

**BUSINESS
PROFESSIONALS**
of AMERICA
Giving Purpose to Potential

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

Workplace Skills Assessment Program

Middle Level Division

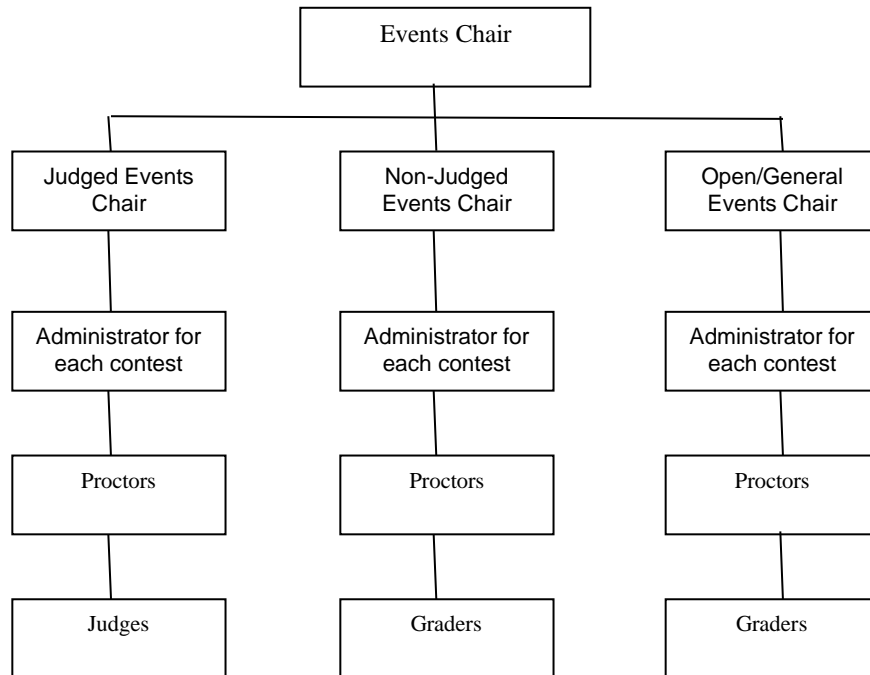
Workplace Skills Assessment Program

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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.

Middle Level Events

Financial Skills

- (900) Financial Literacy
- (997) Business Math Concepts – Open Event

Business Administration

- (925) Keyboarding Production
- (930) Spreadsheet Applications
- (915) Administrative Support Team
- (995) Business Communication Skills Concepts – Open Event

Management Information Systems

- (940) Digital Game Design Team
- (998) Computer Literacy Concepts – Open Event

Digital Communication & Design

- (920) Digital Citizenship
- (955) Website Design Team
- (950) Introduction to Video Production Team
- (945) Graphic Design Promotion

Management, Marketing & Communication

- (985) Presentation Management Team
- (980) Prepared Speech
- (975) Extemporaneous Speech
- (970) Entrepreneurship Exploration
- (990) Human Resource Exploration-Pilot
- (996) Business Fundamentals Concepts – Open Event

(900) Financial Literacy

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
- 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

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

EQUIPMENT/SUPPLIES TO BE PROVIDED

- Test and 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 and then begin the 60 minutes of testing.
- Members are allowed to use reference materials.
- 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

- Application/Objective

(915) Administrative Support Team

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 thirty (30) minutes orientation/warm-up/wrap-up
- No more than sixty (60) minutes testing time

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

- 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

- 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 Lab Events (*Appendix D*)

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 and then begin the 60 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

(920) Digital Citizenship

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 thirty (30) minutes orientation/warm-up/wrap-up
- No more than sixty (60) minutes testing time

PROCTOR'S NEEDS

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

RECOMMENDED NUMBER OF PROCTORS

- One (1) per twenty (20) members

GRADER'S NEEDS

- Scoring equipment

EQUIPMENT/SUPPLIES TO BE PROVIDED

- Test
- Scoring sheets

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*)

TESTING PROCEDURE

- Allow time to become familiar with the equipment/area (part of the orientation/warm-up/wrap-up).
- Review contest instructions
- Answer questions and then begin the 60 minutes of testing.
- If member finishes 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 their Member ID is 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

- Objective

(925) Keyboarding Production

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 thirty (30) minutes orientation/warm-up/wrap-up
- No more than sixty (60) minutes testing time

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

- Minimum of three (3): regardless of number of graders, each 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 with designated equipment

ORIENTATION OF CONTEST PERSONNEL

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

TESTING PROCEDURE

- Allow members time to become familiar with the equipment (part of the 30-minute orientation/warm-up/wrap-up).
- Review contest instructions with the members (located in the front of the test).
- Answer questions and then begin the 60 minutes of testing.
- Members are allowed to use reference materials.
- 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

- Application/Production Standards

(930) Spreadsheet Applications

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 thirty (30) minutes orientation/warm-up/wrap-up
- No more than sixty (60) minutes testing time

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): regardless of number of graders each 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 with designated equipment

ORIENTATION OF CONTEST PERSONNEL

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

TESTING PROCEDURE

- Allow members time to become familiar with the equipment (part of the 30-minute orientation/warm-up/wrap-up).
- Review contest instructions with the members.
- Answer questions and then begin the 60 minutes of testing.
- Members are allowed to use reference materials.
- 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

- Application

(940) Digital Game Design Team

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 furnish with appropriate documentation at least two (2) weeks prior to contest
- Secure judges for interview and provide instructions at least two (2) weeks prior to contest
- Schedule orientation for judges (*Appendix C*)
- Copy sufficient quantity of Judges' Rating Sheets (two per team)
- Copy ranking sheets: one (1) per section

SCHEDULING REQUIREMENTS

- No more than three (3) minutes for team to set-up
- No more than ten (10) minutes for team presentation
- No more than five (5) 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 teams have presented)

JUDGE'S NEEDS

- Judges' Rating Sheets
- Graphic Standards

RECOMMENDED NUMBER OF JUDGES

- Two (2) per contest/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, team, and proctor
- Electrical outlets for teams bringing computer for presentation

ORIENTATION OF CONTEST PERSONNEL

- Review the event page(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.**
- Team is allowed up to three minutes to set up a computer for their presentation (*optional*).
- Following the oral presentation, judges should ask questions regarding game design.
- 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 final list 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

(945) Graphic Design Promotion

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 15-minute intervals
- Assign proctors
- Secure judges for technical judging and furnish with appropriate documentation at least two (2) weeks prior to contest
- Secure judges for interview and provide instructions at least two (2) weeks prior to contest
- Schedule orientation for judges (*Appendix C*)
- Copy sufficient quantity of Judges' Rating Sheets (two per member)
- Copy copies of Graphic Standards (*see Style & Reference Manual*)
- Copy ranking sheets: one (1) per section

SCHEDULING REQUIREMENTS

- No more than five (5) minutes of oral presentation
- No more than five (5) minutes for judges' question and answer session
- 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 have presented)

JUDGE'S NEEDS

- Judges' Rating Sheets
- Graphic Standards

RECOMMENDED NUMBER OF JUDGES

- Two (2) per contest/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 page(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.**
- Judges should ask questions regarding the graphic.
- Members should be dismissed after presentation.
- No 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 to the contest headquarters or as instructed.

METHOD OF EVALUATION

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

(950) Introduction to Video Production Team

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 furnish with appropriate documentation at least two (2) weeks prior to contest
- Secure judges for interview and provide instructions at least two (2) weeks prior to contest
- Schedule orientation for judges (*Appendix C*)
- Copy sufficient quantity of Judges' Rating Sheets: two (2) per member
- Copy ranking sheets: one per section
- Copy copies of Graphic Standards (*Style & Reference Manual*)

SCHEDULING REQUIREMENTS

- No more than three (3) minutes set-up/wrap-up
- No more than five (5) 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 teams have presented)

JUDGE'S NEEDS

- Judges' Rating Sheets
- Graphic Standards

RECOMMENDED NUMBER OF JUDGES

- Two (2) per contest/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 teams bringing computer projector (optional) 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.
- Escort team to judging area and present to the judges by **team number. However, members may continue to wear their name badge.**
- Judges should ask questions regarding the presentation.
- 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) 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

(955) Website Design Team

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 furnish 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 interview and provide instructions at least two (2) weeks prior to contest
- Judges with web design background should be used
- Schedule orientation for judges (*Appendix C*)
- Copy sufficient quantity of Judges' Rating Sheets (two per team)
- Copy ranking sheets: one (1) per section

SCHEDULING REQUIREMENTS

- No more than three (3) minutes for team to set-up
- No more than five (5) minutes for team presentation
- No more than five (5) 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 teams have presented)

JUDGE'S NEEDS

- Judges' Rating Sheets
- Graphic Standards

RECOMMENDED NUMBER OF JUDGES

- Two (2) per contest/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, team, and proctor
- Electrical outlets for teams bringing computer for presentation

ORIENTATION OF CONTEST PERSONNEL

- Review the event page(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.**
- Team is allowed up to five minutes to set up a computer for their presentation (*optional*).
- Following the oral presentation, judges should 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 final list 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

(970) Entrepreneurship Exploration

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 furnish with appropriate documentation at least two (2) weeks prior to contest
- Secure judges for interview and provide instructions at least two (2) weeks prior to contest
- Schedule orientation 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 more than ten (10) minutes for oral presentation
- No more than five (5) minutes judges' questions
- Finals may be required at State and National levels

PROCTOR'S NEEDS

- Timing device
- Flash cards for time warning for presentation (1 and 2 minutes)
- Technical scores (may *not* be shown to judges until all members 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.**
- Presentation should be stopped at ten (10) minutes.
- Following the oral presentation, judges should ask questions regarding the business plan.
- 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

(975) Extemporaneous Speech

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 and furnish with instructions at least two (2) weeks prior to contest
- Schedule orientation for judges (*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 per member)
- Copy list of possible presentation topics for judges (on test key)
- Copy ranking sheets: one (1) per section

SCHEDULING REQUIREMENTS

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

PROCTOR'S NEEDS

- Timing device
- Contest topics
- Time warning cards for presentation (1 minute and 30 seconds)
- 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 judges recommended per section

EQUIPMENT/SUPPLIES TO BE PROVIDED

- Note cards (three (3) per member)

ADDITIONAL NEEDS

- Lectern 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 lectern for member and table and chairs for judges and proctor

ORIENTATION OF CONTEST PERSONNEL

- Review the event page(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 card, then return both topics to envelope.
- Allow member ten (10) minutes to develop presentation; note cards are to be provided.
- Members are *not* allowed to use reference materials.
- Escort member to judging area and present to the judges by **member number. However, members may continue to wear their name badge.**
- 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 and contest materials.
- No audience is allowed in the contest room.

METHOD OF EVALUATION

Application (Judges' Rating Sheet)

(980) Prepared Speech

PRE-CONFERENCE NEEDS

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

SCHEDULING REQUIREMENTS

- No more than three (3) minutes setup/preparation
- No less than three (3) and no more five (5) minutes of 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 per section (one for introducing members/one for timing presentation)

JUDGE'S NEEDS

- Judges' Rating Sheets

RECOMMENDED NUMBER OF JUDGES

- Two per contest/section

ADDITIONAL NEEDS

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

ROOM SET-UP

- One room for oral presentation with lectern for member and table and chairs for judges and proctor

ORIENTATION OF CONTEST PERSONNEL

- Review the event page(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.**
- 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 judge.
- **There can be no ties in the top ten 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)

(985) Presentation Management Team

PRE-CONFERENCE NEEDS

- Assign and identify judging room(s)
- Assign member reporting times at 20-minute intervals
- Assign proctors
- Secure judges for interview and provide instructions at least two (2) weeks prior to contest
- Schedule orientation 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 preparation/setup
- No less than five (5) and no more than seven (7) minutes for oral presentation
- No more than five (5) minutes judges' questions
- Finals may be required at State and National levels

PROCTOR'S NEEDS

- Timing device

JUDGE'S NEEDS

- Judges' Rating Sheets

RECOMMENDED NUMBER OF JUDGES

- Two (2) per contest/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
- Electrical outlets for teams bringing computer for presentation

ORIENTATION OF CONTEST PERSONNEL

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

TESTING PROCEDURE

- Escort team to judging area and present to the judges by **team number. However, members may continue to wear their name badge.**
- Following the oral presentation, judges may ask questions.
- All materials (props, displays, samples, gifts, etc.) other than the required submission, may *not* be left with judges.
- 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)

(990) Human Resource Exploration

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 furnish with appropriate documentation at least two (2) weeks prior to contest
- Secure judges for interview and provide instructions at least two (2) weeks prior to contest
- Schedule orientation 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 more than ten (10) minutes for oral presentation
- No more than five (5) minutes judges' questions
- Finals may be required at State and National levels

PROCTOR'S NEEDS

- Timing device
- Flash cards for time warning for presentation (1 and 2 minutes)
- Technical scores (may *not* be shown to judges until all members 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.**
- Presentation should be stopped at ten (10) minutes.
- Following the oral presentation, judges should ask questions regarding the business plan.
- 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

(995) Business Communication Skills Concepts—Open Event

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.
- 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

- Tests 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 – 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 page(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. Members can take only one test at a time.
- Instruct members to write their member number on the scoring sheet.
- Students are *not* allowed to use reference materials.
- 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

(996) Business Fundamentals Concepts—Open Event

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
- 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

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

ROOM SETUP

- 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 page(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 on the scoring sheet.
- Members are *not* allowed to use reference materials.
- 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.
- Administrator should oversee grading of the contest.

METHOD OF EVALUATION

- Objective

(997) Business Math Concepts—Open Event

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.
- 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

- Tests 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 – 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 page(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. Members can take only one test at a time.
- Instruct members to write their member number on the scoring sheet.
- Members are *not* allowed to use reference materials.
- 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

(998) Computer Literacy Concepts—Open Event

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
- 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

- Tests 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 – 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 page(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. Members can take only one test at a time.
- Instruct members to write their member number on the scoring sheet.
- Members are *not* allowed to use reference materials.
- 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 **one (1) hour 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. If the contest begins before or during the orientation, get the contest started and then attend the orientation/meal.
2. **Proctors** should report to the contest site at least **15 minutes prior** to the start of the contest to assist in setup.
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 and do *not* limit usage.
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 and their scheduled reporting times. 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 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 judge's sheets. Staple the judge's sheets together along with any other materials you may have. Add all of the judges' scores together (double check for accuracy) and transfer this to the top form. **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.

AFTER TESTING

11. After all scores are **checked** and **verified**, the materials should be returned in the contest box to the contest headquarters.
12. 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 the contest headquarters with the contest materials and any unused contest materials.
13. **All contest information and results should be kept confidential.**

Thank you for your help! If you have any questions, please contact the contest headquarters.

Appendix B

Administrators/Proctors/Graders General Instructions Non-Judged Events

PRIOR TO THE TEST

1. **Administrators** should report to the contest headquarters at least **one (1) hour 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 setup.
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 and do *not* limit usage. Please note that there are additional contest instructions for computer events included in *Appendix D*.
3. 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 copy of that form 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 the contest headquarters personnel when turning in the tests.

TESTING

4. Members' name badges should be worn at all times.
5. 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.
6. 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 or more sections of a contest, be consistent in giving instructions.
7. The contest room should **NEVER** be left unattended.
8. In tests where an "orientation/warm-up/preparation/wrap-up" time is provided, approximately 20 minutes of this time should be allotted 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.
9. Distribute tests while members are preparing/warming-up. Inform members that they are *not* to open the test until instructed to do so.
10. Instruct members to place their member identification number on each page of completed work. They should *not* use their name or initials.
11. Testing time begins when **ALL** members are ready. There should be no interruptions once the testing begins. Be careful when answering members' or administrators' questions after the contest starts. If a question is asked that affects all members, the administrator or 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.

12. 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 or sample tests are allowed.**
13. If a member completes the test before the end of the testing time, record the member's completion time on the label. Completion time may be a determining factor in the event of a tie.

COLLECTING CONTEST MATERIALS

14. 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;
 - put all work in envelope (if used) in the following order (*unless test specifies otherwise*):
 - Scantron scoring sheet
 - scoring sheet, test booklet, priority sheet and completed jobs
 - scratch paper
15. Members turn in their work to the contest administrator and/or proctor.
16. 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

17. When all materials are accounted for, the administrator/proctor should return the contest box to the contest headquarters. Be sure to complete the Administrator's Confidential Report found in the 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 the contest headquarters with the contest materials. The materials will be checked in until picked up for grading.

GRADING

18. The contest box should be checked out of the contest headquarters and taken to the grading center.
19. Administrator should oversee grading of the contest.
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. 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.

22. Upon completion of grading, scores should be totaled and verified on grading/scoring sheets. Next transfer the member's TOTAL POINTS, TIME COMPLETED (if applicable), and RANK on the cover/scoring sheet. Before placing the member's materials back in the envelope, tear off the cover/scoring sheet and staple it to the outside of the envelope. Arrange the envelopes in rank order from the highest score to the lowest score. *(The information on the label is used by the Tabulations Center for keying data.)*
23. All materials should be checked in with the person in charge of the grading center.
24. Graders should complete an Evaluation Form.
25. **All contest information and results should be kept confidential.**

Thank you for your help! If you have any questions, please contact the contest headquarters.

Appendix C

Judges' Orientation

- Business Professionals of America is one of the ten Vocational/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 business and technical education 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. Only the best have earned the privilege to compete at this level.
- 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 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 sections, five will be called back from each section.
 - If there are three sections, four will be called back from each section.
 - If there are four sections, three 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 their comment sheet after the conference.

Appendix D

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 or tent card.
3. Members will display a table tent with their member number on their monitor for printouts. This will enable the administrator and proctors to deliver printouts to each member.
4. Inform members to put Member Number in place of reference initials on all work. Inform members to place Job Number and Member Number in the upper right-hand corner of all work, even ones that are handwritten. All Scantron scoring sheets and flash drives should have contest name/number on them.
5. Only hard copy or CD ROM reference materials are allowed. Flash drives will be provided 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.
7. Members may leave when finished. Turn in all work to the Contest Administrator.
8. 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.
9. Members must use the software designated for the event.
10. 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.
11. 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.
12. 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.
13. 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 flash drive with the contest name and member number.

Appendix E

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/Proctor/Grader Certificate will be available on-line so that you can present a copy of your certificate to your school/organization/administrator.

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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.*)

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 _____