the 90 minutes of testing.
- If teams finish before the time limit, record completion times on test materials—time may be a determining factor in the event of a tie.
- At the end of the testing time, stop all members.
- With the time remaining for orientation/wrap-up, have members check to be sure that team numbers are on each page/problem.
- Have teams assemble testing materials in the order indicated in the test.
- Collect all testing materials.
- Count tests to be sure all are returned.
- Members may be dismissed.

## **FOLLOWING TESTING**

- Assemble testing materials in the following order:
  - tests
  - completed contest materials
  - unused materials and supplies
- Return materials to the contest headquarters or as instructed

## **METHOD OF EVALUATION**

- Application/Production Standards

# (260) Administrative Support Research Project (S)

## PRE-CONFERENCE NEEDS

- This is a **pre-submitted** event. See *WSAP Guidelines* for submission instructions
- Assign and identify judging room(s)
- Assign member reporting times at 20-minute intervals
- Assign proctors
- Secure judges for technical judging and provide with appropriate documentation
- Secure judges for presentation and provide with instructions at least two (2) weeks prior to contest
- Schedule orientation time for judges (*Appendix C*)
- Copy sufficient quantity of Judges' Rating Sheets: two (2) per member
- Copy ranking sheets: one per section

## SCHEDULING REQUIREMENTS

- No more than three (3) minutes set-up
- No more than seven (7) minutes oral presentation
- No more than five (5) minutes of judges' questions
- Finals may be required at State and National levels
- Finals are based on presentation and technical scores

## PROCTOR'S NEEDS

- Timing device
- Technical scores (may *not* be shown to judges until all members/teams have presented.)

## JUDGE'S NEEDS

- Judges' Rating Sheets

## RECOMMENDED NUMBER OF JUDGES

- Same number of judges per section
- Two (2) judges recommended per section

## ADDITIONAL NEEDS

- Calculator to compute scores
- Pens/pencils
- Stapler/staples/staple remover

## ROOM SET-UP

- One (1) room for presentation with tables and chairs for judges, member, and proctor

## ORIENTATION OF CONTEST PERSONNEL

- Review the event(s) in the *WSAP Guidelines*
- Read General Instructions (*Appendix A*)

## TESTING PROCEDURE

- Technical scores will *not* be shown to judges until all members have presented.
- If research paper has been rated prior to the conference by a different set of judges; allow on-site judges up to five (5) minutes to review research paper before interviewing member.
- Escort member to judging area and present to the judges by **member number. However, members may continue to wear their name badge.**
- Presentation will be stopped at 7 minutes.
- Following the oral presentation, judges may ask questions regarding the research paper
- Members should be dismissed.
- If more than one section is necessary, finalists will be determined by selecting an equal number from each section.
- Administrator will fill out ranking sheet prior to dismissing the judges.
- **There can be no ties in the top ten (10) members.** It is the responsibility of the judges to break any ties.
- Post finalists and reporting times.
- Conduct finals using above procedures.
- Collect all Judges' Rating Sheets and contest materials.
- No audience is allowed in the contest room.

## FOLLOWING JUDGING

- Collect all Judges' Rating Sheets and contest materials
- Return materials to the contest headquarters or as instructed

## METHOD OF EVALUATION

- Application (Judges' Rating Sheet)
- Technical Rating Sheet
- Presentation Rating Sheet

## (265) Business Law & Ethics (S | PS)

### PRE-CONFERENCE NEEDS

- Assign and identify room
- Assign proctors and graders
- Copy sufficient quantity of tests
- Copy one (1) key per grader

### SCHEDULING REQUIREMENTS

- No more than ten (10) minutes orientation
- No more than sixty (60) minutes testing time
- No more than ten (10) minutes wrap-up

### PROCTOR'S NEEDS

- Timing device
- Time warning at 30, 15, 5 and 1 minutes

### RECOMMENDED NUMBER OF PROCTORS

- One (1) per ten (10) members

### GRADER'S NEEDS

- Test KEY
- Red pens/pencils
- Calculator to compute scores

### RECOMMENDED NUMBER OF GRADERS

- Minimum of three (3)

### EQUIPMENT/SUPPLIES TO BE PROVIDED

- Test
- Scoring sheet

### ADDITIONAL NEEDS

- Scoring equipment
- Pencil sharpener
- Stapler/staples/staple remover

### ROOM SET-UP

- One (1) workstation per member (*Allow ample space between members. Be aware that tablecloths may obstruct pencil marks.*)

### ORIENTATION OF CONTEST PERSONNEL

- Review the event(s) in the *WSAP Guidelines*
- Read General Instructions (*Appendix B*)

### TESTING PROCEDURE

- Review contest instructions with the members (located in the front of the test).
- Answer questions, then begin the 60 minutes of testing.
- If members finish before the time limit, record completion times on test materials—time may be a determining factor in the event of a tie.
- At the end of the testing time, stop members.
- Have members assemble testing materials in the order indicated in the test.
- Collect all testing materials from members
- Count tests to be sure all are returned.
- Members may be dismissed.

### FOLLOWING TESTING

- Assemble testing materials in the following order:
  - tests
  - completed contest materials
  - unused materials and supplies
- Return materials to the contest headquarters or as instructed

### METHOD OF EVALUATION

- Objective/Application Standards



## (290) Administrative Support Concepts—Open Event (S | PS)

### PRE-CONFERENCE NEEDS

- Assign and identify room large enough to accommodate the number of members taking the Open Events
- Public address system, if needed
- Assign proctors and graders
- Copy sufficient quantity of tests

### SCHEDULING REQUIREMENTS

- Tests will be given continuously during scheduled time periods. Test time is sixty (60) minutes
- Tests are administered on open-in, open-out basis—members may enter testing room at any time during the scheduled time period and leave the room after completing the test

### PROCTOR'S NEEDS

- Scoring sheets
- Markers

### RECOMMENDED NUMBER OF PROCTORS

- One (1) per fifty (50) members

### GRADER'S NEEDS

- Scoring equipment

### SUPPLIES TO BE PROVIDED

- Test on computer at NLC
- Scratch paper
- Scoring sheet

### ROOM SET-UP

- Room should be large enough to accommodate any number of members taking the contests
- One (1) workstation per member (*Allow ample space between members. Be aware that tablecloths may obstruct pencil marks*)

### ORIENTATION OF CONTEST PERSONNEL

- Review the event(s) in the *WSAP Guidelines*
- Read General Instructions (*Appendix B*)

### TESTING PROCEDURE

- Check that supplies and facilities are in order.
- The tests will be given continuously during the scheduled time period.
- Members may enter the testing room at any time during the scheduled time period; however, the last member should be admitted thirty (30) minutes before the conclusion of testing (*no one is allowed entry after this time*).
- Upon entering the testing room, a proctor will mark the member's Open Event card and the member will be given a test. Members can take only one test at a time.
- Instruct members to write their member number and the starting time of their test on the scoring sheet.
- No reference materials are allowed.
- When members finish a test, record completion time on the scoring sheet—time may be a determining factor in the event of a tie.
- Collect test and scoring sheet from members.

### FOLLOWING TESTING

- Assemble and return all testing materials to contest headquarters or as instructed

### METHOD OF EVALUATION

- Objective

# (300) Computer Network Technology (S | PS)

## (310) Server Administration Using Microsoft® (S | PS)

### PRE-CONFERENCE NEEDS

- Assign and identify room
- Assign proctors and graders
- Copy sufficient quantity of tests
- Copy one (1) key per grader

### SCHEDULING REQUIREMENTS

- No more than sixty (60) minutes testing time for objective test
- No more than sixty (60) minutes testing time for hands-on application (state (if applicable) and national only)

### PROCTOR'S NEEDS

- Timing device

### RECOMMENDED NUMBER OF PROCTORS

- One (1) per ten (10) members

### GRADER'S NEEDS

- Test KEY
- Red pens/pencils
- Calculator to compute scores
- Certification scores (Pass (100 Points), Fail (0 Points), not to exceed 25% of final score)

### RECOMMENDED NUMBER OF GRADERS

- Administrator and proctor(s) of test
- Minimum of two (2)

### EQUIPMENT/SUPPLIES TO BE PROVIDED

- Test
- Scoring sheet

### ADDITIONAL NEEDS

- Pencil sharpener
- Stapler/staples/staple remover
- Scoring equipment

### ROOM SET-UP

- One (1) workstation per member (*Allow ample space between members. Be aware that tablecloths may obstruct pencil marks.*)

### ORIENTATION OF CONTEST PERSONNEL

- Review the event(s) in the *WSAP Guidelines*
- Read General Instructions (*Appendix B*)

### TESTING PROCEDURE

- Review contest instructions with the members (located in the front of the test).
- Answer questions, then begin the 60 minutes of testing.
- If members finish before the time limit, record completion times on test materials—time may be a determining factor in the event of a tie.
- At the end of the testing time, stop members.
- Have members assemble testing materials in the order indicated in the test.
- Collect all testing materials from members
- Count tests to be sure all are returned.
- Members may be dismissed.

### FOLLOWING TESTING

- Assemble testing materials in the following order:
  - tests
  - completed contest materials
  - unused materials and supplies
- Return materials to the contest headquarters or as instructed

### METHOD OF EVALUATION

- Objective/Certification, a hands-on component **may** be added to the event at the State level and **will** be added to the event during National level competition/Certification

# (305) PC Servicing & Troubleshooting (S | PS)

## (320) Computer Security (S | PS)

### PRE-CONFERENCE NEEDS

- Assign and identify room
- Assign proctors and graders
- Copy sufficient quantity of tests
- Copy one (1) key per grader

### SCHEDULING REQUIREMENTS

- No more than sixty (60) minutes testing time for objective test
- No more than sixty (60) minutes testing time for hands-on application (state (if applicable) and national only)

### PROCTOR'S NEEDS

- Timing device

### RECOMMENDED NUMBER OF PROCTORS

- One (1) per ten (10) members

### GRADER'S NEEDS

- Test KEY
- Red pens/pencils
- Calculator to compute scores
- Certification scores (Pass (100 Points), Fail (0 Points), not to exceed 25% of final score)

### RECOMMENDED NUMBER OF GRADERS

- Administrator and proctor(s) of test
- Minimum of three (3)

### SUPPLIES TO BE PROVIDED

- Test
- Scoring sheet
- PCs are provided at NLC for hands-on portion

### ADDITIONAL NEEDS

- Scoring equipment
- Pencil sharpener

### ROOM SET-UP

- One (1) workstation per member (*Allow ample space between members. Be aware that tablecloths may obstruct pencil marks.*)

### ORIENTATION OF CONTEST PERSONNEL

- Review the event(s) in the *WSAP Guidelines*
- Read General Instructions (*Appendix B*)

### TESTING PROCEDURE

- Review contest instructions with the members (located in the front of the test).
- Answer questions, then begin the 60 minutes of testing.
- If members finish before the time limit, record completion times on test materials—time may be a determining factor in the event of a tie.
- At the end of the testing time, stop members.
- Have members check to be sure that member numbers are on each page/problem.
- Have members assemble testing materials in the order indicated in the test.
- Collect all test materials from members.
- Count tests to be sure all are returned.
- Members may be dismissed.

### FOLLOWING TESTING

- Assemble testing materials in the following order:
  - tests
  - completed contest materials
  - unused materials and supplies
- Return materials to contest headquarters or as instructed
- For hands-on portion, graders will grade on the provided computers

### METHOD OF EVALUATION

- Objective; a hands-on component **may** be added to the event at the State level and **will** be added to the event during National level competition/Certification

# (315) Network Administration Using Cisco® (S | PS)

## PRE-CONFERENCE NEEDS

- Assign and identify room
- Assign proctors and graders
- Copy sufficient quantity of tests
- Copy one (1) key per grader

## SCHEDULING REQUIREMENTS

- No more than sixty (60) minutes testing time
- No more than sixty (60) minutes testing time for hands-on application (state (if applicable) and national only)

## PROCTOR'S NEEDS

- Timing device

## RECOMMENDED NUMBER OF PROCTORS

- One (1) per ten (10) members

## GRADER'S NEEDS

- Test KEY
- Red pens/pencils
- Calculator to compute scores

## RECOMMENDED NUMBER OF GRADERS

- Administrator and proctor(s) of test
- Minimum of one (1): *regardless of number of graders, the same grader should evaluate the same problem(s) for all tests*

## EQUIPMENT/SUPPLIES TO BE PROVIDED

- Test
- Scoring sheet
- PCs are provided at NLC for hands-on portion

## ADDITIONAL NEEDS

- Pencil sharpener
- Stapler/staples/staple remover
- Scoring equipment

## ROOM SET-UP

- One (1) workstation per member (*Allow ample space between members. Be aware that tablecloths may obstruct pencil marks*)

## ORIENTATION OF CONTEST PERSONNEL

- Review the event(s) in the *WSAP Guidelines*
- Read General Instructions (*Appendix B*)

## TESTING PROCEDURE

- Review contest instructions with the members (located in the front of the test).
- Answer questions, then begin the 60 minutes of testing.
- If members finish before the time limit, record completion times on test materials—time may be a determining factor in the event of a tie.
- At the end of the testing time, stop members.
- Have members check to be sure that member numbers are on each page/problem.
- Have members assemble testing materials in the order indicated in the test.
- Collect all testing materials from members.
- Count tests to be sure all are returned.
- Members may be dismissed.

## FOLLOWING TESTING

- Assemble testing materials in the following order:
  - tests
  - completed contest materials
  - unused materials and supplies
- Return materials to the contest headquarters or as instructed
- For hands-on portion, graders will grade on the provided computers

## METHOD OF EVALUATION

- Objective; a hands-on component **may** be added to the event at the State-level and **will** be added to the event during National-level competition

# (325) Network Design Team (S | PS)

## PRE-CONFERENCE NEEDS

- This is a **pre-submitted** event. See *WSAP Guidelines* for submission instructions
- Assign and identify contest preparation room
- Assign team preparation times at 30-minute intervals (at the state and national levels)
- Assign and identify judging room(s)
- Assign proctors
- Secure judges for technical judging and provide with appropriate documentation
- Secure judges and provide with instructions at least two (2) weeks prior to contest
- Schedule orientation time for judges (*Appendix C*)
- Copy sufficient quantity of tests
- Copy sufficient quantity of test keys for judges: one (1) per judge and Judges' Rating Sheets: two (2) per team
- Copy ranking sheets: one per section

## SCHEDULING REQUIREMENTS

- No more than thirty (30) minutes testing time (at state and national level)
- No more than three (3) minutes set-up in presentation room
- No more than ten (10) minutes presentation time
- No more than ten (10) minutes for judges' questions
- Finals may be required at State and National levels
- Finals are based on presentation and technical scores

## PROCTOR'S NEEDS

- Timing device
- **Technical scores** (may *not* be shown to judges until all members/teams have presented.)

## RECOMMENDED NUMBER OF PROCTORS

- One (1) per five (5) teams

## JUDGE'S NEEDS

- Test KEY
- Judges' Rating Sheets

## RECOMMENDED NUMBER OF JUDGES

- Same number of judges per section
- Two (2) judges recommended per section (*It is recommended that judges have an IT or programming background.*)

## EQUIPMENT/SUPPLIES TO BE PROVIDED

- Test modification at State and National levels

## ADDITIONAL NEEDS

- Calculator to compute scores

## ROOM SET-UP

- One room with workstations large enough to allow 4-person teams work space and privacy (if having multiple sections, more work space will be needed)
- Tables, chairs, and electrical outlets for members bringing hardware/software
- One (1) room for team presentation with tables and chairs for judges, proctor and team
- Electrical outlets for members bringing computer for presentation

## ORIENTATION OF CONTEST PERSONNEL

- Review the event(s) in the *WSAP Guidelines*
- Read General Instructions (*Appendix A*)

## TESTING PROCEDURE

- Technical scores will *not* be shown to judges until all teams have presented.
- If written proposal has been rated prior to the conference by a different set of judges, allow on-site judges up to five (5) minutes to review written proposal before interviewing team.
- Allow teams time to set up the equipment (part of the orientation).
- Set-up must be done solely by the team.
- At the end of the testing time, collect tests (at state and national levels).
- Escort teams to judging area and present to the judges by **team number. However, members may continue to wear their name badge.**
- Each team uses a computer for the team presentation.
- Following the team presentation, judges may ask questions regarding the presentation.
- Teams should be dismissed.
- If more than one (1) section is necessary, finalists will be determined by selecting an equal number from each section.
- Administrator will fill out ranking sheet prior to dismissing the judges.
- **There can be no ties in the top ten (10) teams.** It is the responsibility of the judges to break any ties
- Post finalists and reporting times.
- Conduct finals using above procedures.
- Collect all Judges' Rating Sheets and contest materials.

## FOLLOWING JUDGING

- Collect all Judges' Rating Sheets and contest materials
- Return materials to the contest headquarters or as instructed

## METHOD OF EVALUATION

- Application (Judges' Rating Sheet)
- Technical Rating Sheet
- Presentation Rating Sheet

## (330) C# Programming (S | PS)

### PRE-CONFERENCE NEEDS

- Assign and identify room
- Assign proctors
- Copy sufficient quantity of tests
- Copy one (1) key per grader
- Secure graders for technical scoring
- Copy flash drives (regional, state and national level) and make sure any supporting files are on the drives

### SCHEDULING REQUIREMENTS

- No more than ten (10) minutes orientation
- No more than ninety (90) minutes testing time
- No more than ten (10) minutes wrap-up

### PROCTOR'S NEEDS

- Timing device
- Time warning at 30, 15, 5 and 1 minutes

### RECOMMENDED NUMBER OF PROCTORS

- One (1) per ten (10) members

### GRADER'S NEEDS

- Test KEY
- Red pens/pencils
- Calculator to compute scores
- Laptop computers with applicable software
- Certification scores (Pass (100 Points), Fail (0 Points), not to exceed 25% of final score)

### RECOMMENDED NUMBER OF GRADERS

- Administrator and proctor(s) of test
- Minimum of three (3): *regardless of number of graders, the same grader should evaluate the same problem(s) for all tests*

### EQUIPMENT/SUPPLIES TO BE PROVIDED

- Test and scoring sheet
- One (1) flash drive per member

### ADDITIONAL NEEDS

- Pencil sharpener
- Stapler/staples/staple remover

### ROOM SET-UP

- One (1) room with workstations large enough to allow work space and privacy
- Tables, chairs, and electrical outlets for members

### ORIENTATION OF CONTEST PERSONNEL

- Review the event(s) in the *WSAP Guidelines*
- Read General Instructions (*Appendix B*)

### TESTING PROCEDURE

- This is a hands-on application performed on-site with the members' own equipment.
- Each member should be given a flash drive with supporting files.
- Review contest instructions with the members (located in the front of the test).
- Answer questions, then begin the 90 minutes of testing.
- If members finish before the time limit, record completion times on test materials—time may be a determining factor in the event of a tie.
- At the end of the testing time, stop members. Instruct them to save their work as instructed within the test onto the supplied USB drive.
- Have members check to be sure that member numbers are on each page/problem.
- Have members assemble testing materials in the order indicated in the test.
- Collect all testing materials from members.
- Count tests to be sure all are returned.
- Members may be dismissed.

### FOLLOWING TESTING

- Assemble testing materials in the following order:
  - tests
  - completed contest materials
  - unused materials and supplies
- Return materials to the contest headquarters or as instructed

### METHOD OF EVALUATION

- Application/Certification

# (335) C++ Programming (S | PS)

# (340) Java Programming (S | PS)

## PRE-CONFERENCE NEEDS

- Assign and identify room
- Assign proctors
- Copy sufficient quantity of tests
- Copy one (1) key per grader
- Secure graders for technical scoring
- Copy flash drives (regional, state and national level), and make sure any supporting files are on the drives

## SCHEDULING REQUIREMENTS

- No more than ten (10) minutes orientation
- No more than ninety (90) minutes testing time
- No more than ten (10) minutes wrap-up

## PROCTOR'S NEEDS

- Timing device
- Time warning at 30, 15, 5 and 1 minutes

## RECOMMENDED NUMBER OF PROCTORS

- One (1) per ten (10) members

## GRADER'S NEEDS

- Test KEY
- Red pens/pencils
- Calculator to compute scores
- Laptop computers with applicable software

## RECOMMENDED NUMBER OF GRADERS

- Administrator and proctor(s) of test
- Minimum of three (3): *regardless of number of graders, the same grader should evaluate the same problem(s) for all tests*

## EQUIPMENT/SUPPLIES TO BE PROVIDED

- Test and scoring sheet
- One (1) flash drive per member

## ADDITIONAL NEEDS

- Pencil sharpener
- Stapler/staples/staple remover

## ROOM SET-UP

- One (1) room with workstations large enough to allow work space and privacy
- Tables, chairs, and electrical outlets for members

## ORIENTATION OF CONTEST PERSONNEL

- Review the event(s) in the *WSAP Guidelines*
- Read General Instructions (*Appendix B*)

## TESTING PROCEDURE

- This is a hands-on application performed on-site with the members own equipment.
- Each member should be given a USB drive with supporting files.
- Review contest instructions with the members (located in the front of the test).
- Answer questions, then begin the 90 minutes of testing.
- If members finish before the time limit, record completion times on test materials—time may be a determining factor in the event of a tie.
- At the end of the testing time, stop members. Instruct them to save their work as instructed within the test onto the supplied USB drive.
- Have members check to be sure that member numbers are on each page/problem.
- Have members assemble testing materials in the order indicated in the test.
- Collect all testing materials from members.
- Count tests to be sure all are returned.
- Members may be dismissed.

## FOLLOWING TESTING

- Assemble testing materials in the following order:
  - tests
  - completed contest materials
  - unused materials and supplies
- Return materials to the contest headquarters or as instructed

## METHOD OF EVALUATION

- Application

# (345) SQL Database Fundamentals (S | PS)

## PRE-CONFERENCE NEEDS

- Assign and identify room
- Assign proctors and graders
- Copy sufficient quantity of tests
- Copy one (1) key per grader

## SCHEDULING REQUIREMENTS

- No more than sixty (60) minutes testing time

## PROCTOR'S NEEDS

- Timing device

## RECOMMENDED NUMBER OF PROCTORS

- One (1) per ten (10) members

## GRADER'S NEEDS

- Test KEY
- Red pens/pencils
- Calculator to compute scores

## RECOMMENDED NUMBER OF GRADERS

- Administrator and proctor(s) of test
- Minimum of one (1)

## EQUIPMENT/SUPPLIES TO BE PROVIDED

- Test
- Scoring sheet

## ADDITIONAL NEEDS

- Pencil sharpener
- Stapler/staples/staple remover
- Scoring equipment

## ROOM SET-UP

- One (1) workstation per member (*Allow ample space between members. Be aware that tablecloths may obstruct pencil marks.*)

## ORIENTATION OF CONTEST PERSONNEL

- Review the event(s) in the *WSAP Guidelines*
- Read General Instructions (*Appendix B*)

## TESTING PROCEDURE

- Review contest instructions with the members (located in the front of the test).
- Answer questions, then begin the 60 minutes of testing.
- If members finish before the time limit, record completion times on test materials—time may be a determining factor in the event of a tie.
- At the end of the testing time, stop members.
- Have members assemble testing materials in the order indicated in the test.
- Collect all testing materials from members.
- Count tests to be sure all are returned.
- Members may be dismissed.

## FOLLOWING TESTING

- Assemble testing materials in the following order:
  - tests
  - completed contest materials
  - unused materials and supplies
- Return materials to the contest headquarters or as instructed

## METHOD OF EVALUATION

- Objective



# (350) Linux Operating System Fundamentals (S | PS)

## PRE-

### CONFERENCE NEEDS

- Assign and identify room
- Assign proctors and graders
- Copy sufficient quantity of tests
- Copy one (1) key per grader

### SCHEDULING REQUIREMENTS

- No more than sixty (60) minutes testing time for objective test
- No more than sixty (60) minutes testing time for hands-on application (state (if applicable) and national only)

### PROCTOR'S NEEDS

- Timing device

### RECOMMENDED NUMBER OF PROCTORS

- One (1) per ten (10) members

### GRADER'S NEEDS

- Test KEY
- Red pens/pencils
- Calculator to compute scores
- Certification scores (Pass (100 Points), Fail (0 Points), not to exceed 25% of final score)

### RECOMMENDED NUMBER OF GRADERS

- Administrator and proctor(s) of test
- Minimum of three (3)

### SUPPLIES TO BE PROVIDED

- Test
- Scoring sheet
- PCs are provided at NLC for hands-on portion

### ADDITIONAL NEEDS

- Scoring equipment
- Pencil sharpener

### ROOM SET-UP

- One (1) workstation per member (*Allow ample space between members. Be aware that tablecloths may obstruct pencil marks.*)

## ORIENTATION OF CONTEST PERSONNEL

- Review the event(s) in the *WSAP Guidelines*
- Read General Instructions (*Appendix B*)

## TESTING PROCEDURE

- Review contest instructions with the members (located in the front of the test).
- Answer questions, then begin the 60 minutes of testing.
- If members finish before the time limit, record completion times on test materials—time may be a determining factor in the event of a tie.
- At the end of the testing time, stop members.
- Have members check to be sure that member numbers are on each page/problem.
- Have members assemble testing materials in the order indicated in the test.
- Collect all test materials from members.
- Count tests to be sure all are returned.
- Members may be dismissed.

## FOLLOWING TESTING

- Assemble testing materials in the following order:
  - tests
  - completed contest materials
  - unused materials and supplies
- Return materials to contest headquarters or as instructed
- For hands-on portion, graders will grade on the provided computers

## METHOD OF EVALUATION

- Objective; a hands-on component **may** be added to the event at the State level and **will** be added to the event during National level competition/Certification

# (355) Python Programming (S | PS)-Pilot

## PRE-CONFERENCE NEEDS

- Assign and identify room
- Assign proctors
- Copy sufficient quantity of tests
- Copy one (1) key per grader
- Secure graders for technical scoring
- Copy flash drives (regional, state and national level), and make sure any supporting files are on the drives

## SCHEDULING REQUIREMENTS

- No more than ten (10) minutes orientation
- No more than ninety (90) minutes testing time
- No more than ten (10) minutes wrap-up

## PROCTOR'S NEEDS

- Timing device
- Time warning at 30, 15, 5 and 1 minutes

## RECOMMENDED NUMBER OF PROCTORS

- One (1) per ten (10) members

## GRADER'S NEEDS

- Test KEY
- Red pens/pencils
- Calculator to compute scores
- Laptop computers with applicable software

## RECOMMENDED NUMBER OF GRADERS

- Administrator and proctor(s) of test
- Minimum of three (3): *regardless of number of graders, the same grader should evaluate the same problem(s) for all tests*

## EQUIPMENT/SUPPLIES TO BE PROVIDED

- Test and scoring sheet
- One (1) flash drive per member

## ADDITIONAL NEEDS

- Pencil sharpener
- Stapler/staples/staple remover

## ROOM SET-UP

- One (1) room with workstations large enough to allow work space and privacy
- Tables, chairs, and electrical outlets for members

## ORIENTATION OF CONTEST PERSONNEL

- Review the event(s) in the *WSAP Guidelines*
- Read General Instructions (*Appendix B*)

## TESTING PROCEDURE

- This is a hands-on application performed on-site with the members own equipment.
- Each member should be given a USB drive with supporting files.
- Review contest instructions with the members (located in the front of the test).
- Answer questions, then begin the 90 minutes of testing.
- If members finish before the time limit, record completion times on test materials—time may be a determining factor in the event of a tie.
- At the end of the testing time, stop members. Instruct them to save their work as instructed within the test onto the supplied USB drive.
- Have members check to be sure that member numbers are on each page/problem.
- Have members assemble testing materials in the order indicated in the test.
- Collect all testing materials from members.
- Count tests to be sure all are returned.
- Members may be dismissed.

## FOLLOWING TESTING

- Assemble testing materials in the following order:
  - tests
  - completed contest materials
  - unused materials and supplies
- Return materials to the contest headquarters or as instructed

## METHOD OF EVALUATION

- Application

# **(390) Computer Programming Concepts—Open Event (S | PS)**

# **(391) Information Technology Concepts—Open Event (S | PS)**

## **PRE-CONFERENCE NEEDS**

- Assign and identify room large enough to accommodate the number of members taking the Open Events
- Public address system, if needed
- Assign proctors and graders
- Copy sufficient quantity of each test

## **SCHEDULING REQUIREMENTS**

- Tests will be given continuously during scheduled time periods. Test time is sixty (60) minutes
- Tests are administered on open-in, open-out basis—members may enter testing room at any time during the scheduled time period and leave the room after completing the test

## **PROCTOR’S NEEDS**

- Scoring sheets
- Markers

## **RECOMMENDED NUMBER OF PROCTORS**

- One (1) per fifty (50) members

## **GRADER’S NEEDS**

- Scoring equipment

## **SUPPLIES TO BE PROVIDED**

- Test on computer at NLC
- Scratch paper
- Scoring sheet

## **ROOM SET-UP**

- Room should be large enough to accommodate any number of members taking the contests

- One (1) workstation per member (*Allow ample space between members. Be aware that tablecloths may obstruct pencil marks*)

## **ORIENTATION OF CONTEST PERSONNEL**

- Review the event(s) in the *WSAP Guidelines*
- Read General Instructions (*Appendix B*)

## **TESTING PROCEDURE**

- Check that supplies and facilities are in order.
- The tests will be given continuously during the scheduled time period.
- Members may enter the testing room at any time during the scheduled time period; however, the last member should be admitted thirty (30) minutes before the conclusion of testing (*no one is allowed entry after this time*).
- Upon entering the testing room, a proctor will mark the member's Open Event card and the member will be given a test. Members can take only one (1) test at a time.
- Instruct members to write their member number and the starting time of their test on the scoring sheet.
- No reference materials are allowed.
- When members finish a test, record completion time on the scoring sheet—time may be a determining factor in the event of a tie.
- Collect test and scoring sheet from members.

## **FOLLOWING TESTING**

- Assemble and return all testing materials to contest headquarters or as instructed

## **METHOD OF EVALUATION**

- Objective

# (400) Fundamental Desktop Publishing (S | PS)

## PRE-CONFERENCE NEEDS

- Assign and identify room
- Assign proctors and graders
- Copy sufficient quantity of tests
- Copy one (1) key per grader

## SCHEDULING REQUIREMENTS

- No more than ten (10) minutes orientation
- No more than ninety (90) minutes testing time
- No more than ten (10) minutes wrap-up

## PROCTOR'S NEEDS

- Timing device
- Time warning at 30, 15, 5 and 1 minutes

## RECOMMENDED NUMBER OF PROCTORS

- One (1) per ten (10) members

## GRADER'S NEEDS

- Test KEY
- Red pens/pencils
- Calculator to compute scores
- Ruler

## RECOMMENDED NUMBER OF GRADERS

- Administrator and proctor(s) of test
- Minimum of three (3): *regardless of number of graders, the same grader should evaluate the same problem(s) for all tests*

## EQUIPMENT/SUPPLIES TO BE PROVIDED

- Test
- Computer, printer, paper (color printing allowed)
- Graphics files
- One (1) flash drive per member
- Software as specified for contest (members may bring their own Mac computer equipment if desired)

## ADDITIONAL NEEDS

- Pencil sharpener
- Stapler/staples/staple remover

## ROOM SET-UP

- One (1) workstation per member

## ORIENTATION OF CONTEST PERSONNEL

- Review the event(s) in the *WSAP Guidelines*
- Read General Instructions (*Appendix B*)
- Read Instructions for Computer Events (*Appendix F*)

## TESTING PROCEDURE

- Allow members time to become familiar with the equipment (part of the orientation/warm-up/wrap-up) and print a test page.
- Review contest instructions with the members (located in the front of the test).
- Answer questions, and then begin the 90 minutes of testing.
- If members finish before the time limit, record completion times on test materials—time may be a determining factor in the event of a tie.
- At the end of the testing time, stop members.
- With the time remaining for orientation/wrap-up, have members check to be sure that member numbers are on each page/problem.
- Have members assemble testing materials in the order indicated in the test.
- Collect all testing materials.
- Members may be dismissed.

## FOLLOWING TESTING

- Assemble testing materials in the following order:
  - Tests
  - Completed contest materials
  - Unused materials and supplies
- Return materials to the contest headquarters or as instructed

## METHOD OF EVALUATION

- Application

# (405) Fundamentals of Web Design (S | PS)

## PRE-CONFERENCE NEEDS

- Assign and identify room
- Assign proctors and graders
- Copy sufficient quantity of tests
- Copy one (1) key per grader

## SCHEDULING REQUIREMENTS

- No more than ten (10) minutes orientation
- No more than ninety (90) minutes testing time
- No more than ten (10) minutes wrap-up

## PROCTOR'S NEEDS

- Timing device
- Time warning at 30, 15, 5 and 1 minutes

## RECOMMENDED NUMBER OF PROCTORS

- One (1) per ten (10) members

## GRADER'S NEEDS

- Test KEY
- Red pens/pencils
- Calculator to compute scores
- Certification scores

## RECOMMENDED NUMBER OF GRADERS

- Administrator and proctor(s) of test
- Minimum of three (3)

## SUPPLIES TO BE PROVIDED

- Test and scoring sheet
- Computer, printer, paper
- Software as specified for contest
- One (1) flash drive per member

## ADDITIONAL NEEDS

- Scoring equipment
- Pencil sharpener
- Stapler/staples/staple remover

## ROOM SET-UP

- One (1) workstation per member (*Allow ample space between members. Be aware that tablecloths may obstruct pencil marks.*)

## ORIENTATION OF CONTEST PERSONNEL

- Review the event(s) in the *WSAP Guidelines*
- Read General Instructions (*Appendix B*)
- Read Instructions for Computer Events (*Appendix F*)

## TESTING PROCEDURE

- Allow members time to become familiar with the equipment (part of the orientation/warm-up/wrap-up).
- Review contest instructions with the members (located in the front of the test).
- Answer questions, and then begin the 90 minutes of testing.
- If members finish before the time limit, record completion times on test materials—time may be a determining factor in the event of a tie.
- At the end of the testing time, stop members.
- With the time remaining for orientation/wrap-up, have members check to be sure that member numbers are on each page/problem.
- Have members assemble testing materials in the order indicated in the test.
- Collect all testing materials from members.
- Count tests to be sure all are returned.
- Members may be dismissed.

## FOLLOWING TESTING

- Assemble testing materials in the following order:
  - Tests
  - Completed contest materials
  - Unused materials and supplies
- Return materials to the contest headquarters or as instructed

## METHOD OF EVALUATION

- Objective/Application/Certification

# (410) Graphic Design Promotion (S | PS)

## PRE-CONFERENCE NEEDS

- This is a **pre-submitted** event. See *WSAP Guidelines* for submission instructions
- Assign and identify judging room(s)
- Assign member reporting times at 25-minute intervals
- Assign proctors
- Secure judges for technical judging and provide with appropriate documentation
- Secure judges for presentation and provide with instructions at least two (2) weeks prior to conference
- Schedule orientation time for judges (*Appendix C*)
- Copy sufficient quantity of Judges' Rating Sheets: two (2) per member
- Copy of the Graphic Standards (*see Style & Reference Manual*)
- Copy ranking sheets: one per section

## SCHEDULING REQUIREMENTS

- No more than three (3) minutes set-up
- No more than six (6) minutes presentation
- No more than five (5) minutes judges' questions
- Finals may be required at State and National
- Finals are based on presentation and technical scores

## PROCTOR'S NEEDS

- Timing device
- Technical scores (may *not* be shown to judges until all members/teams have presented.)

## JUDGE'S NEEDS

- Judges' Rating Sheets
- Graphics Standards

## RECOMMENDED NUMBER OF JUDGES

- Same number of judges per each section
- Two (2) judges recommended per section

## ADDITIONAL NEEDS

- Calculator to compute scores
- Pens/pencils

## ROOM SET-UP

- One (1) room for interview with tables and chairs for judges, member, and proctor

## ORIENTATION OF CONTEST PERSONNEL

- Review the event(s) in the *WSAP Guidelines*
- Read General Instructions (*Appendix A*)

## TESTING PROCEDURE

- Technical scores will *not* be shown to judges until all members have presented.
- All materials, other than the required submission materials may not be left with judges.
- Escort member to judging area and present to the judges by **member number. However, members may continue to wear their name badge.**
- Presentation will be stopped at ten (10) minutes.
- Judges should ask questions regarding the graphic and design. **Please make sure to ask each member the same questions.**
- Members should be dismissed after the presentation.
- Computers, projection systems or other props may be used during the presentation.
- If more than one (1) section is necessary, finalists will be determined by selecting an equal number from each section.
- Administrator will fill out ranking sheet prior to dismissing the judges.
- **There can be no ties in the top ten (10) members.** It is the responsibility of the judges to break any ties.
- Post finalists and reporting times.
- Conduct finals using above procedures.
- Collect all Judges' Rating Sheets and contest materials.
- No audience is allowed in the contest room.

## FOLLOWING JUDGING

- Collect all Judges' Rating Sheets and contest materials
- Return materials, including ranking sheet, to the contest headquarters

## METHOD OF EVALUATION

- Application (Judges' Rating Sheet)
- Technical Rating Sheet
- Presentation Rating Sheet

# (415) Advanced Desktop Publishing (S | PS)

## PRE-CONFERENCE NEEDS

- Assign and identify room
- Assign proctors and graders
- Copy sufficient quantity of tests
- Copy one (1) key per grader

## SCHEDULING REQUIREMENTS

- No more than ten (10) minutes orientation
- No more than ninety (90) minutes testing time
- No more than ten (10) minutes wrap-up

## PROCTOR'S NEEDS

- Timing device
- Time warning at 30, 15, 5 and 1 minutes

## RECOMMENDED NUMBER OF PROCTORS

- One (1) per ten (10) members

## GRADER'S NEEDS

- Test KEY
- Red pens/pencils
- Calculator to compute scores
- Ruler

## RECOMMENDED NUMBER OF GRADERS

- Administrator and proctor(s) of test
- Minimum of three (3): *regardless of number of graders, the same grader should evaluate the same problem(s) for all tests*

## EQUIPMENT/SUPPLIES TO BE PROVIDED

- Test and scoring sheet
- Computer, printer, paper (color printing allowed)
- Graphic files
- One (1) flash drive per member
- Software as specified for contest (members may bring their own Mac computer equipment if desired)

## ADDITIONAL NEEDS

- Pencil sharpener
- Stapler/staples/staple remover
- Scoring equipment

## ROOM SET-UP

- One (1) workstation per member

## ORIENTATION OF CONTEST PERSONNEL

- Review the event(s) in the *WSAP Guidelines*
- Read General Instructions (*Appendix B*)
- Read Instructions for Computer Events (*Appendix F*)

## TESTING PROCEDURE

- Allow members time to become familiar with the equipment (part of the orientation/warm-up/wrap-up).
- All materials, other than the required submission materials may *not* be left with judges.
- Review contest instructions with the members (located in the front of the test).
- Answer questions, then begin the 90 minutes of testing.
- If members finish before the time limit, record completion times on test materials—time may be a determining factor in the event of a tie.
- At the end of the testing time, stop members.
- With the time remaining for orientation/wrap-up, have members check to be sure that member numbers are on each page/problem.
- Have members assemble testing materials in the order indicated in the test.
- Collect all testing materials.
- Members may be dismissed.

## FOLLOWING TESTING

- Assemble testing materials in the following order:
  - tests
  - completed contest materials
  - unused materials and supplies
- Return materials to the contest headquarters or as instructed

## METHOD OF EVALUATION

- Application

# (420) Digital Media Production (S | PS)

## PRE-CONFERENCE NEEDS

- This is a **pre-submitted** event. See *WSAP Guidelines* for submission instructions
- Assign and identify judging room(s)
- Assign member reporting times at 25-minute intervals
- Assign proctors
- Secure judges for technical judging and provide with appropriate documentation
- Secure judges for presentation and provide with instructions at least two (2) weeks prior to contest
- Schedule orientation time for judges (*Appendix C*)
- Copy sufficient quantity of Judges' Rating Sheets: two (2) per member
- Copy ranking sheets: one per section
- Copy of the Graphic Standards (*Style & Reference Manual*)

## SCHEDULING REQUIREMENTS

- No more than three (3) minutes set-up/wrap-up
- No more than ten (10) minutes presentation, which includes one to three (1-2) minute demonstration of digital media promo
- No more than five (5) minutes judges' questions
- Finals may be required at State and National levels
- Finals are based on presentation and technical scores

## PROCTOR'S NEEDS

- Timing device
- Technical scores (may *not* be shown to judges until all members/teams have presented.)

## JUDGE'S NEEDS

- Judges' Rating Sheets
- Graphics Standards

## RECOMMENDED NUMBER OF JUDGES

- Two (2) per contest/section

## ADDITIONAL NEEDS

- Calculator to compute scores
- Pens/pencils

## ROOM SET-UP

- One room for presentation with tables and chairs for judges, member, and proctor
- Electrical outlets for members bringing computer for presentation

## ORIENTATION OF CONTEST PERSONNEL

- Review the event(s) in the *WSAP Guidelines*
- Read General Instructions (*Appendix A*)

## TESTING PROCEDURE

- Technical scores will *not* be shown to judges until all members have presented.
- All materials, other than the required submission materials may *not* be left with judges.
- Escort member to judging area and present to the judges by **member number**. **However, members may continue to wear their name badge.**
- Introduce member to the judges by **member number**.
- Presentation will be stopped at ten (10) minutes.
- Judges should ask questions regarding the media
- Members should be dismissed.
- If more than one (1) section is necessary, finalists will be determined by selecting an equal number from each section.
- Administrator will fill out ranking sheet prior to dismissing the judges.
- **There can be no ties in the top ten (10) members.** It is the responsibility of the judges to break any ties.
- Post finalists and reporting times.
- Conduct finals using above procedures.
- Collect all Judges' Rating Sheets and contest materials.
- No audience is allowed in the contest room.

## FOLLOWING JUDGING

- Collect all Judges' Rating Sheets and contest materials
- Return materials to the contest headquarters or as instructed

## METHOD OF EVALUATION

- Application (Judges' Rating Sheet)
- Technical Rating Sheet
- Presentation Rating Sheet



# (425) Computer Modeling (S)

## PRE-CONFERENCE NEEDS

- This is a **pre-submitted** event. See *WSAP Guidelines* for submission instructions
- Assign and identify judging room(s)
- Assign member reporting times at 25-minute intervals
- Assign proctors
- Secure judges for technical judging and provide with appropriate documentation
- Secure judges for presentation and provide with instructions at least two (2) weeks prior to contest
- Schedule orientation time for judges (*Appendix C*)
- Copy sufficient quantity of Judges' Rating Sheets: two (2) per member
- Copy ranking sheets: one per section
- Copy of the Graphic Standards (*Style & Reference Manual*)

## SCHEDULING REQUIREMENTS

- No more than three (3) minutes set-up/wrap-up
- No more than ten (10) minutes presentation
- No more than five (5) minutes judges' questions
- Finals may be required at State and National levels
- Finals are based on presentation and technical scores

## PROCTOR'S NEEDS

- Timing device
- Technical scores (may *not* be shown to judges until all members/teams have presented.)

## JUDGE'S NEEDS

- Judges' Rating Sheets
- Graphics standards

## RECOMMENDED NUMBER OF JUDGES

- Two (2) per contest/section

## ADDITIONAL NEEDS

- Calculator to compute scores
- Pens/pencils

## ROOM SET-UP

- One room for presentation with tables and chairs for judges, team, and proctor
- Electrical outlets for members bringing computer for presentation

## ORIENTATION OF CONTEST PERSONNEL

- Review the event(s) in the *WSAP Guidelines*
- Read General Instructions (*Appendix A*)

## TESTING PROCEDURE

- Technical scores will *not* be shown to judges until all members have presented.
  - All materials, other than the required submission materials may *not* be left with judges.
  - Escort member to judging area and present to the judges by **member number**. **However, members may continue to wear their name badge.**
  - Presentation will be stopped at ten (10) minutes.
  - Judges should ask questions regarding the media
  - Members should be dismissed.
  - If more than one (1) section is necessary, finalists will be determined by selecting an equal number from each section.
  - Administrator will fill out ranking sheet prior to dismissing the judges.
  - **There can be no ties in the top ten (10) members.** It is the responsibility of the judges to break any ties.
  - Post finalists and reporting times.
  - Conduct finals using above procedures.
  - Collect all Judges' Rating Sheets and contest materials.
  - No audience is allowed in the contest room.
- ## FOLLOWING JUDGING
- Collect all Judges' Rating Sheets and contest materials
  - Return materials to the contest headquarters or as instructed

## METHOD OF EVALUATION

- Application (Judges' Rating Sheet)
- Technical Rating Sheet
- Presentation Rating Sheet

# (430) Video Production Team (S | PS)

## PRE-CONFERENCE NEEDS

- This is a **pre-submitted** event. See *WSAP Guidelines* for submission instructions
- Assign and identify judging room(s)
- Assign member reporting times at 25-minute intervals
- Assign proctors
- Secure judges for technical judging and provide with appropriate documentation
- Secure judges for presentation and provide with instructions at least two (2) weeks prior to contest
- Schedule orientation time for judges (*Appendix C*)
- Copy sufficient quantity of Judges' Rating Sheets: two (2) per member
- Copy ranking sheets: one per section
- Copy of the Graphic Standards (*Style & Reference Manual*)

## SCHEDULING REQUIREMENTS

- No more than three (3) minutes set-up/wrap-up
- No more than ten (10) minutes presentation
- No more than five (5) minutes judges' questions
- Finals may be required at State and National levels
- Finals are based on presentation and technical scores

## PROCTOR'S NEEDS

- Timing device
- Technical scores (may *not* be shown to judges until all members/teams have presented.)

## JUDGE'S NEEDS

- Judges' Rating Sheets
- Graphics standards

## RECOMMENDED NUMBER OF JUDGES

- Two (2) per contest/section

## ADDITIONAL NEEDS

- Calculator to compute scores
- Pens/pencils

## ROOM SET-UP

- One room for presentation with tables and chairs for judges, team, and proctor
- Electrical outlets for teams bringing computer for presentation

## ORIENTATION OF CONTEST PERSONNEL

- Review the event(s) in the *WSAP Guidelines*

- Read General Instructions (*Appendix A*)

## TESTING PROCEDURE

- Technical scores will *not* be shown to judges until all teams have presented.
- All materials, other than the required submission materials may *not* be left with judges.
- Escort team to judging area and present to the judges by **team number. However, members may continue to wear their name badge.**
- Presentation will be stopped at ten (10) minutes.
- Judges should ask questions regarding the media.
- Teams should be dismissed.
- If more than one (1) section is necessary, finalists will be determined by selecting an equal number from each section.
- Administrator will fill out ranking sheet prior to dismissing the judges.
- **There can be no ties in the top ten (10) teams.** It is the responsibility of the judges to break any ties.
- Post finalists and reporting times.
- Conduct finals using above procedures.
- Collect all Judges' Rating Sheets and contest materials.
- No audience is allowed in the contest room.
  
- Teams submit a one (1) minute production over a given topic provided by BPA.
- Administrator will fill out ranking sheet prior to dismissing the judges.
- **There can be no ties in the top ten (10) teams.** It is the responsibility of the judges to break any ties.
- All materials, other than the required submission materials may *not* be left with judges.

## FOLLOWING JUDGING

- Collect all Judges' Rating Sheets and contest materials
- Return materials to the contest headquarters or as instructed

## METHOD OF EVALUATION

- Application (Judges' Rating Sheet)
- Technical Rating Sheet
- Presentation Rating Sheet

## (435) Website Design Team (S | PS)

### PRE-CONFERENCE NEEDS

- This is a **pre-submitted** event. See *WSAP Guidelines* for submission instructions
- Assign and identify judging room(s)
- Assign team reporting times at 25-minute intervals
- Assign proctors
- Secure judges for technical judging and provide with website addresses and instructions at least two (2) weeks prior to contest. (*Note: Allow 3-4 hours per ten (10) websites. Collect technical rating sheets from judges prior to the conference.*)
- Secure judges for presentation and provide with instructions at least two (2) weeks prior to contest
- Schedule orientation time for judges (*Appendix C*)
- Copy sufficient quantity of Judges' Rating Sheets: two (2) per team
- Copy ranking sheets: one per section

### SCHEDULING REQUIREMENTS

- No more than three (3) minutes set-up time
- No more than ten (10) minutes oral presentation
- No more than five (5) minutes judges' questions
- Finals may be required at State and National levels
- Finals are based on presentation and technical scores

### PROCTOR'S NEEDS

- Timing device
- Technical scores (may *not* be shown to judges until all members/teams have presented.)

### JUDGE'S NEEDS

- Judges' Rating Sheets

### RECOMMENDED NUMBER OF JUDGES

- Same number of judges per each section
- Two (2) judges recommended per section (*It is recommended that judges have an IT and Web design background.*)

### ADDITIONAL NEEDS

- Calculator to compute scores
- Pens/pencils
- Stapler/staples/staple remover

### ROOM SET-UP

- One (1) room for presentation with tables and chairs for judges, team, and proctor
- Electrical outlets for teams bringing computer for presentation

### ORIENTATION OF CONTEST PERSONNEL

- Review the event(s) in the *WSAP Guidelines*
- Read General Instructions (*Appendix A*)

### TESTING PROCEDURE

- Technical scores will *not* be shown to judges until all teams have presented.
- All materials, other than the required submission materials may *not* be left with judges.
- Escort team to judging area and present to the judges by **team number. However, members may continue to wear their name badge.**
- Team is allowed up to five (5) minutes to set up a computer for their presentation (*optional*).
- Presentation will be stopped at ten (10) minutes.
- Following the oral presentation, judges may ask questions regarding the Website.
- Teams should be dismissed.
- If more than one (1) section is necessary, finalists will be determined by selecting an equal number from each section.
- Administrator will fill out ranking sheet prior to dismissing the judges.
- **There can be no ties in the top ten (10) teams.** It is the responsibility of the judges to break any ties.
- Post finalists and reporting times.
- Conduct finals using above procedures.
- Collect all Judges' Rating Sheets and contest materials.
- No audience is allowed in the contest room.

### FOLLOWING JUDGING

- Collect all Judges' Rating Sheets and contest materials
- Return materials to the contest headquarters or as instructed

### METHOD OF EVALUATION

- Application (Judges' Rating Sheet)
- Technical Rating Sheet
- Presentation Rating Sheet

# (440) Computer Animation Team (S)

## PRE-CONFERENCE NEEDS

- This is a **pre-submitted** event. See *WSAP Guidelines* for submission instructions
- Assign and identify judging room(s)
- Assign member reporting times at 25-minute intervals
- Assign proctors
- Secure judges for technical judging and provide with appropriate documentation
- Secure judges for presentation and provide with instructions at least two (2) weeks prior to contest
- Schedule orientation time for judges (*Appendix C*)
- Copy sufficient quantity of Judges' Rating Sheets: two (2) per member
- Copy ranking sheets: one per section
- Copy of the Graphic Standards (*Style & Reference Manual*)

## SCHEDULING REQUIREMENTS

- No more than three (3) minutes set-up/wrap-up
- No more than ten (10) minutes presentation, which includes animation (up to two minutes in length)
- No more than five (5) minutes judges' questions
- Finals may be required at State and National levels
- Finals are based on presentation and technical scores

## PROCTOR'S NEEDS

- Timing device
- Technical scores (may *not* be shown to judges until all members/teams have presented.)

## JUDGE'S NEEDS

- Judges' Rating Sheets
- Graphics standards

## RECOMMENDED NUMBER OF JUDGES

- Two (2) per contest/section

## ADDITIONAL NEEDS

- Calculator to compute scores
- Pens/pencils

## ROOM SET-UP

- One room for presentation with tables and chairs for judges, team, and proctor
- Electrical outlets for teams bringing computer for presentation

## ORIENTATION OF CONTEST PERSONNEL

- Review the event(s) in the *WSAP Guidelines*
- Read General Instructions (*Appendix A*)

## TESTING PROCEDURE

- Technical scores will *not* be shown to judges until all teams have presented.
- All materials, other than the required submission materials may *not* be left with judges.
- Escort team to judging area and present to the judges by **team number. However, members may continue to wear their name badge.**
- Presentation will be stopped at ten (10) minutes.
- Judges should ask questions regarding the animation
- Teams should be dismissed.
- If more than one (1) section is necessary, finalists will be determined by selecting an equal number from each section.
- Administrator will fill out ranking sheet prior to dismissing the judges.
- **There can be no ties in the top ten (10) teams.** It is the responsibility of the judges to break any ties
- Post finalists and reporting times.
- Conduct finals using above procedures.
- Collect all Judges' Rating Sheets and contest materials.
- No audience is allowed in the contest.

## FOLLOWING JUDGING

- Collect all Judges' Rating Sheets and contest materials
- Return materials to the contest headquarters or as instructed

## METHOD OF EVALUATION

- Application (Judges' Rating Sheet)
- Technical Rating Sheet
- Presentation Rating Sheet

# (445) Broadcast News Production Team (S | PS)

## PRE-CONFERENCE NEEDS

- This is a **pre-submitted** event. See *WSAP Guidelines* for submission instructions
- Assign and identify judging room(s)
- Assign member reporting times at 25-minute intervals
- Assign proctors
- Secure judges for technical judging and provide with appropriate documentation
- Secure judges for presentation and provide with instructions at least two (2) weeks prior to contest
- Schedule orientation time for judges (*Appendix C*)
- Copy sufficient quantity of Judges' Rating Sheets: two (2) per member
- Copy ranking sheets: one per section
- Copy of the Graphic Standards (*Style & Reference Manual*)

## SCHEDULING REQUIREMENTS

- No more than three (3) minutes set-up/wrap-up
- No more than ten (10) minutes presentation
- No more than five (5) minutes judges' questions
- Finals may be required at State and National levels
- Finals are based on presentation and technical scores

## PROCTOR'S NEEDS

- Timing device
- Technical scores (may *not* be shown to judges until all members/teams have presented.)

## JUDGE'S NEEDS

- Judges' Rating Sheets
- Graphics standards

## RECOMMENDED NUMBER OF JUDGES

- Two (2) per contest/section

## ADDITIONAL NEEDS

- Calculator to compute scores
- Pens/pencils

## ROOM SET-UP

- One room for presentation with tables and chairs for judges, team, and proctor
- One room for meeting and editing with chairs and tables for students to use for editing
- Electrical outlets for teams bringing computer for presentation

## ORIENTATION OF CONTEST PERSONNEL

- Review the event(s) in the *WSAP Guidelines*
- Read General Instructions (*Appendix A*)

## TESTING PROCEDURE

- Technical scores will *not* be shown to judges until all teams have presented.
- All materials, other than the required submission materials may *not* be left with judges.
- Escort team to judging area and present to the judges by **team number. However, members may continue to wear their name badge.**
- Presentation will be stopped at ten (10) minutes.
- Judges should ask questions regarding the media.
- Teams should be dismissed.
- If more than one (1) section is necessary, finalists will be determined by selecting an equal number from each section.
- Administrator will fill out ranking sheet prior to dismissing the judges.
- **There can be no ties in the top ten (10) teams.** It is the responsibility of the judges to break any ties.
- Post finalists and reporting times.
- Conduct finals using above procedures.
- Collect all Judges' Rating Sheets and contest materials.
- No audience is allowed in the contest room.
- Teams submit a one (1) minute broadcast production over a given graphic provided by BPA.
- Administrator will fill out ranking sheet prior to dismissing the judges.
- **There can be no ties in the top ten (10) teams.** It is the responsibility of the judges to break any ties.

## FOLLOWING JUDGING

- Collect all Judges' Rating Sheets and contest materials
- Return materials to the contest headquarters or as instructed

## METHOD OF EVALUATION

- Application (Judges' Rating Sheet)
- Technical Rating Sheet
- Presentation Rating Sheet

# (450) Podcast Production Team (S | PS)-Pilot

## PRE-CONFERENCE NEEDS

- This is a **pre-submitted** event. See *WSAP Guidelines* for submission instructions
- Assign and identify judging room(s)
- Assign member reporting times at 25-minute intervals
- Assign proctors
- Secure judges for technical judging and provide with appropriate documentation
- Secure judges for presentation and provide with instructions at least two (2) weeks prior to contest
- Schedule orientation time for judges (*Appendix C*)
- Copy sufficient quantity of Judges' Rating Sheets: two (2) per member
- Copy ranking sheets: one per section
- Copy of the Graphic Standards (*Style & Reference Manual*)

## SCHEDULING REQUIREMENTS

- No more than three (3) minutes set-up/wrap-up
- No more than ten (10) minutes presentation
- No more than five (5) minutes judges' questions
- Finals may be required at State and National levels
- Finals are based on presentation and technical scores

## PROCTOR'S NEEDS

- Timing device
- Technical scores (may *not* be shown to judges until all members/teams have presented.)

## JUDGE'S NEEDS

- Judges' Rating Sheets
- Graphics standards

## RECOMMENDED NUMBER OF JUDGES

- Two (2) per contest/section

## ADDITIONAL NEEDS

- Calculator to compute scores
- Pens/pencils

## ROOM SET-UP

- One room for presentation with tables and chairs for judges, team, and proctor

- Electrical outlets for teams bringing computer for presentation

## ORIENTATION OF CONTEST PERSONNEL

- Review the event(s) in the *WSAP Guidelines*
- Read General Instructions (*Appendix A*)

## TESTING PROCEDURE

- Technical scores will *not* be shown to judges until all teams have presented.
- All materials, other than the required submission materials may *not* be left with judges.
- Escort team to judging area and present to the judges by **team number. However, members may continue to wear their name badge.**
- Presentation will be stopped at ten (10) minutes.
- Judges should ask questions regarding the media.
- Teams should be dismissed.
- If more than one (1) section is necessary, finalists will be determined by selecting an equal number from each section.
- Administrator will fill out ranking sheet prior to dismissing the judges.
- **There can be no ties in the top ten (10) teams.** It is the responsibility of the judges to break any ties.
- Post finalists and reporting times.
- Conduct finals using above procedures.
- Collect all Judges' Rating Sheets and contest materials.
- No audience is allowed in the contest room.

## FOLLOWING JUDGING

- Collect all Judges' Rating Sheets and contest materials
- Return materials to the contest headquarters or as instructed

## METHOD OF EVALUATION

- Application (Judges' Rating Sheet)
- Technical Rating Sheet
- Presentation Rating Sheet

# (490) Digital Communication & Design Concepts—Open (S | PS)

## PRE-CONFERENCE NEEDS

- Assign and identify room large enough to accommodate the number of members taking the Open Events
- Public address system, if needed
- Assign proctors and graders
- Copy sufficient quantity of each test

## SCHEDULING REQUIREMENTS

- Tests will be given continuously during scheduled time periods. Test time is sixty (60) minutes
- Tests are administered on open-in, open-out basis—members may enter testing room at any time during the scheduled time period and leave the room after completing the test

## PROCTOR'S NEEDS

- Scoring sheets
- Markers

## RECOMMENDED NUMBER OF PROCTORS

- One (1) per fifty (50) members

## GRADER'S NEEDS

- Scoring equipment

## SUPPLIES TO BE PROVIDED

- Test on computer at NLC
- Scratch paper
- Scoring sheet

## ROOM SET-UP

- Room should be large enough to accommodate any number of members taking the contests – this will depend on the number of conference attendees.
- Allow ample space between members. Note that tablecloths may obstruct pencil markings.

## ORIENTATION OF CONTEST PERSONNEL

- Review the event(s) in the *WSAP Guidelines*
- Read General Instructions (*Appendix B*)

## TESTING PROCEDURE

- Check that supplies and facilities are in order.
- The tests will be given continuously during the scheduled time period.
- Members may enter the testing room at any time during the scheduled time period; however, the last member should be admitted thirty (30) minutes before the conclusion of testing (*no one is allowed entry after this time*).
- Upon entering the testing room, a proctor will mark the member's Open Event card and the member will be given a test. Members can take only one test at a time.
- Instruct members to write their member number and the starting time of their test on the scoring sheet.
- No reference materials are allowed.
- When members finish a test, record completion time on the scoring sheet—time may be a determining factor in the event of a tie.
- Collect test and scoring sheet from members.

## FOLLOWING TESTING

- Assemble and return all testing materials to contest headquarters or as instructed

## METHOD OF EVALUATION

- Objective

# (500) Global Marketing Team (S)

## PRE-CONFERENCE NEEDS

- This is a **pre-submitted** event. See *WSAP Guidelines* for submission instructions
- Assign and identify judging room(s)
- Assign member reporting times at 25-minute intervals
- Assign proctors
- Secure judges for technical judging and provide with appropriate documentation (*Note: Allow 3-4 hours per ten (10) Global Marketing entries. Collect rating sheets from judges prior to the conference.*)
- Secure judges for presentation and provide with instructions at least two (2) weeks prior to contest
- Schedule orientation time for judges (*Appendix C*)
- Copy sufficient quantity of Judges' Rating Sheets: two (2) per team
- Copy ranking sheets: one (1) per section

## SCHEDULING REQUIREMENTS

- No more than three (3) minutes set-up
- No more than ten (10) minutes oral presentation
- No more than five (5) minutes judges' questions
- Finals may be required at State and National levels
- Finals are based on presentation and technical scores

## PROCTOR'S NEEDS

- Timing device
- Technical scores (may *not* be shown to judges until all members/teams have presented)

## JUDGE'S NEEDS

- Judges' Rating Sheets
- Graphics Standards

## RECOMMENDED NUMBER OF JUDGES

- Same number of judges per each section
- Two (2) judges recommended per section

## ADDITIONAL NEEDS

- Calculator to compute scores
- Pens/pencils

## ROOM SET-UP

- One (1) room for presentation with tables and chairs for judges, team, and proctor

## ORIENTATION OF CONTEST PERSONNEL

- Review the event(s) in the *WSAP Guidelines*
- Read General Instructions (*Appendix A*)

## TESTING PROCEDURE

- Technical scores will *not* be shown to judges until all teams have presented.
- Escort team to judging area and present to the judges by **team number. However, members may continue to wear their name badge.**
- Set-up time should be stopped at three (3) minutes.
- Presentation will be stopped at ten (10) minutes.
- Judges should ask questions regarding the plan.
- All materials (props, displays, samples, gifts, etc.) other than the required submission, may *not* be left with judges
- Members may be dismissed.
- If more than one section is necessary, finalists will be determined by selecting an equal number from each section.
- Administrator will fill out ranking sheet prior to dismissing the judges.
- **There can be no ties in the top ten (10) teams.** It is the responsibility of the judges to break any ties
- Post finalists and reporting times.
- Conduct finals using above procedures.
- Collect all Judges' Rating Sheets and contest materials.
- No audience is allowed in the contest room.

## FOLLOWING JUDGING

- Collect all Judges' Rating Sheets and contest materials
- Return materials to the contest headquarters or as instructed

## METHOD OF EVALUATION

- Application (Judges' Rating Sheet)
- Technical Rating Sheet
- Presentation Rating Sheet



# (505) Entrepreneurship (S | PS)

## PRE-CONFERENCE NEEDS

- This is a **pre-submitted** event. See *WSAP Guidelines* for submission instructions
- Assign and identify judging room(s)
- Assign member reporting times at 20-minute intervals
- Assign proctors
- Secure judges for technical judging and provide with appropriate documentation. (*Note: Provide a copy of business plans to judges if plans are being rated prior to the contest.*)
- Secure judges for presentation and provide with instructions at least two (2) weeks prior to contest.
- Schedule orientation time for judges (*Appendix C*)
- Copy sufficient quantity of Judges' Rating Sheets (2 per member)
- Copy ranking sheets: one per section

## SCHEDULING REQUIREMENTS

- No more than three (3) minutes set-up
- No less than five (5) and more than seven (7) minutes presentation
- No more than five (5) minutes judges' questions
- Finals may be required at State and National levels
- Finals are based on presentation and technical scores

## PROCTOR'S NEEDS

- Timing device
- Technical scores (may *not* be shown to judges until all members/teams have presented)

## JUDGE'S NEEDS

- Judges' Rating Sheets

## RECOMMENDED NUMBER OF JUDGES

- Same number of judges per section
- Two (2) judges recommended per section

## ADDITIONAL NEEDS

- Calculator to compute scores
- Pens/pencils

## ROOM SET-UP

- One (1) room for presentation with tables and chairs for judges, team, and proctor
- Electrical outlets for members bringing computer for presentation

## ORIENTATION OF CONTEST PERSONNEL

- Review the event(s) in the *WSAP Guidelines*
- Read General Instructions (*Appendix A*)

## TESTING PROCEDURE

- Technical scores will *not* be shown to judges until all members have presented.
- Escort member to judging area and present to the judges by **member number**. **However, members may continue to wear their name badge.**
- Set-up time should be stopped at three (3) minutes.
- Presentation will be stopped at ten (10) minutes.
- Following the oral presentation, judges may ask questions regarding the business plan.
- All materials (props, displays, samples, gifts, etc.) other than the required submission, may *not* be left with judges.
- Members should be dismissed.
- If more than one section is necessary, finalists will be determined by selecting an equal number from each section.
- Administrator will fill out ranking sheet prior to dismissing the judges.
- **There can be no ties in the top ten (10) members.** It is the responsibility of the judges to break any ties.
- Post finalists and reporting times.
- Conduct finals using above procedures.
- Collect all Judges' Rating Sheets and contest materials.
- No audience is allowed in the contest room.

## FOLLOWING JUDGING

- Collect all Judges' Rating Sheets and contest materials
- Return materials to the contest headquarters or as instructed

## METHOD OF EVALUATION

- Application (Judges' Rating Sheet)
- Technical Rating Sheet
- Presentation Rating Sheet

# (510) Small Business Management Team (S | PS)

## PRE-CONFERENCE NEEDS

- Assign and identify contest preparation room
- Assign team reporting times at 25-minute intervals
- Assign and identify judging room(s)
- Assign proctors
- Secure judges and provide with instructions at least two (2) weeks prior to contest
- Schedule orientation time for judges (*Appendix C*)
- Copy sufficient quantity of tests: one (1) per team
- Copy sufficient quantity of test keys for judges (1 per judge) and Judges' Rating Sheets (2 per team)
- Copy ranking sheets: one (1) per section

## SCHEDULING REQUIREMENTS

- No more than five (5) minute proctor orientation for state and national levels
- No more than thirty (30) minutes preparation time for state and national levels
- No more than three (3) minutes set-up
- No more than ten (10) minutes oral presentation
- No more than ten (10) minutes judges' questions
- Finals may be included at State and National levels

## PROCTOR'S NEEDS

- Timing device

## RECOMMENDED NUMBER OF PROCTORS

- One (1) per five (5) teams

## JUDGE'S NEEDS

- Test KEY
- Judges' Rating Sheets

## RECOMMENDED NUMBER OF JUDGES

- Same number of judges per each section
- Two (2) judges recommended per section

## EQUIPMENT/SUPPLIES TO BE PROVIDED

- Test modification at State and National Level
- Plain paper

## ADDITIONAL NEEDS

- Calculator to compute scores

## ROOM SET-UP

- One (1) room with workstations large enough to allow 4-person teams work space and privacy (if having multiple sections, more work space will be needed)
- Tables, chairs, and electrical outlets for members bringing hardware/software
- One (1) room for team presentation with tables and chairs for judges, proctor and team

- Electrical outlets for members bringing computer for presentation

## ORIENTATION OF CONTEST PERSONNEL

- Review the event in the *WSAP Guidelines*
- Read General Instructions (*Appendix A*)

## TESTING PROCEDURE

- Review testing procedure with each team as they report – be consistent in your orientation.
- Five (5) minutes are allowed for orientation/ set-up/wrap-up in the prep room. After the necessary orientation/set-up time, give each team member a copy of test (case problem).
- At the end of the testing time, collect tests.
- Escort team to judging area and present to the judges by **team number. However, members may continue to wear their name badge and refer to each other by name.**
- Presentation set-up time should be stopped at three (3) minutes.
- Presentation will be stopped at ten (10) minutes.
- Following the team presentation, judges may ask questions regarding the presentation. No more than ten (10) minutes are allotted for judges' questions. Teams should be dismissed.
- All materials (props, displays, samples, gifts, etc.) other than the required submission, may *not* be left with judges.
- If more than one section is necessary, finalists will be determined by selecting an equal number from each section.
- Administrator will fill out ranking sheet prior to dismissing the judges.
- **There can be no ties in the top ten (10) teams.** It is the responsibility of the judges to break any ties.
- Post finalists and reporting times
- Conduct finals using above procedures.
- Collect all Judges' Rating Sheets and contest materials.
- No audience is allowed in the contest room.

## FOLLOWING JUDGING

- Collect all Judges' Rating Sheets and contest materials
- Return materials to the contest headquarters or as instructed

## METHOD OF EVALUATION

- Application (Judges' Rating Sheet)
- Presentation Rating Sheet

# (515) Interview Skills (S | PS)

## (520) Advanced Interview Skills (S | PS)

### PRE-CONFERENCE NEEDS

- This is a **pre-submitted** event. See *WSAP Guidelines* for submission instructions
- Assign and identify interview room(s)
- Assign member interview times at 20-minute intervals
- Assign proctors
- Secure judges for technical judging and provide with appropriate documentation
- Secure judges for interview and provide with instructions at least two (2) weeks prior to conference
- Schedule orientation time for judges (*Appendix C*)
- Copy sufficient quantity of Judges' Rating Sheets (2 per member) and sample interview questions
- Copy ranking sheets: one per section

### SCHEDULING REQUIREMENTS

- No more than 15 minutes interview time (Graders should score résumés and letters of application forms prior to interviews. Résumés and letters of application, must be **pre-submitted** for technical scoring at National level competition.)
- Finals may be required at State and National levels
- Finals are based on interview and technical scores

### PROCTOR'S NEEDS

- Timing device
- Technical scores (may *not* be shown to judges until all members/teams have presented.)
- Printed cover letter and résumé for each member

### JUDGE'S NEEDS

- Judges' Rating Sheets
- Interview questions

### RECOMMENDED NUMBER OF JUDGES

- Same number of judges per each section
- Two (2) judges recommended per section

### ADDITIONAL NEEDS

- Calculator to compute scores
- Pens/pencils/Scratch paper

### ROOM SET-UP

- One room for grading applications, letters, & résumés (Regional & State only)
- Receptionist area for reporting for interview
- One room for interview with tables and chairs for judges, member, and proctor. (*Note: office style décor if possible.*)

### ORIENTATION OF CONTEST PERSONNEL

- Review the event(s) in the *WSAP Guidelines*
- Read General Instructions (*Appendix A*)

### PRE-INTERVIEW TESTING PROCEDURE

- Schedule time and location for delivery of résumé, and letter of application
- After grading letters of application, and résumés, sort by sections and give to proctors

### INTERVIEW PROCEDURE

- Technical scores will *not* be shown to judges until all members have presented.
- Make sure that member numbers are recorded correctly on all materials.
- Escort member to judging area and present to the judges by **member number. However, members may continue to wear their name badge.**
- Member numbers, *not* names, should be used on rating sheets.
- **Advanced Interview Skills Only** - Members must take portfolios with them upon leaving contest.
- After interview, member should be dismissed.
- If more than one (1) section is necessary, finalists will be determined by selecting an equal number from each section.
- **There can be no ties in the top ten (10) members.** It is the responsibility of the judges to break any ties.
- Post finalists and reporting times.
- Conduct finals using interview procedures (*Note: Finals are based on interview only.*)
- Collect all Judges' Rating Sheets and contest materials.
- No audience is allowed in the contest room.
- **Advanced Interview Skills Only** - Portfolios **must** be returned to members at end of interview.

### FOLLOWING JUDGING

- Collect all Judges' Rating Sheets and contest materials
- Return materials to the contest headquarters or as instructed

### METHOD OF EVALUATION

- Application (Judges' Rating Sheet)
- Technical Rating Sheet
- Interview Rating Sheet

## (525) Extemporaneous Speech (S)

### PRE-CONFERENCE NEEDS

- Assign and identify contest preparation room
- Assign member reporting times at 15-minute intervals
- Assign and identify judging room(s)
- Assign proctors
- Secure judges for presentation and provide with instructions at least two (2) weeks prior to contest
- Schedule orientation time for judges (*see Appendix C*)
- Copy sufficient quantities of contest topics (Cut topics into separate slips of paper and put in envelope)
- Copy sufficient quantity of Judges' Rating Sheets; two (2) per member
- Copy list of possible presentation topics for judges (on test key)
- Copy ranking sheets: one per section

### SCHEDULING REQUIREMENTS

- No more than ten (10) minutes preparation
- No less than two (2) and no more than four (4) minutes oral presentation
- No time allotted for judges' questions
- Finals may be required at State and National levels

### PROCTOR'S NEEDS

- Timing device
- Contest topics
- Flash cards for time warning for presentation (1 and 2 minutes)
- Topics in envelope

### RECOMMENDED NUMBER OF PROCTORS

- Two (2) per section: one (1) for timing preparation and one (1) for timing presentation

### JUDGE'S NEEDS

- Test KEY (list of presentation topics)
- Judges' Rating Sheets

### RECOMMENDED NUMBER OF JUDGES

- Same number of judges per section
- Two (2) judges recommended per section

### EQUIPMENT/SUPPLIES TO BE PROVIDED

- Note cards (three (3) per member)

### ADDITIONAL NEEDS

- Podium in presentation room
- Stapler/staples/paper clips
- Calculator to compute scores

- Pens/pencils

### ROOM SET-UP

- One (1) room for preparation with two (2) chairs at each table
- One (1) room for oral presentation with podium for member and table and chairs for judges and proctor

### ORIENTATION OF CONTEST PERSONNEL

- Review the event(s) in the *WSAP Guidelines*
- Read General Instructions (*Appendix A*)

### TESTING PROCEDURE

- Member will draw two (2) topics and select one for making oral presentation.
- Allow member to write chosen topic on note cards, then return both topics to envelope.
- Allow member ten (10) minutes to develop presentation; three note cards should be provided.
- Escort member to judging area and present to the judges by **member number**. **However, members may continue to wear their name badge.**
- Only the three note cards may be used in the presentation room.
- Presentation will be stopped at four (4) minutes.
- No time is allotted for judges' questions.
- Following the oral presentation, member should be dismissed.
- If more than one section is necessary, finalists will be determined by selecting an equal number from each section.
- Administrator will fill out ranking sheet prior to dismissing the judges.
- **There can be no ties in the top ten (10) members.** It is the responsibility of the judges to break ties.
- Post finalists and reporting times.
- Conduct finals using above procedures.
- Collect all Judges' Rating Sheets/contest materials.
- No audience is allowed in the contest room.

### FOLLOWING JUDGING

- Collect all Judges' Rating Sheets and contest materials
- Return materials to the contest headquarters or as instructed

### METHOD OF EVALUATION

- Application (Judges' Rating Sheet)
- Presentation Rating Sheet

## (530) Contemporary Issues (PS)

### PRE-CONFERENCE NEEDS

- Assign and identify contest preparation room
- Assign member reporting times at 15-minute intervals
- Assign and identify judging room(s)
- Assign proctors
- Secure judges for presentation and provide with instructions at least two (2) weeks prior to contest
- Schedule orientation time for judges (*see Appendix C*)
- Copy sufficient quantities of contest topics (Cut topics into separate slips of paper and put in envelope)
- Copy sufficient quantity of Judges' Rating Sheets; two (2) per member
- Copy list of possible presentation topics for judges (on test key)
- Copy ranking sheets: one per section

### SCHEDULING REQUIREMENTS

- No more than ten (10) minutes preparation
- No less than three (3) and no more than five (5) minutes oral presentation
- No time allotted for judges' questions
- Finals may be required at State and National levels

### PROCTOR'S NEEDS

- Timing device
- Contest topics
- Flash cards for time warning for presentation (1 and 2 minutes)
- Topics in envelope

### RECOMMENDED NUMBER OF PROCTORS

- Two (2) per section: one (1) for timing preparation and one (1) for timing presentation

### JUDGE'S NEEDS

- Test KEY (list of presentation topics)
- Judges' Rating Sheets

### RECOMMENDED NUMBER OF JUDGES

- Same number of judges per section
- Two (2) judges recommended per section

### EQUIPMENT/SUPPLIES TO BE PROVIDED

- Note cards (three per member)

### ADDITIONAL NEEDS

- Podium in presentation room
- Stapler/staples/paper clips
- Calculator to compute scores

- Pens/pencils

### ROOM SET-UP

- One (1) room for preparation with two (2) chairs at each table
- One (1) room for oral presentation with podium for member and table and chairs for judges and proctor

### ORIENTATION OF CONTEST PERSONNEL

- Review the event(s) in the *WSAP Guidelines*
- Read General Instructions (*Appendix A*)

### TESTING PROCEDURE

- Member will draw two (2) topics and select one for making oral presentation.
- Allow member to write chosen topic on note cards, then return both topics to envelope.
- Allow member ten (10) minutes to develop presentation; three note cards should be provided.
- Escort member to judging area and present to the judges by **member number. However, members may continue to wear their name badge.**
- Only the three note cards may be used in the presentation room.
- Presentation will be stopped at five (5) minutes.
- Following the oral presentation, member should be dismissed. No time is allotted for judges' questions.
- If more than one section is necessary, finalists will be determined by selecting an equal number from each section.
- Administrator will fill out ranking sheet prior to dismissing the judges.
- **There can be no ties in the top ten (10) members.** It is the responsibility of the judges to break ties.
- Post finalists and reporting times.
- Conduct finals using above procedures.
- Collect all Judges' Rating Sheets/contest materials.
- No audience is allowed in the contest room.

### FOLLOWING JUDGING

- Collect all Judges' Rating Sheets and contest materials
- Return materials to the contest headquarters or as instructed

### METHOD OF EVALUATION

- Application (Judges' Rating Sheet)
- Presentation Rating Sheet

# (535) Human Resources Management (S | PS)

## PRE-CONFERENCE NEEDS

- Assign and identify contest preparation room
- Assign member reporting times at 10-minute intervals
- Assign and identify judging room(s)
- Assign proctors
- Secure judges for presentation and provide with instructions at least two (2) weeks prior to contest
- Schedule orientation time for judges (*Appendix C*)
- Copy sufficient quantity of contest
- Copy sufficient quantity of Judges' Rating Sheets: two (2) per member
- Copy ranking sheets: one (1) per section

## SCHEDULING REQUIREMENTS

- No more than 20 minutes preparation time
- No less than three (3) and no more than five (5) minutes for oral presentation
- No more than three (3) minutes judges' questions
- Finals may be required at State and National levels

## PROCTOR'S NEEDS

- Timing device
- Contest topics
- Flash cards for time warning for presentation (1 and 2 minutes)

## RECOMMENDED NUMBER OF PROCTORS

- Two (2) per section (one for timing preparation/one for timing presentation)

## JUDGE'S NEEDS

- Test KEY
- Judges' Rating Sheets
- Human Resources Manual

## RECOMMENDED NUMBER OF JUDGES

- Same number of judges per section
- Two (2) judges recommended per section

## EQUIPMENT/SUPPLIES TO BE PROVIDED

- Note cards (three per member)

## ADDITIONAL NEEDS

- Stapler/staples/paper clips
- Calculator to compute scores
- Pens/pencils

## ROOM SET-UP

- One (1) room for preparation with two (2) chairs at each table
- One (1) room for oral presentation with podium for member and table and chairs for judges and proctor

## ORIENTATION OF CONTEST PERSONNEL

- Review the event(s) in the *WSAP Guidelines*
- Read General Instructions (*Appendix A*)

## TESTING PROCEDURE

- Allow member 20 minutes to develop presentation in preparation room, three note cards should be provided.
- Only the *Human Resources Manual* and three provided note cards may be used in the preparation room.
- Escort member to judging area and present to the judges by **member number**. **However, members may continue to wear their name badge.**
- Only the three note cards may be used in the presentation room. The *Human Resource Manual* may *not* be used during the presentation.
- Presentation will be stopped at five (5) minutes.
- No more than three (3) minutes will be allowed for judges' questions.
- Following the oral presentation, member should be dismissed.
- If more than one (1) section is necessary, finalists will be determined by selecting an equal number from each section.
- Administrator will fill out ranking sheet prior to dismissing the judges.
- **There can be no ties in the top ten (10) members.** It is the responsibility of the judges to break any ties.
- Post finalists and reporting times.
- Conduct finals using above procedures.
- No audience is allowed in the contest room.

## FOLLOWING JUDGING

- Collect all Judges' Rating Sheets and contest materials
- Return materials to the contest headquarters or as instructed

## METHOD OF EVALUATION

- Application (Judges' Rating Sheet)
- Presentation Rating Sheet

## (540) Ethics & Professionalism (S | PS)

### PRE-CONFERENCE NEEDS

- Assign and identify contest preparation room
- Assign member reporting times at 10-minute intervals
- Assign and identify judging room(s)
- Assign proctors
- Secure judges for presentation and provide with instructions at least two (2) weeks prior to contest
- Schedule orientation time for judges (*Appendix C*)
- Copy sufficient quantity of contest
- Copy sufficient quantity of Judges' Rating Sheets: two (2) per member
- Copy ranking sheets: one (1) per section

### SCHEDULING REQUIREMENTS

- No more than 20 minutes preparation time
- No less than five (5) and no more than seven (7) minutes for oral presentation
- No more than three (3) minutes judges' questions
- Finals may be required at State and National levels

### PROCTOR'S NEEDS

- Timing device
- Contest topics
- Flash cards for time warning for presentation (1 and 2 minutes)

### RECOMMENDED NUMBER OF PROCTORS

- Two (2) per section (one for timing preparation, and one for timing presentation)

### JUDGE'S NEEDS

- Test KEY (with questions)
- Judges' Rating Sheets
- Ethics & Professionalism Resources Manual

### RECOMMENDED NUMBER OF JUDGES

- Same number of judges per section
- Two (2) judges recommended per section

### EQUIPMENT/SUPPLIES TO BE PROVIDED

- Note cards (three per member)

### ADDITIONAL NEEDS

- Podium in presentation room
- Stapler/staples/paper clips
- Calculator to compute scores
- Pens/pencils

### ROOM SET-UP

- One (1) room for preparation with two (2) chairs at each table
- One (1) room for oral presentation with podium for member and table and chairs for judges and proctor

### ORIENTATION OF CONTEST PERSONNEL

- Review the event(s) in the *WSAP Guidelines*
- Read General Instructions (*Appendix A*)

### TESTING PROCEDURE

- Allow member 20 minutes to develop presentation, three note cards should be provided.
- Only the *Ethics & Professionalism Resources Manual* and three provided note cards may be used in the preparation room.
- Escort member to judging area and present to the judges by **member number**. **However, members may continue to wear their name badge.**
- Only the three note cards may be used in the presentation room. The *Ethics & Professionalism Resources Manual* may not be used during the presentation
- Presentation will be stopped at seven (7) minutes. No more than three (3) minutes allotted for judges' questions.
- Following the oral presentation, member should be dismissed.
- If more than one (1) section is necessary, finalists will be determined by selecting an equal number from each section.
- Administrator will fill out ranking sheet prior to dismissing the judges.
- **There can be no ties in the top ten (10) members.** It is the responsibility of the judges to break any ties.
- Post finalists and reporting times.
- Conduct finals using above procedures.
- No audience is allowed in the contest room.

### FOLLOWING JUDGING

- Collect all Judges' Rating Sheets and contest materials
- Return materials to the contest headquarters or as instructed

### METHOD OF EVALUATION

- Application (Judges' Rating Sheet)
- Presentation Rating Sheet

## (545) Prepared Speech (S | PS)

### PRE-CONFERENCE NEEDS

- Assign and identify judging room(s)
- Assign member reporting times at 10-minute intervals
- Assign proctors
- Secure judges for presentation and provide with instructions at least two (2) weeks prior to contest
- Schedule orientation time for judges (*Appendix C*)
- Copy sufficient quantity of Judges' Rating Sheets: two (2) per member
- Copy ranking sheets: one per section

### SCHEDULING REQUIREMENTS

- No more than one (1) minute set-up
- No less than five (5) and no more than seven (7) minutes oral presentation
- No time allotted for judges' questions
- Finals may be required at State and National levels

### PROCTOR'S NEEDS

- Timing device

### RECOMMENDED NUMBER OF PROCTORS

- Two (2) per section: one (1) for introducing members and one (1) for timing presentation

### JUDGE'S NEEDS

- Judges' Rating Sheets

### RECOMMENDED NUMBER OF JUDGES

- Same number of judges per each section
- Two (2) judges recommended per section

### ADDITIONAL NEEDS

- Podium
- Stapler/staples/paper clips
- Calculator to compute scores
- Pens/pencils

### ROOM SET-UP

- One (1) room for oral presentation with podium for member and table and chairs for judges and proctor

### ORIENTATION OF CONTEST PERSONNEL

- Review the event(s) in the *WSAP Guidelines*
- Read General Instructions (*Appendix A*)

### TESTING PROCEDURE

- A proctor should collect specified contest materials from member when he/she reports.
- Provide judges and proctor copies of member materials and allow time for review prior to introducing member.
- Escort member to judging area and present to the judges by **member number. However, members may continue to wear their name badge.**
- Presentation will be stopped at seven (7) minutes.
- Following the oral presentation, member should be dismissed. No time allotted for judges' questions.
- All materials (props, displays, samples, gifts, etc.) other than the required submission, may *not* be left with judges.
- If more than one section is necessary, finalists will be determined by selecting an equal number from each section.
- **There can be no ties in the top ten (10) members.** It is the responsibility of the judges to break any ties.
- Post finalists and reporting times.
- Conduct finals using above procedures.
- Collect all Judges' Rating Sheets and contest materials.
- No audience is allowed in the contest room.

### FOLLOWING JUDGING

- Collect all Judges' Rating Sheets and contest materials
- Return materials to the contest headquarters or as instructed

### METHOD OF EVALUATION

- Application (Judges' Rating Sheet)
- Presentation Rating Sheet



## (550) Parliamentary Procedure Team (S)

### PRE-CONFERENCE NEEDS

- Assign and identify contest preparation room
- Assign team reporting times at 20-minute intervals
- Assign and identify judging room(s)
- Assign proctors
- Secure judges for presentation and provide with instructions at least two (2) weeks prior to contest
- Schedule orientation time for judges (*Appendix C*)
- Copy sufficient quantity of tests/agendas: one (1) per team member
- Copy sufficient quantity of test keys for judges: one (1) per judge and Judges' Rating Sheets: three (3) per team
- Copy ranking sheets: one (1) per section

### SCHEDULING REQUIREMENTS

- No more than 15 minutes of preparation
- No more than 15 minutes of parliamentary demonstration
- No more than five (5) minutes judges' questions
- Parliamentary Procedure Concepts—Open Event Objective Test
- Finals may be required at State and National levels

### PROCTOR'S NEEDS

- Timing device
- Flash cards for time warning: five (5) minute and one (1) minute

### RECOMMENDED NUMBER OF PROCTORS

- Two (2) per section: one (1) for timing preparation, one (1) for timing demonstration

### JUDGE'S NEEDS

- Test KEY
- Judges' Rating Sheets
- Opening a Meeting and Closing a Meeting
- *Robert's Rules Of Order, Newly Revised*

### RECOMMENDED NUMBER OF JUDGES

- Same number of judges per each section
- Three (3) judges recommended per section

### EQUIPMENT/SUPPLIES TO BE PROVIDED

- Test/Agenda – 1 per team member
- Plain sheet of paper for secretary's minutes
- One 3"x 5" index card for each team member

### ADDITIONAL NEEDS

- American flag
- Calculator to compute scores
- Paper clips

### ROOM SET-UP

- One room with tables and chairs for team preparation; tables should be set in U-shape layout with eight (8) chairs
- One room for team demonstration with the American flag, tables and eight (8) chairs. Tables should be set in U-shape layout. One (1) table and four (4) chairs should be set for judges and proctor to view demonstration

### ORIENTATION OF CONTEST PERSONNEL

- Review the event(s) in the *WSAP Guidelines*
- Read General Instructions (*Appendix A*)

### INSTRUCTIONS TO JUDGES

- Review rating sheets and assign responsibilities
  - **Judge 1** will evaluate the chairperson's presiding ability and the clarity and correctness of business transactions
  - **Judge 2** will evaluate the voting procedures and ask questions after the presentation
  - **Judge 3** will evaluate the participation by members and the quality of discussion and power of expression, communication skills, and poise
- All teams will be given the same topics to demonstrate. Only the parliamentary procedure assigned should be scored
- Judge 2 will ask questions on parliamentary procedure (sample questions are included in the KEY). **Ask all teams the same questions**
- **Adhere to the time schedule to ensure fairness for all teams**

### TESTING PROCEDURE

- Review testing procedure with each team as they report – be consistent in your orientation
- At the end of the preparation time, collect all except the secretary's copy of the test/agenda, and escort team to judging area
- Escort team to judging area and present to the judges by **team number. However, members may continue to wear their name badge**
- Following the team demonstration, judges may ask questions

## ***(Parliamentary Procedure Team—continued)***

- The secretary should turn in notes and test/agenda to the judges immediately following the demonstration
- Judges grade secretary's minutes, for content only, and complete score sheet
- Administrator transfers objective test score and totals score sheet
- Conduct finals using above procedures
- No audience is allowed in the contest room

### **FOLLOWING JUDGING**

- Collect all Judges' Rating Sheets and contest materials
- Collect tests and note cards at the conclusion of questioning

- Members should be dismissed
- If more than one (1) section is necessary, finalists will be determined by selecting an equal number from each section
- Administrator will fill out ranking sheet prior to dismissing the judges
- **There can be no ties in the top ten (10) teams.** It is the responsibility of the judges to break any ties
- Post finalists and reporting times
- Return materials to the contest headquarters or as instructed

### **METHOD OF EVALUATION**

- Objective
- Application (Judges' Rating Sheet)
- Presentation Rating Sheet

# (555) Presentation Management Individual (S | PS)

## (560) Presentation Management Team (S | PS)

### PRE-CONFERENCE NEEDS

- Assign and identify judging room(s)
- Assign team reporting times at 20-minute intervals
- Assign proctors
- Secure judges for presentation and provide with instructions at least two (2) weeks prior to contest
- Schedule orientation time for judges (*see Appendix C*)
- Copy sufficient quantity Judges' Rating Sheets: two (2) per member/team
- Copy ranking sheets: one (1) per section

### SCHEDULING REQUIREMENTS

- No more than three (3) minutes for set-up
- No less than seven (7) and no more than ten (10) minutes for oral presentation
- No more than five (5) minutes judges' questions
- Finals may be included at State and National levels

### PROCTOR'S NEEDS

- Timing device

### RECOMMENDED NUMBER OF PROCTORS

- One (1) per contest/section

### JUDGE'S NEEDS

- Judges' Rating Sheets

### RECOMMENDED NUMBER OF JUDGES

- Same number of judges per section
- Two (2) judges recommended per section

### ADDITIONAL NEEDS

- Calculator to compute scores

### ROOM SET-UP

- One (1) room for presentation with tables and chairs for judges, proctor and member/team
- Electrical outlets for computer

### ORIENTATION OF CONTEST PERSONNEL

- Review the following page(s) in the *WSAP Guidelines*
- Read General Instructions (*Appendix A*)

### TESTING PROCEDURE

- Escort member/team to judging area and present to the judges by **member/team number. However, members may continue to wear their name badge.**
- Members/teams are allowed three (3) minutes to set-up equipment and prepare for presentation.
- Presentation is limited to seven (7) to ten (10) minutes.
- Following the presentation, judges may ask questions.
- Members/teams should be dismissed.
- All materials (props, displays, samples, gifts, etc.) other than the required submission, may *not* be left with judges.
- If more than one (1) section is necessary, finalists will be determined by selecting an equal number from each section.
- Administrator will fill out ranking sheet prior to dismissing the judges.
- **There can be no ties in the top ten (10) members/teams.** It is the responsibility of the judges to break any ties.
- Post finalists and reporting times.
- Conduct finals using above procedures.
- Collect all Judges' Rating Sheets and contest materials.
- No audience is allowed in the contest room.

### FOLLOWING JUDGING

- Collect all Judges' Rating Sheets and contest materials
- Return materials to the contest headquarters or as instructed

### METHOD OF EVALUATION

- Application (Judges' Rating Sheet)
- Presentation Rating Sheet

**(590) Business Meeting Management Concepts—Open Event (S | PS)**  
**(591) Management/Marketing/ Human Resources**  
**Concepts—Open Event (S | PS)**  
**(592) Parliamentary Procedure Concepts—Open Event (S | PS)**  
**(593) Project Management Concepts—Open Event (PS)**  
**(594) Digital Marketing Concepts—Open Event (S | PS)**

**PRE-CONFERENCE NEEDS**

- Assign and identify room large enough to accommodate the number of members taking the Open Events
- Public address system, if needed
- Assign proctors and graders
- Copy sufficient quantity of each test

**SCHEDULING REQUIREMENTS**

- Tests will be given continuously during scheduled time periods. Test time is sixty (60) minutes
- Tests are administered on open-in, open-out basis—members may enter testing room at any time during the scheduled time period and leave the room after completing the test

**PROCTOR’S NEEDS**

- Scoring sheets
- Markers

**RECOMMENDED NUMBER OF PROCTORS**

- One (1) per fifty (50) members

**GRADER’S NEEDS**

- Scoring equipment

**SUPPLIES TO BE PROVIDED**

- Test on computer at NLC
- Scratch paper
- Scoring sheet

**ROOM SET-UP**

- Room should be large enough to accommodate any number of members taking the contests – this will depend on the number of conference attendees.
- Allow ample space between members. Note that tablecloths may obstruct pencil markings.

**ORIENTATION OF CONTEST PERSONNEL**

- Review the event(s) in the *WSAP Guidelines*
- Read General Instructions (*Appendix B*)

**TESTING PROCEDURE**

- Check that supplies and facilities are in order.
- The tests will be given continuously during the scheduled time period.
- Members may enter the testing room at any time during the scheduled time period; however, the last member should be admitted thirty (30) minutes before the conclusion of testing (*no one is allowed entry after this time*).
- Upon entering the testing room, a proctor will mark the member’s Open Event card and the member will be given a test. Members can take only one test at a time.
- Instruct members to write their member number and the starting time of their test on the scoring sheet.
- No reference materials are allowed.
- When members finish a test, record completion time on the scoring sheet—time may be a determining factor in the event of a tie.
- Collect test and scoring sheet from members.

**FOLLOWING TESTING**

- Assemble and return all testing materials to contest headquarters or as instructed

**METHOD OF EVALUATION**

- Objective

**\*All Parliamentary Procedure Team members must take the Parliamentary Procedure Open Event at a designated time and place. This event is only offered once for team members. The Parliamentary Procedure Open Event will be offered to non-team members after the team testing has been completed.**

# (600) ICD-10-CM Medical Diagnostic Coding (S | PS)

## PRE-CONFERENCE NEEDS

- Assign and identify room
- Assign proctors and graders
- Copy sufficient quantity of tests
- Copy one (1) key per grader

## SCHEDULING REQUIREMENTS

- No more than ten (10) minutes orientation
- No more than sixty (60) minutes testing time
- No more than ten (10) minutes wrap-up

## PROCTOR'S NEEDS

- Timing device
- Time warning at 30, 15, 5 and 1 minutes

## RECOMMENDED NUMBER OF PROCTORS

- One (1) per ten (10) members

## GRADER'S NEEDS

- Test KEY
- Red pens/pencils
- Calculator to compute scores

## RECOMMENDED NUMBER OF GRADERS

- Minimum of three (3)

## EQUIPMENT/SUPPLIES TO BE PROVIDED

- Test
- Scoring sheet

## ADDITIONAL NEEDS

- Scoring equipment
- Pencil sharpener
- Stapler/staples/staple remover

## ROOM SET-UP

- One (1) workstation per member (*Allow ample space between members. Be aware that tablecloths may obstruct pencil marks.*)

## ORIENTATION OF CONTEST PERSONNEL

- Review the event(s) in the *WSAP Guidelines*
- Read General Instructions (*Appendix B*)

## TESTING PROCEDURE

- Review contest instructions with the members (located in the front of the test).
- Answer questions, then begin the 60 minutes of testing.
- If members finish before the time limit, record completion times on test materials—time may be a determining factor in the event of a tie.
- At the end of the testing time, stop members.
- Have members assemble testing materials in the order indicated in the test.
- Collect all testing materials from members
- Count tests to be sure all are returned.
- Members may be dismissed.

## FOLLOWING TESTING

- Assemble testing materials in the following order:
  - tests
  - completed contest materials
  - unused materials and supplies
- Return materials to the contest headquarters or as instructed

## METHOD OF EVALUATION

- Objective/Application Standards

# (605) Health Insurance & Medical Billing (S | PS)

## PRE-CONFERENCE NEEDS

- Assign and identify room
- Assign proctors and graders
- Copy sufficient quantity of tests
- Copy one (1) key per grader

## SCHEDULING REQUIREMENTS

- No more than ten (10) minutes orientation
- No more than sixty (60) minutes testing time
- No more than ten (10) minutes wrap-up

## PROCTOR'S NEEDS

- Timing device

## RECOMMENDED NUMBER OF PROCTORS

- One (1) per twenty (20) members

## GRADER'S NEEDS

- Test KEY
- Red pens/pencils
- Calculator to compute scores

## RECOMMENDED NUMBER OF GRADERS

- Administrator and proctor(s) of test
- Minimum of three (3): *regardless of number of graders, the same grader should evaluate the same problem(s) for all tests*

## SUPPLIES TO BE PROVIDED

- Test
- Scoring sheets

## ADDITIONAL NEEDS

- Scoring equipment
- Pencil sharpener
- Stapler/staples/staple remover

## ROOM SET-UP

- One (1) workstation per member (*Allow ample space between members. Be aware that tablecloths may obstruct pencil marks.*)

## ORIENTATION OF CONTEST PERSONNEL

- Review the event in the *WSAP Guidelines*
- Read General Instructions (*Appendix B*)

## TESTING PROCEDURE

- Review contest instructions with the members (located in the front of the test).
- Answer questions, then begin the 60 minutes of testing.
- If members finish before the time limit, record completion times on test materials—time may be a determining factor in the event of a tie.
- At the end of the testing time, stop members.
- Have members check to be sure that member numbers are on each page/problem.
- Have members assemble testing materials in the order indicated in the test.
- Collect all test materials from members.
- Count tests to be sure all are returned.
- Members may be dismissed.

## FOLLOWING TESTING

- Assemble testing materials in the following order:
  - tests
  - completed contest materials
  - unused materials and supplies
- Return materials to contest headquarters or as instructed

## METHOD OF EVALUATION

- Objective/Application

# (610) Health Administration Procedures (S | PS)

## PRE-CONFERENCE NEEDS

- Assign and identify room
- Assign proctors and graders
- Copy sufficient quantity of tests
- Copy one (1) key per grader

## SCHEDULING REQUIREMENTS

- No more than ten (10) minutes orientation
- No more than sixty (60) minutes testing time
- No more than ten (10) minutes wrap-up

## PROCTOR'S NEEDS

- Timing device
- Time warning at 30, 15, 5 and 1 minutes

## RECOMMENDED NUMBER OF PROCTORS

- One (1) per ten (10) members

## GRADER'S NEEDS

- Test KEY
- Production Standards
- *Style & Reference Manual*
- Red pens/pencils
- Calculator to compute scores

## RECOMMENDED NUMBER OF GRADERS

- Administrator and proctor(s) of test
- Minimum of three (3): *regardless of number of graders, the same grader should evaluate the same problem(s) for all tests*

## EQUIPMENT/SUPPLIES TO BE PROVIDED

- Test and scoring sheet
- Computer, printer, paper
- Software as specified for contest

## ADDITIONAL NEEDS

- Scoring equipment
- Pencil sharpener
- Stapler/staples/staple remover

## ROOM SET-UP

- One (1) workstation per member

## ORIENTATION OF CONTEST PERSONNEL

- Review the event(s) in the *WSAP Guidelines*
- Read General Instructions (*Appendix B*)
- Read Instructions for Computer Events (*Appendix F*)

## TESTING PROCEDURE

- Allow members time to become familiar with the equipment (part of the orientation/warm-up/wrap-up).
- Review contest instructions with the members (located in the front of the test).
- Answer questions, then begin the 60 minutes of testing.
- If members finish before the time limit, record completion times on test materials—time may be a determining factor in the event of a tie.
- At the end of the testing time, stop members.
- With the time remaining for orientation/wrap-up, have members check to be sure that member numbers are on each page/problem.
- Have members assemble testing materials in the order indicated in the test.
- Collect all testing materials from members.
- Count tests to be sure all are returned.
- Members may be dismissed.

## FOLLOWING TESTING

- Assemble testing materials in the following order:
  - tests
  - completed contest materials
  - unused materials and supplies
- Return materials to the contest headquarters or as instructed

## METHOD OF EVALUATION

- Objective/Application/Production Standards

# (615) Health Leadership/Special Topics (S | PS)-Pilot

## PRE-CONFERENCE NEEDS

- Assign and identify judging room(s)
- Assign team reporting times at 20-minute intervals
- Assign proctors
- Secure judges for presentation and provide with instructions at least two (2) weeks prior to contest
- Schedule orientation time for judges (*see Appendix C*)
- Copy sufficient quantity Judges' Rating Sheets: two (2) per member/team
- Copy ranking sheets: one (1) per section

## SCHEDULING REQUIREMENTS

- No more than three (3) minutes for set-up
- No less than seven (7) and no more than ten (10) minutes for oral presentation
- No more than five (5) minutes judges' questions
- Finals may be included at State and National levels

## PROCTOR'S NEEDS

- Timing device

## RECOMMENDED NUMBER OF PROCTORS

- One (1) per contest/section

## JUDGE'S NEEDS

- Judges' Rating Sheets

## RECOMMENDED NUMBER OF JUDGES

- Same number of judges per section
- Two (2) judges recommended per section

## ADDITIONAL NEEDS

- Calculator to compute scores

## ROOM SET-UP

- One (1) room for presentation with tables and chairs for judges, proctor and member/team
- Electrical outlets for computer

## ORIENTATION OF CONTEST PERSONNEL

- Review the following page(s) in the *WSAP Guidelines*
- Read General Instructions (*Appendix A*)

## TESTING PROCEDURE

- Escort member/team to judging area and present to the judges by **member/team number**. **However, members may continue to wear their name badge.**
- Members/teams are allowed three (3) minutes to set-up equipment and prepare for presentation.
- Presentation is limited to seven (7) to ten (10) minutes.
- Following the presentation, judges may ask questions.
- Members/teams should be dismissed.
- All materials (props, displays, samples, gifts, etc.) other than the required submission, may *not* be left with judges.
- If more than one (1) section is necessary, finalists will be determined by selecting an equal number from each section.
- Administrator will fill out ranking sheet prior to dismissing the judges.
- **There can be no ties in the top ten (10) members/teams.** It is the responsibility of the judges to break any ties.
- Post finalists and reporting times.
- Conduct finals using above procedures.
- Collect all Judges' Rating Sheets and contest materials.
- No audience is allowed in the contest room.

## FOLLOWING JUDGING

- Collect all Judges' Rating Sheets and contest materials
- Return materials to the contest headquarters or as instructed

## METHOD OF EVALUATION

- Application (Judges' Rating Sheet)
- Presentation Rating Sheet



## (620) Medical Terminology Concepts-Open (S | PS)-Pilot

### PRE-CONFERENCE NEEDS

- Assign and identify room large enough to accommodate the number of members taking the Open Events
- Public address system, if needed
- Assign proctors and graders
- Copy sufficient quantity of each test

### SCHEDULING REQUIREMENTS

- Tests will be given continuously during scheduled time periods. Test time is sixty (60) minutes
- Tests are administered on open-in, open-out basis—members may enter testing room at any time during the scheduled time period and leave the room after completing the test

### PROCTOR'S NEEDS

- Scoring sheets
- Markers

### RECOMMENDED NUMBER OF PROCTORS

- One (1) per fifty (50) members

### GRADER'S NEEDS

- Scoring equipment

### SUPPLIES TO BE PROVIDED

- Test on computer at NLC
- Scratch paper
- Scoring sheet

### ROOM SET-UP

- Room should be large enough to accommodate any number of members taking the contests – this will depend on the number of conference attendees.
- Allow ample space between members. Note that tablecloths may obstruct pencil markings.

### ORIENTATION OF CONTEST PERSONNEL

- Review the event(s) in the *WSAP Guidelines*
- Read General Instructions (*Appendix B*)

### TESTING PROCEDURE

- Check that supplies and facilities are in order.
- The tests will be given continuously during the scheduled time period.
- Members may enter the testing room at any time during the scheduled time period; however, the last member should be admitted thirty (30) minutes before the conclusion of testing (*no one is allowed entry after this time*).
- Upon entering the testing room, a proctor will mark the member's Open Event card and the member will be given a test. Members can take only one test at a time.
- Instruct members to write their member number and the starting time of their test on the scoring sheet.
- No reference materials are allowed.
- When members finish a test, record completion time on the scoring sheet—time may be a determining factor in the event of a tie.
- Collect test and scoring sheet from members.

### FOLLOWING TESTING

- Assemble and return all testing materials to contest headquarters or as instructed

### METHOD OF EVALUATION

- Objective

# Appendix A

## Administrators/Proctors/Graders

### General Instructions

### JUDGED EVENTS

#### PRIOR TO THE TEST

1. **Administrators** should report to Event Headquarters **at least 60 minutes prior** to the contest to pick up contest materials. Administrators must attend the judges' orientation/meal preceding the contest to assist in preparing the judges.
2. **Proctors** should report to the contest site at least **15 minutes prior** to the start of the contest to assist in set-up.
3. Supplies in the contest box will include tests, scoring sheets, timing device, stapler/staples, paper clips, etc. Be sure that all supplies are available in the contest room before the contest begins. Please note that there are additional contest instructions for computer events included in Appendix F. There will be student interns in the hallway to retrieve additional supplies from Headquarters if needed.
4. Contest signs are provided for each event. The administrator may have a portable easel included with the contest box (some facilities supply easels). Easels and signs should be returned with the contest box.
5. The check-in table should remain outside the contest room.

#### JUDGING

6. Administrators will be given a list of the members, their scheduled reporting times, a judged event sign-in sheet for Administrators and Proctors, and a member sign-in sheet. When the member/team reports at the scheduled time, have the member /team sign-in by initialing in the appropriate place on the Recap Sheet. This will serve as the tally-rating sheet with all judges' scores totaled at the end. The other judges will need to write the member number by hand on their rating sheets.
7. During judging only judges and members may be in the room.
8. Members' name badges should be worn at all times; it is permissible for members to introduce themselves to the judges.
9. Judges should *not* reveal technical scores to members.

#### SCORING

10. When judging is completed, total each of the judges' sheets. Staple the judges' sheets together along with any other materials you may have. Add all of the judges' scores together (double check for accuracy) and transfer this total to the Recap Sheet. **Be sure that there are no ties before judges leave the contest site.** Place the sheets in rank order from the highest score to the lowest score. Be sure you write the RANK on the Recap Sheet.

#### REVIEW SESSIONS

11. In contests with preliminary rounds, judges will conduct a short review session in the contest room at the conclusion of the preliminary judging for all participants who wish to attend. The judges should give the members **general** pointers that might help them during final competition. **No individual information is to be given by the judges.** The contest administrator must monitor this session closely. **ADVISORS ARE NOT TO ATTEND THIS SESSION.**

#### AFTER TESTING

12. After all scores are **checked** and **verified**, the materials should be returned in the contest box to Contest Headquarters.
13. Be sure to complete the Confidential Administrator's Report found in your administrator's packet. Also have the judges and proctors complete an Evaluation Form for use by CEAC (*Classroom Educators Advisory Council*). Submit the completed forms to Contest Headquarters with the contest materials.
14. **All contest information and results should be kept confidential.**

Thank you for your help! If you have any questions, please contact Contest Headquarters.

# Appendix B

## Administrators/Proctors/Graders

### General Instructions

### NON-JUDGED EVENTS

#### PRIOR TO THE TEST

1. **Administrators** should report to Contest Headquarters at least **60 minutes prior** to the contest to pick up contest supplies. **Proctors** should report to the contest site at least **15 minutes prior** to the start of the contest to assist in set-up.
2. Supplies in the contest box will include tests, scoring sheets, timing device, stapler/staples, paper clips, etc. Be sure that all supplies are available in the contest room before the contest begins. Please note that there are additional contest instructions for computer events included in *Appendix F*. There will be student interns in the hallway to retrieve additional supplies from Headquarters if needed.
3. Contest signs are provided for each event. The Administrator may have a portable easel included with the contest box (some facilities supply easels). Easels and signs should be returned with the contest box.
4. A Conflict Administrator will be in the Computer Room or Written Event Room to handle conflicts. Members, who have been rescheduled into your contest due to a scheduling conflict, should report with a RESCHEDULING FORM to admit them to the testing room. A Conflict List should also be included in the contest box with the appropriate test attached. If in doubt, allow the member to take the test and discuss with contest headquarters personnel when turning in the tests.

#### TESTING

5. Members' name badges should be worn at all times.
6. The door to the contest room should close at the scheduled time. Late members may compete, but must finish at the scheduled ending time. Contests **MUST** begin and end at the designated time.
7. The administrator will be in charge of giving all instructions and conducting the contest. The proctors are to assist the administrator. Refer to the guidelines for your event. If the administrator is responsible for two (2) or more sections of a contest, be consistent in giving instructions.
8. The contest room should **NEVER** be left unattended.
9. In tests where an "orientation/warm-up/preparation/wrap-up" time is provided, be certain to allot time for members to ask questions and become familiar with the equipment (*unless otherwise specified in the Guidelines*). The remaining time should be used after testing to assemble and collect test materials.
10. Distribute tests while members are preparing/warming-up. Inform members that they are *not* to open the test until instructed to do so.
11. Instruct members to place their member identification number on each page of completed work. They should *not* use their name or initials.
12. Testing time begins when **ALL** members are ready. There should be no interruptions once the testing begins. Be careful when answering members' questions after the contest starts. If a question is asked that affects all members, the proctor should stop the contest and announce the question and answer to everyone. If questions are answered in the first section of a contest, the same information needs to be given to subsequent sections. New questions that were *not* asked in the first contest section should *not* be answered in subsequent sections.

13. Members may *not* share individual supplies and reference materials. Strictly follow the *Guidelines* to determine reference materials that are allowed in the contest room. **No previous contests are allowed.**
14. If a member completes the test before the end of the testing time, record the member's completion time. Completion time may be a determining factor in the event of a tie.

### COLLECTING CONTEST MATERIALS

15. Collect all contest materials. **The member should**
  - make sure that all work to be graded has been identified with member number;
  - put problems in numeric order (Job #1, Job #2, etc.). If a Priority Sheet is used, place it on top of Job #1
  - place the Scantron scoring sheet on top of completed problems. Check to be sure member number AND name of contest are on the Scantron scoring sheet;
  - remove the cover/scoring sheet from the test booklet and place it on top of all work (except Scantron sheet);
  - put all work in the following order (*unless test specifies otherwise*):
    - Scantron scoring sheet
    - Scoring sheet, test booklet, priority sheet and completed jobs
    - Scratch paper
16. Members turn in their work to the contest administrator and/or proctor.
17. Administrators may allow members to leave the testing site when they have completed their test if it is less distracting than having them stay in the room until everyone is finished.

### AFTER TESTING

18. The Administrator should accompany the contest box to Contest Headquarters. Graders will meet in the grading room at the end of testing time.
19. Have the judges and proctors complete an Evaluation Form. Submit the completed forms to Contest Headquarters with the contest materials at the conclusion of grading.

### GRADING

20. All grading will take place in the grading center. For consistency, one person must grade the same problem for all members. If a question comes up about the **KEY**, direct it to the person in charge of the grading center. **Do not change the key without authorization.**
21. Administrator should oversee grading of the contest.
22. The first step in grading is to check member materials in the packet and be sure that the member number is on all materials. Scantron scoring sheets should have both member number and contest name on them. Place all Scantron scoring sheets in one pile to be machine scored. When grading Scantron scoring sheets, any rejected sheets must be hand scored. Unused materials should be set aside. Scantron sheets are to be matched back up to the member's materials.
23. Upon completion of grading, scores should be totaled and verified on grading/scoring sheets. Next transfer the members **TOTAL POINTS**, **TIME COMPLETED** (if applicable), and **RANK** to the Recap Sheet. Place members' materials in order of rank.
24. All materials should be checked in with the person in charge of the grading center.
25. Graders should complete an Evaluation Form.
26. **All contest information and results should be kept confidential.**

Thank you for your help! If you have any questions, please contact Contest Headquarters.

## Appendix C

### JUDGES' ORIENTATION

- Business Professionals of America is one of the ten (10) Career and Technical Student Organizations recognized by the U.S. Department of Education. The mission of Business Professionals of America is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.
- The contests are a component of the *Workplace Skills Assessment Program* and an integral part of Business Professionals of America. It has been developed to provide career and technical business and office students the opportunities to develop and demonstrate:
  - occupational/career competencies;
  - workplace knowledge, skills, and attitudes;
  - leadership and human relation skills;
  - positive competitive spirit; and
  - receive recognition for their efforts.
- To become eligible to compete at the national level, students have already received top-place finishes at the regional and state levels.
- Explain the role of Contest Administrators and Proctors and how they will assist judges when needed.
- If judging a contest in which the organizational pledge or the Pledge of Allegiance is recited, please be aware that some students may *not* stand or recite these due to religious reasons. Do *not* take points off for this type of behavior.
- Stress the importance of accurately recording member numbers on the rating sheets. There can be no ties in the top ten (10) members/teams, and it is the judges' responsibility to break any ties.
- Call backs for finals, if needed, will be as follows and will be conducted as a new contest:
  - If there are two (2) sections, five (5) will be called back from each section.
  - If there are three (3) sections, four (4) will be called back from each section.
  - If there are four (4) sections, three (3) will be called back from each section.
- Judges should note that members providing an envelope at the time of testing will receive a copy of the judges' comments after the conference.
- Allow time for a question-&-answer session, then break into groups to discuss specific contest procedures, guidelines, and rating sheets.

# Appendix D

## Evaluation Form

### PROCTORS, GRADERS, AND JUDGES

CEAC (*Classroom Educators Advisory Council*) appreciates your time in completing this form and submitting it with the contest materials.

Event \_\_\_\_\_ Contest # \_\_\_\_\_

Name \_\_\_\_\_  Proctor  Judge  Grader  
(*check one*)

Email Address \_\_\_\_\_

Division: (*check one*)       Secondary       Post-Secondary       Middle Level

1. Were you properly oriented prior to the event?       Yes  No

*Comments:*

2. Were the contest materials and instructions clear to you?       Yes  No

*Comments:*

3. Were the contest facilities and equipment adequate?       Yes  No

*Comments:*

4. Were the supplies adequate?       Yes  No

*Comments:*

5. Would you recommend any changes in this contest?       Yes  No

*Comments:*

6. In your opinion, was this contest a good learning experience  
for the members?       Yes  No

*Comments:*

NOTE: The Administrator/Proctors/Graders Certificate will be available on-line so that you can present a copy of your certificate to your school/organization/administrator.

## Appendix E

# ADMINISTRATOR'S CONFIDENTIAL REPORT

Name of Administrator \_\_\_\_\_

Email Address \_\_\_\_\_

Name of Event \_\_\_\_\_ Contest # \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Section \_\_\_\_\_

Division: *(check one)*       Secondary       Post-Secondary       Middle Level

1. Were all materials provided that you needed?       Yes    No  
*Comments:*

2. Was the contest room prepared as needed?       Yes    No  
*Comments:*

3. Did you have adequate help in administering the contest?       Yes    No  
*Comment:*

4. If equipment was required for the contest, was it satisfactory?       Yes    No  
*Comments:*

5. Should contest headquarters staff be made aware of anything that occurred during the contest?  
*Comments:*       Yes    No

6. If this is a graded event, should graders be aware of anything as they grade the tests?  
*Comments:*       Yes    No

NOTE: The Administrator/Proctors/Graders Certificate will be available on-line so that you can present a copy of your certificate to your school/organization/administrator.

Names of the persons who were to assist you as proctors and graders were included in your packet. Please note below anyone who did *not* fulfill this assignment. (*Please print.*)

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If someone other than the persons listed on your form helped in this contest, please make note below. (*Please print.*)

Name \_\_\_\_\_ Email Address \_\_\_\_\_

Name \_\_\_\_\_ Email Address \_\_\_\_\_



## Appendix F

### GENERAL INSTRUCTIONS FOR COMPUTER LAB EVENTS

1. Allow all members to enter the computer lab at the same time.
2. Allow members sufficient time to warm up. Have members print a test sheet.
3. Place a plain sheet of paper by each computer for the member to write his/her number on and place on top of the monitor (tent style). This will enable the administrator and proctors to deliver printouts to each member instead of members having to retrieve them.
4. Inform members to put Member Number in place of reference initials on all work. Inform members to place Job Number and Member Number on all work where indicated on test, even ones that are handwritten. All Scantron scoring sheets and flash drives should have contest name/number on them.
5. Please refer to the *WSAP Guidelines* regarding use of reference materials. Flash drives will be provided when stated in the WSAP if needed.
6. Inform members to print as they produce a job. Proctors will deliver printouts to the member's workstation as they are printed. Members will display a table tent with their member number on their monitor for printouts.
7. Members should be informed to notify the Contest Administrator promptly of any problems with the equipment or **if the software is not what they expected**. This way, clarification of software and/or additional time may be given.
8. Members must use the software designated for the event.
9. A warning should be given when 30, 15, and 5 minutes are remaining. When time is called, all keying must stop. Only the document on the screen may be printed at that time.
10. Printouts must be in black only. This policy pertains to those bringing their own printers. Also, members must use only graphics provided for the event.
11. If equipment that a member has brought fails, that member may use the equipment furnished for the event for the remaining time if there is equipment available. No additional time will be given, and the member must use the software provided.
12. Contest Headquarters should have a supply of flash drives available in the event of technical problems. If members have to save data to a flash drive, label each with the contest name and member number.
13. Members may leave when finished. Turn in all work to the Contest Administrator.