



**WORKPLACE SKILLS ASSESSMENT PROGRAM
ADMINISTRATORS, PROCTORS AND GRADERS
HANDBOOK 2012**

Workplace Skills Assessment Program

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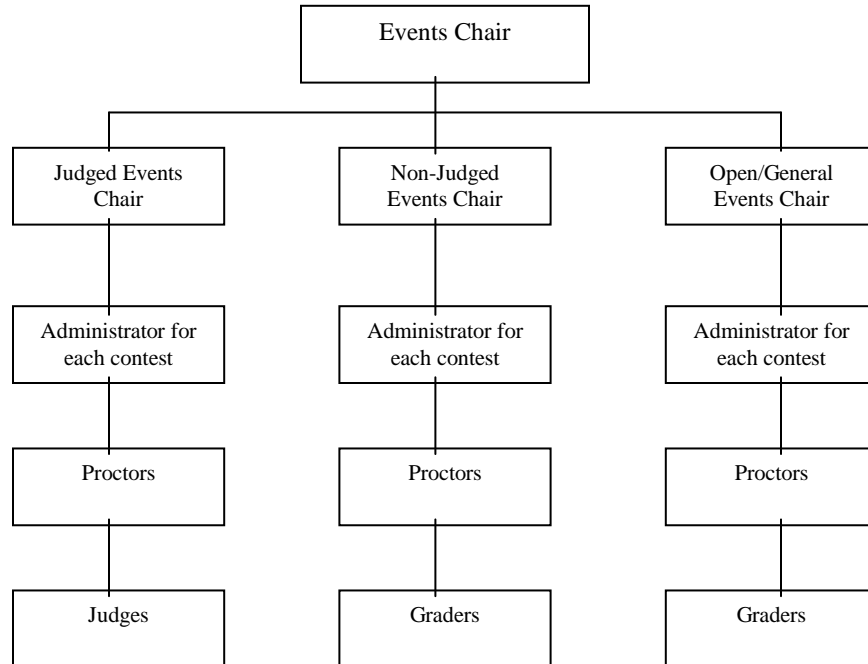
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- Appendix B - Judges' Orientation
- Appendix C - Proctors and Judges Evaluation Form
- Appendix D - Administrators Confidential Report
- Appendix E - General Instructions for Computer Lab Events

INTRODUCTION

The *Handbook for Administrators, Proctors, and Graders* will help you have a successful experience at the National Leadership Conference and should serve as a guide in organizing contests at the regional 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 Contests Chair.
2. Coordinate program with other conference personnel (e.g., Conference Chair, State Advisor, National Staff).
3. Work with the Conference Chair on a schedule for events. Determine maximum number of students competing in each contest, the number of sections needed for each contest, and the times for contests.
4. Coordinate with the transportation committee to arrange contest times and plan bus schedules when necessary.
5. 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.
6. Duplicate the tests and rating sheets and distribute testing materials to appropriate administrators.
7. Have signs made for each of the events.
8. 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 contests and a person to coordinate and supervise the grading area for the open contests. They should review assigned contests prior to the conference to anticipate any problems that may occur.
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 contestants.
 - 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 supplies they will need.
7. Be sure the proctors review all contest materials and supplies prior to the contest start time. Organize materials for each student in the contest. Provide extra supplies in each contest room.
8. If there is more than one (1) section of an event, use the same administrator for all sections to ensure that the same procedures are followed.
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 contestants' names with their contestant identification numbers for the contest.
12. After testing, make sure each administrator returns all contest materials and supplies to the designated place.
13. Advise the Events Chair of the number of contestants participating in each event.
14. All contestant number assignment sheets and rating/scoring forms **must** be submitted to Contest Headquarters.

NLC 2012 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

Event	Software Packages
Administrative Support Team	MS Office 2007, MS Publisher 2007
Advanced Spreadsheet Applications	Excel 2007
Advanced Office Systems & Procedures	MS Office 2007, MS Publisher 2007
Advanced Word Processing Skills	MS Office 2007, MS Publisher 2007
Basic Office Systems & Procedures	MS Office 2007, MS Publisher 2007
Computerized Accounting	<p><u>Secondary</u> - South-Western Integrated Windows 4th Edition, and QuickBooks Pro automatically updated each year.</p> <p><u>Post-secondary</u> - QuickBooks Pro automatically updated each year.</p>
Database Applications	Access 2007, Paradox 12 th Edition
Desktop Publishing	Adobe InDesign [®] CS3, MS Office 2007, MS Publisher 2007
Fundamental Word Processing Skills	MS Office 2007
Integrated Office Applications	MS Office 2007
Keyboarding Production	MS Office 2007
Legal Office Procedures	MS Office 2007
Medical Office Procedures	MS Office 2007, MS Publisher 2007
Fundamental Spreadsheet Applications	Excel 2007

Check individual event guidelines for information regarding the use of contestant's own computers. Contestants 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. Electrical power is provided. Carry-in and set-up of equipment must be done solely by the contestant(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 contestant(s). Contestants who experience failure problems with their equipment will NOT be rescheduled. Contestants 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 contestants by the National Center.

FUNDAMENTAL ACCOUNTING (01)

ADVANCED ACCOUNTING (02)

PRE-CONFERENCE NEEDS

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

SCHEDULING REQUIREMENTS

- No more than ten (10) minutes orientation
- No more than 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) contestants

GRADER'S NEEDS

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

RECOMMENDED NUMBER OF GRADERS

- Administrator and proctor 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 contestant (*Allow ample space between contestants. Be aware that tablecloths may obstruct pencil marks*)

ORIENTATION OF CONTEST PERSONNEL

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

TESTING PROCEDURE

- Review contest instructions with the contestants (located in the front of the test)
- Answer questions, then begin the 90 minutes of testing
- If contestants 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 contestants
- With the time remaining of the wrap-up, have contestants check to be sure that contestant numbers are on each page/problem
- Have contestants assemble testing materials in the order indicated in the test
- Collect all test materials from contestants
- Count tests to be sure all are returned
- Contestants 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
- Administrator should oversee grading of the contest

METHOD OF EVALUATION

- Objective/Application

COMPUTERIZED ACCOUNTING (03)

PRE-CONFERENCE NEEDS

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

SCHEDULING REQUIREMENTS

- No more than ten (10) minutes orientation
- No more than 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) contestants

GRADER'S NEEDS

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

RECOMMENDED NUMBER OF GRADERS

- Administrator and proctor 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

EQUIPMENT/SUPPLIES TO BE PROVIDED

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

ADDITIONAL NEEDS

- Pencil sharpener
- Stapler/staples/staple remover

ROOM SET-UP

- One (1) workstation per contestant with designated equipment

ORIENTATION OF CONTEST PERSONNEL

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

TESTING PROCEDURE

- Each student must create and bring a copy of the company information (based on the information provided in the WSAP) on a USB drive (marked with contestant number) to the event. No other files may be stored on the USB. Students must be certain to save the company information in another location, as all files on the USBs will be deleted before the USB is returned.
- Allow contestants time to become familiar with the equipment (part of the orientation/warm-up/wrap-up)
- Review contest instructions with the contestants (located in the front of the test)
- Answer questions, then begin the 110 minutes of testing
- If contestants 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 contestants. With the time remaining of the orientation/wrap-up, have contestants check to be sure that contestant numbers are on each page/problem
- Have contestants assemble testing materials in the order indicated in the test
- Collect all testing materials from contestants
- Count tests to be sure all are returned
- Contestants 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
- Administrator should oversee grading of the contest

METHOD OF EVALUATION

- Application

PAYROLL ACCOUNTING (04)

MANAGERIAL ACCOUNTING (05)

FEDERAL INCOME TAX ACCOUNTING CONCEPTS—PS (14)

PRE-CONFERENCE NEEDS

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

SCHEDULING REQUIREMENTS

- No more than ten (10) minutes orientation
- No more than 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) contestants

GRADER'S NEEDS

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

RECOMMENDED NUMBER OF GRADERS

- Administrator and proctor 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

ADDITIONAL NEEDS

- Pencil sharpener
- Stapler/staples/staple remover

ROOM SET-UP

- One (1) workstation per contestant (*Allow ample space between contestants.*)

ORIENTATION OF CONTEST PERSONNEL

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

TESTING PROCEDURE

- Review contest instructions with the contestants (located in the front of the test)
- Answer questions, then begin the 90 minutes of testing
- If contestants 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 contestants
- Have contestants check to be sure that contestant numbers are on each page/problem
- Have contestants assemble testing materials in the order indicated in the test
- Collect all test materials from contestants
- Count tests to be sure all are returned
- Contestants 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
- Administrator should oversee grading of the contest

METHOD OF EVALUATION

Application

FUNDAMENTAL SPREADSHEET APPLICATIONS (06)

ADVANCED SPREADSHEET APPLICATIONS (07)

PRE-CONFERENCE NEEDS

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

SCHEDULING REQUIREMENTS

- No more than ten (10) minutes orientation
- No more than 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) contestants

GRADER'S NEEDS

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

RECOMMENDED NUMBER OF GRADERS

- Administrator and proctor 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

EQUIPMENT/SUPPLIES TO BE PROVIDED

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

ADDITIONAL NEEDS

- Pencil sharpener
- Stapler/staples/staple remover

ROOM SET-UP

- One (1) workstation per contestant with designated equipment

ORIENTATION OF CONTEST PERSONNEL

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

TESTING PROCEDURE

- Allow contestants time to become familiar with the equipment (part of the orientation/warm-up/wrap-up)
- Review contest instructions with the contestants (located in the front of the test)
- Answer questions, then begin the 90 minutes of testing
- If contestants 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 contestants
- With the time remaining of the orientation/wrap-up, have contestants check to be sure that contestant numbers are on each page/problem
- Have contestants assemble testing materials in the order indicated in the test
- Collect all testing materials from contestants
- Count tests to be sure all are returned
- Contestants 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
- Administrator should oversee grading of the contest

METHOD OF EVALUATION

- Application

BANKING & FINANCE (08)

PRE-CONFERENCE NEEDS

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

SCHEDULING REQUIREMENTS

- No more than 60 minutes testing time

PROCTOR'S NEEDS

- Timing device

RECOMMENDED NUMBER OF PROCTORS

- One (1) per 20 contestants

GRADER'S NEEDS

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

RECOMMENDED NUMBER OF GRADERS

- Administrator and proctor 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 contestant (*Allow ample space between contestants. Be aware that tablecloths may obstruct pencil marks*)

ORIENTATION OF CONTEST PERSONNEL

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

TESTING PROCEDURE

- Review contest instructions with the contestants (located in the front of the test)
- Answer questions, then begin the 60 minutes of testing
- If contestants 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 contestants
- Have contestants check to be sure that contestant numbers are on each page/problem
- Have contestants assemble testing materials in the order indicated in the test
- Collect all test materials from contestants
- Count tests to be sure all are returned
- Contestants 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
- Administrator should oversee grading of the contest

METHOD OF EVALUATION

- Objective/Application

FINANCIAL ANALYST TEAM (09)

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 and furnish with instructions at least two (2) weeks prior to contest
- Schedule orientation time for judges (Appendix B)
- Duplicate sufficient quantity of tests and keys: one (1) per judge and Judges' Rating Sheets: two (2) per team

SCHEDULING REQUIREMENTS

Preliminaries

- No more than five (5) minutes orientation
- No more than 90 minutes preparation time

Finals

- No more than ten (10) minutes set-up in presentation room
- No more than ten (10) minutes presentation time
- No more than five (5) minutes for 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

JUDGES' 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 contestants
- One room for team presentation with tables and chairs for judges and team
- Electrical outlets for contestants' equipment

ORIENTATION OF CONTEST PERSONNEL

- Review the event in the WSAP Guidelines
- Read General Instructions (Appendix A)
- Preview test
- For state competitions, as applicable, check equipment and be prepared to provide equipment orientation and testing procedure to teams (Please note: **PCs are not provided at National Leadership Conference**)

TESTING PROCEDURE

- Allow teams time to set up the equipment (part of the orientation)
- Set-up must be done solely by the team
- Preliminaries: All teams receive the scenario at a central location. The teams are given 90 minutes to prepare their reports. At the end of 90 minutes, the teams will submit two copies per judge of their printed report and any other items or documents they have created. These reports will be scored and top 10 ranked teams will advance to finals for presentation to judges.
- Post finalists and reporting times
- Escort team to Finals judging area and present to the judges by **team number**
- If team is using a computer for the oral presentation (*optional*), five (5) minutes should be given for set-up
- Following the team presentation, judges may ask questions regarding the presentation
- Contestants should be dismissed
- Administrator will fill out Finals ranking sheet prior to dismissing the judges

(Financial Analyst Team—continued to next page)

- **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 TESTING

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

METHOD OF TESTING

- Application (Judges' Rating Sheet)

ECONOMIC RESEARCH PROJECT INDIVIDUAL (S) (10)

ECONOMIC RESEARCH PROJECT TEAM (S) (11)

PRE-CONFERENCE NEEDS

- Assign and identify judging room(s)
- Assign team reporting times at 20-minute intervals
- Assign proctors
- Secure judges and furnish with instructions at least two (2) weeks prior to contest. (*NOTE: Provide copies of research papers to judges if they are being rated prior to the contest.*)
- Schedule orientation time for judges (Appendix B)
- Duplicate sufficient quantity of Judges' Rating Sheets: two (2) per team/contestant

SCHEDULING REQUIREMENTS

- No more than five (5) minutes oral presentation
- No more than ten (10) minutes judges' questions
- Finals may be required at State and National levels

PROCTOR'S NEEDS

- Timing device

JUDGES' 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, contestant/team, and proctor

ORIENTATION OF CONTEST PERSONNEL

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

TESTING PROCEDURE

- 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 contestant/team
- Introduce contestant/team to the judges by **contestant/team number**
- Following the oral presentation, judges may ask questions regarding the research paper
- Contestants 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) contestants/teams.** It is the responsibility of the judges to break any ties
- Post finalists and reporting times
- A different set of judges should be used for finals
- Conduct finals using above procedures
- Collect all Judges' Rating Sheets and contest materials
- If finals are held, a ten (10) minute Judges' Review is to follow the conclusion of preliminary testing. Attendance for contestants is optional. Advisors may not attend this review. Judges' comments should be general in nature and not specific to any particular contestant/team
- No audience is allowed in the contest room

FOLLOWING TESTING

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

METHOD OF TESTING

- Application (Judges' Rating Sheet)

FINANCIAL MATH & ANALYSIS—OPEN EVENT (12)

INSURANCE CONCEPTS—OPEN EVENT (13)

PRE-CONFERENCE NEEDS

- Assign and identify room large enough to accommodate the number of contestants taking the open contests
- Public address system, if needed
- Assign proctors and graders
- Duplicate sufficient quantity of each test using different colors of paper.
 - Information Technology Concepts – pink
 - Federal Income Tax Accounting Concepts - purple
 - Administrative Support Concepts – ivory
 - Management/Marketing/Human Resources Concepts – blue
 - Financial Math & Analysis – green
 - Insurance Concepts- goldenrod
 - Parliamentary Procedure Concepts – yellow

SCHEDULING REQUIREMENTS

- Tests will be given continuously during scheduled time periods
- Tests are administered on open-in, open-out basis—students 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 50 contestants

GRADER'S NEEDS

- Scoring equipment

SUPPLIES TO BE PROVIDED

- Test
- Scratch paper
- Scoring sheets

ROOM SET-UP

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

ORIENTATION OF CONTEST PERSONNEL

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

TESTING PROCEDURE

- Check that supplies and facilities are in order
- The tests will be given continuously during the scheduled time period
- Contestants may enter the testing room at any time during the scheduled time period; however, the last contestant should be admitted one (1) hour before the conclusion of testing (*no one is allowed entry after this time*)
- Upon entering the testing room, a proctor will mark the contestant's Open Contest card and the contestant will be given a test. Students can take only one (1) test at a time.
- Instruct contestants to write their contestant number and the starting time of their test on the scoring sheet
- When contestants 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 contestants

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

KEYBOARDING PRODUCTION (20)

PRE-CONFERENCE NEEDS

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

SCHEDULING REQUIREMENTS

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

PROCTOR'S NEEDS

- Timing device

RECOMMENDED NUMBER OF PROCTORS

- One (1) per ten (10) contestants

GRADER'S NEEDS

- Test KEY
- Production Standards (*WSAP Guidelines*)
- Style Manual (*WSAP Guidelines*)
- Red pens/pencils
- Calculator to compute scores

RECOMMENDED NUMBER OF GRADERS

- Administrator and proctor 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
- Microcomputer, printer, paper
- Software as specified for contest

ADDITIONAL NEEDS

- Pencil sharpener
- Stapler/staples/staple remover

ROOM SET-UP

- One (1) workstation per contestant with designated equipment

ORIENTATION OF CONTEST PERSONNEL

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

TESTING PROCEDURE

- Allow contestants time to become familiar with the equipment (part of the orientation/warm-up/wrap-up)
- Review contest instructions with the contestants (located in the front of the test)
- Answer questions, then begin the 60 minutes of testing
- If contestants 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 contestants
- With the time remaining of the orientation/wrap-up, have contestants check to be sure that contestant numbers are on each page/problem
- Have contestants assemble testing materials in the order indicated in the test
- Collect all testing materials from contestants
- Count tests to be sure all are returned
- Contestants 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
- Administrator should oversee grading of the contest

METHOD OF EVALUATION

- Application/Production Standards

FUNDAMENTAL WORD PROCESSING SKILLS (21)

PRE-CONFERENCE NEEDS

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

SCHEDULING REQUIREMENTS

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

PROCTOR'S NEEDS

- Timing device

RECOMMENDED NUMBER OF PROCTORS

- One (1) per ten (10) contestants

GRADER'S NEEDS

- Test KEY
- Production Standards (*WSAP Guidelines*)
- Style Manual (*WSAP Guidelines*)
- Red pens/pencils
- Calculator to compute scores

RECOMMENDED NUMBER OF GRADERS

- Administrator and proctor 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
- Microcomputer, printer, paper
- Software as specified for contest

ADDITIONAL NEEDS

- Pencil sharpener
- Stapler/staples/staple remover

ROOM SET-UP

- One (1) workstation per contestant with designated equipment

ORIENTATION OF CONTEST PERSONNEL

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

TESTING PROCEDURE

- Allow contestants time to become familiar with the equipment (part of the orientation/warm-up/wrap-up)
- Review contest instructions with the contestants (located in the front of the test)
- Answer questions, then begin the 90 minutes of testing
- If contestants 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 contestants
- With the time remaining of the orientation/wrap-up, have contestants check to be sure that contestant numbers are on each page/problem
- Have contestants assemble testing materials in the order indicated in the test
- Collect all testing materials from contestants
- Count tests to be sure all are returned
- Contestants may be dismissed

FOLLOWING TESTING

- Assemble testing materials in the following order:
 - tests
 - contestants 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

ADVANCED WORD PROCESSING SKILLS (22)

PRE-CONFERENCE NEEDS

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

SCHEDULING REQUIREMENTS

- No more than ten (10) minutes orientation
- No more than 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) contestants

GRADER'S NEEDS

- Test KEY
- Production Standards (*WSAP Guidelines*)
- Style Manual (*WSAP Guidelines*)
- Red pens/pencils
- Calculator to compute scores

RECOMMENDED NUMBER OF GRADERS

- Administrator and proctor 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
- Microcomputer, printer, paper
- Software as specified for contest

ADDITIONAL NEEDS

- Pencil sharpener
- Stapler/staples/staple remover

ROOM SET-UP

- One (1) workstation per contestant with designated equipment

ORIENTATION OF CONTEST PERSONNEL

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

TESTING PROCEDURE

- Allow contestants time to become familiar with the equipment (part of the orientation/warm-up/wrap-up)
- Review contest instructions with the contestants (located in the front of the test)
- Answer questions, then begin the 90 minutes of testing
- If contestants 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 contestants
- With the time remaining of the orientation/wrap-up, have contestants check to be sure that contestant numbers are on each page/problem
- Have contestants assemble testing materials in the order indicated in the test
- Collect all testing materials from contestants
- Count tests to be sure all are returned
- Contestants may be dismissed

FOLLOWING TESTING

- Assemble testing materials in the following order:
 - tests
 - contestants 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

INTEGRATED OFFICE APPLICATIONS (23)

PRE-CONFERENCE NEEDS

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

SCHEDULING REQUIREMENTS

- No more than ten (10) minutes orientation
- No more than 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) contestants

GRADER'S NEEDS

- Test KEY
- Production Standards (*WSAP Guidelines*)
- Style Manual (*WSAP Guidelines*)
- Red pens/pencils
- Calculator to compute scores

RECOMMENDED NUMBER OF GRADERS

- Administrator and proctor 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
- Microcomputer, printer, paper
- Software as specified for contest

ADDITIONAL NEEDS

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

ROOM SET-UP

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

ORIENTATION OF CONTEST PERSONNEL

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

TESTING PROCEDURE

- Allow contestants time to become familiar with the equipment (part of the orientation/warm-up/wrap-up)
- Review contest instructions with the contestants (located in the front of the test)
- Answer questions, then begin the 90 minutes of testing
- If contestants 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 contestants
- With the time remaining of the orientation/wrap-up, have contestants check to be sure that contestant numbers are on each page/problem
- Have contestants assemble testing materials in the order indicated in the test
- Collect all testing materials from contestants
- Count tests to be sure all are returned
- Contestants may be dismissed

FOLLOWING TESTING

- Assemble testing materials in the following order:
 - tests
 - contestants 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

DESKTOP PUBLISHING (24)

PRE-CONFERENCE NEEDS

- Assign and identify room
- Assign proctors and graders
- Duplicate sufficient quantity of tests
- Duplicate one (1) key per grader
- Prepare sufficient number of contest disks

SCHEDULING REQUIREMENTS

- No more than ten (10) minutes orientation
- No more than 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) contestants

GRADER'S NEEDS

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

RECOMMENDED NUMBER OF GRADERS

- Administrator and proctor 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
- Microcomputer, printer, paper
- Software as specified for contest
- Contest disk with graphics

ADDITIONAL NEEDS

- Pencil Sharpener
- Stapler/staples/staple remover

ROOM SET-UP

- One (1) workstation per contestant with designated equipment

ORIENTATION OF CONTEST PERSONNEL

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

TESTING PROCEDURE

- Allow contestants time to become familiar with the equipment (part of the orientation/warm-up/wrap-up)
- Review contest instructions with the contestants (located in the front of the test)
- Answer questions, then begin the 90 minutes of testing
- If contestants 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 contestants
- With the time remaining of the orientation/wrap-up, have contestants check to be sure that contestant numbers are on each page/problem
- Have contestants assemble testing materials in the order indicated in the test
- Collect all testing materials and disks from contestants
- Count tests and disks to be sure all are returned
- Contestants 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
- Administrator should oversee grading of the contest

METHOD OF EVALUATION

- Application

BASIC OFFICE SYSTEMS & PROCEDURES (25)

ADVANCED OFFICE SYSTEMS & PROCEDURES (26)

PRE-CONFERENCE NEEDS

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

SCHEDULING REQUIREMENTS

- No more than ten (10) minutes orientation
- No more than 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) contestants

GRADER'S NEEDS

- Test KEY
- Production Standards (*WSAP Guidelines*)
- Style Manual (*WSAP Guidelines*)
- Red pens/pencils
- Calculator to compute scores

RECOMMENDED NUMBER OF GRADERS

- Administrator and proctor 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 & scoring sheet
- Microcomputer, printer, paper
- Software as specified for contest

ADDITIONAL NEEDS

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

ROOM SET-UP

- One (1) workstation per contestant with designated equipment

ORIENTATION OF CONTEST PERSONNEL

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

TESTING PROCEDURE

- Allow contestants time to become familiar with the equipment (part of the orientation/warm-up/wrap-up)
- Review contest instructions with the contestants (located in the front of the test)
- Answer questions, then begin the 90 minutes of testing
- If contestants 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 contestants
- With the time remaining of the orientation/wrap-up, have contestants check to be sure that contestant numbers are on each page/problem
- Have contestants assemble testing materials in the order indicated in the test
- Collect all testing materials from contestants
- Count tests to be sure all are returned
- Contestants 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
- Administrator should oversee grading of the contest

METHOD OF EVALUATION

- Objective/Application/Production Standards

LEGAL OFFICE PROCEDURES (27)

MEDICAL OFFICE PROCEDURES (28)

PRE-CONFERENCE NEEDS

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

SCHEDULING REQUIREMENTS

- No more than ten (10) minutes orientation
- No more than 60 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) contestants

GRADER'S NEEDS

- Test KEY
- Production Standards (*WSAP Guidelines*)
- Style Manual (*WSAP Guidelines*)
- Red pens/pencils
- Calculator to compute scores

RECOMMENDED NUMBER OF GRADERS

- Administrator and proctor 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 & scoring sheet
- Microcomputer, printer, paper
- Software as specified for contest

ADDITIONAL NEEDS

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

ROOM SET-UP

- One (1) workstation per contestant with designated equipment

ORIENTATION OF CONTEST PERSONNEL

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

TESTING PROCEDURE

- Allow contestants time to become familiar with the equipment (part of the orientation/warm-up/wrap-up)
- Review contest instructions with the contestants (located in the front of the test)
- Answer questions, then begin the 60 minutes of testing
- If contestants 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 contestants
- With the time remaining of the orientation/wrap-up, have contestants check to be sure that contestant numbers are on each page/problem
- Have contestants assemble testing materials in the order indicated in the test
- Collect all testing materials from contestants
- Count tests to be sure all are returned
- Contestants 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
- Administrator should oversee grading of the contest

METHOD OF EVALUATION

- Objective/Application/Production Standards

DATABASE APPLICATIONS (29)

PRE-CONFERENCE NEEDS

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

SCHEDULING REQUIREMENTS

- No more than ten (10) minutes orientation
- No more than 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) contestants

GRADER'S NEEDS

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

RECOMMENDED NUMBER OF GRADERS

- Administrator and proctor 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
- Microcomputer, printer, paper
- Software as specified for contest

ADDITIONAL NEEDS

- Pencil sharpener
- Stapler/staples/staple remover

ROOM SET-UP

- One (1) workstation per contestant with designated equipment

ORIENTATION OF CONTEST PERSONNEL

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

TESTING PROCEDURE

- Allow contestants time to become familiar with the equipment (part of the orientation/warm-up/wrap-up)
- Review contest instructions with the contestants (located in the front of the test)
- Answer questions, then begin the 90 minutes of testing
- If contestants 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 contestants
- With the time remaining of the orientation/wrap-up, have contestants check to be sure that contestant numbers are on each page/problem
- Have contestants assemble testing materials in the order indicated in the test
- Collect all testing materials from contestants
- Count tests to be sure all are returned
- Contestants 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
- Administrator should oversee grading of the contest

METHOD OF EVALUATION

- Application

ADMINISTRATIVE SUPPORT TEAM (30)

DEDICATED TO DEBBIE PAUL

PRE-CONFERENCE NEEDS

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

SCHEDULING REQUIREMENTS

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

PROCTOR'S NEEDS

- Timing device

RECOMMENDED NUMBER OF PROCTORS

- One (1) per five (5) teams

GRADER'S NEEDS

- Test KEY
- Production Standards (*WSAP Guidelines*)
- Style Manual (*WSAP Guidelines*)
- Red pens/pencils
- Calculator to compute scores

RECOMMENDED NUMBER OF GRADERS

- Administrator and proctor 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) microcomputer per contestant, printer, paper
- Software as specified for contest

ADDITIONAL NEEDS

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

ROOM SET-UP

- One (1) workstation per contestant with designated equipment

ORIENTATION OF CONTEST PERSONNEL

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

TESTING PROCEDURE

- Allow contestants 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 contestants
- With the time remaining of the orientation/wrap-up, have contestants 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
- Contestants 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
- Administrator should oversee grading of the contest

METHOD OF EVALUATION

- Application/Production Standards

ADMINISTRATIVE SUPPORT RESEARCH PROJECT INDIVIDUAL (S) (31)

PRE-CONFERENCE NEEDS

- Assign and identify judging room(s)
- Assign contestant reporting times at 20-minute intervals
- Assign proctors
- Secure judges and furnish with instructions at least two (2) weeks prior to contest. (NOTE: Provide copies of research papers to judges if they are being rated prior to the contest.)
- Collect rating sheets from judges if research papers are being rated prior to the conference
- Schedule orientation for judges (Appendix B)
- Duplicate sufficient quantity of Judges' Rating Sheets: two (2) per contestant

SCHEDULING REQUIREMENTS

- No more than five (5) minutes of oral presentation
- No more than ten (10) minutes of judges' questions
- Finals may be required at State and National levels

PROCTOR'S NEEDS

- Timing device

JUDGES' 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, contestant, and proctor

ORIENTATION OF CONTEST PERSONNEL

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

TESTING PROCEDURE

- 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 contestant.
- Introduce contestant to the judges by **contestant number**
- Following the oral presentation, judges may ask questions regarding the research paper
- Contestants 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) contestants.** It is the responsibility of the judges to break any ties
- Post finalists and reporting times
- A different set of judges should be used for finals
- Conduct finals using above procedures
- Collect all Judges' Rating Sheets and contest materials
- If preliminaries are held, a ten (10) minute Judges' Review is to follow the conclusion of testing. Attendance for contestants is optional. Advisors may not attend this review. Judges' comments should be general in nature and not specific to any particular contestant/team.
- No audience is allowed in the contest room

FOLLOWING TESTING

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

METHOD OF TESTING

- Application (Judges' Rating Sheet)

MEDICAL TRANSCRIPTION (PS) (32)

PRE-CONFERENCE NEEDS

- Assign and identify room
- Assign proctors and graders
- Duplicate sufficient quantity of audio CD-ROM with files. Each disk should bear the file in three file types: wav, audio file and MP3
- Duplicate one (1) key per grader

SCHEDULING REQUIREMENTS

- No more than 15 minutes warm-up
- No more than 60 minutes transcription time
- No more than 15 minute proofreading time

PROCTOR'S NEEDS

- Timing device

RECOMMENDED NUMBER OF PROCTORS

- One (1) per ten (10) contestants

GRADER'S NEEDS

- Test KEY
- Production Standards (*WSAP Guidelines*)
- Style Manual (*WSAP Guidelines*)
- Red pens/pencils
- Calculator to compute scores

RECOMMENDED NUMBER OF GRADERS

- Administrator and proctor 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 & scoring sheet
- Audio CD-ROM as specified for contest

ADDITIONAL NEEDS

- Printer and paper
- USB for saving student work
- Scoring equipment
- Pencil sharpener
- Stapler/staples/staple remover

ROOM SET-UP

- One (1) workstation per contestant with designated equipment
- Tables, chairs and electrical outlets for each contestant's hardware/software

ORIENTATION OF CONTEST PERSONNEL

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

TESTING PROCEDURE

- Allow contestants time to become familiar with the equipment (part of the orientation/warm-up/wrap-up)
- Contestants must set up their own equipment (computer, word processing software, printer, transcriber (head set, foot pedal) during the orientation time period. Set-up must be done solely by the contestant
- Review contest instructions with the contestants (located in the front of the test)
- Answer questions, then begin the 60 minutes of testing
- If contestants 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 contestants
- Using USB, proctor must save student work for printing. After saving each student's work, print the files for scoring.
- Count tests to be sure all are returned
- Contestants 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
- Administrator should oversee grading of the contest

METHOD OF EVALUATION

- Application/Production Standards

ADMINISTRATIVE SUPPORT CONCEPTS—OPEN EVENT (33)

PRE-CONFERENCE NEEDS

- Assign and identify room large enough to accommodate the number of contestants taking the open contests
- Public address system, if needed
- Assign proctors and graders
- Duplicate sufficient quantity of each test using different colors of paper.
 - Information Technology Concepts – pink
 - Federal Income Tax Accounting Concepts - purple
 - Administrative Support Concepts – ivory
 - Management/Marketing/Human Resources Concepts – blue
 - Financial Math & Analysis – green
 - Insurance Concepts- goldenrod
 - Parliamentary Procedure Concepts – yellow

SCHEDULING REQUIREMENTS

- Tests will be given continuously during scheduled time periods
- Tests are administered on open-in, open-out basis—students 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 50 contestants

GRADER'S NEEDS

- Scoring equipment

SUPPLIES TO BE PROVIDED

- Test
- Scratch paper
- Scoring sheet

ROOM SET-UP

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

marks)

ORIENTATION OF CONTEST PERSONNEL

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

TESTING PROCEDURE

- Check that supplies and facilities are in order
- The tests will be given continuously during the scheduled time period
- Contestants may enter the testing room at any time during the scheduled time period; however, the last contestant should be admitted one (1) hour before the conclusion of testing (*no one is allowed entry after this time*)
- Upon entering the testing room, a proctor will mark the contestant's Open Contest card and the contestant will be given a test. Students can take only one test at a time.
- Instruct contestants to write their contestant number and the starting time of their test on the scoring sheet
- When contestants 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 contestants

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

COMPUTER NETWORK TECHNOLOGY (40)

SYSTEMS ADMINISTRATION USING CISCO (41)

NETWORK ADMINISTRATION USING MICROSOFT (42)

PRE-CONFERENCE NEEDS

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

SCHEDULING REQUIREMENTS

- No more than 60 minutes testing time

PROCTOR'S NEEDS

- Timing device

RECOMMENDED NUMBER OF PROCTORS

- One (1) per ten (10) contestants

GRADER'S NEEDS

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

RECOMMENDED NUMBER OF GRADERS

- Administrator and proctor 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

ADDITIONAL NEEDS

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

ROOM SET-UP

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

ORIENTATION OF CONTEST PERSONNEL

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

TESTING PROCEDURE

- Review contest instructions with the contestants (located in the front of the test)
- Answer questions, then begin the 60 minutes of testing
- If contestants 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 contestants.
- Collect all testing materials from contestants
- Count tests to be sure all are returned
- Contestants 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
- Administrator should oversee grading of the contest

METHOD OF EVALUATION

- Objective

C++ PROGRAMMING (43)

VISUAL BASIC PROGRAMMING (44)

JAVA PROGRAMMING (45)

PRE-CONFERENCE NEEDS

- Assign and identify room
- Assign proctors
- Duplicate sufficient quantity of tests
- Duplicate one (1) key per grader
- Secure graders for technical scoring

SCHEDULING REQUIREMENTS

- No more than 90 minutes testing time
- No more than 20 minutes wrap-up at close of testing period

PROCTOR'S NEEDS

- Timing device

RECOMMENDED NUMBER OF PROCTORS

- One (1) per ten (10) contestants

GRADER'S NEEDS

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

RECOMMENDED NUMBER OF GRADERS

- Administrator and proctor 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

ADDITIONAL NEEDS

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

ROOM SET-UP

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

ORIENTATION OF CONTEST PERSONNEL

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

TESTING PROCEDURE

- This is a hands-on application performed on-site with the student's own equipment.
- Review contest instructions with the contestants (located in the front of the test)
- Answer questions, then begin the 90 minutes of testing
- If contestants 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 contestants. Instruct them to print or save their work as instructed within the test.
- Collect all testing materials from contestants
- View the programs created to verify that they can be compiled as indicated in test key
- Count tests to be sure all are returned
- Contestants 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
- Administrator should oversee grading of the contest

METHOD OF EVALUATION

- Objective/Application

FUNDAMENTALS OF WEB SITE DESIGN (46)

PRE-CONFERENCE NEEDS

- Assign and identify room
- Assign proctors and graders
- Duplicate sufficient quantity of tests
- Duplicate one (1) key per grader
- Duplicate contests disks (*Regional, State & National levels*)

SCHEDULING REQUIREMENTS

- No more than ten (10) minutes orientation
- No more than 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) contestants

GRADER'S NEEDS

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

RECOMMENDED NUMBER OF GRADERS

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

SUPPLIES TO BE PROVIDED

- Test and scoring sheet
- Microcomputer, printer, paper
- Software as specified for contest
- Contest disk (*Regional, State & National levels*)

ADDITIONAL NEEDS

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

ROOM SET-UP

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

ORIENTATION OF CONTEST PERSONNEL

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

TESTING PROCEDURE

- Allow contestants time to become familiar with the equipment (part of the orientation/warm-up/wrap-up)
- Review contest instructions with the contestants (located in the front of the test)
- Answer questions, then begin the 90 minutes of testing
- If contestants 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 contestants
- With the time remaining of the orientation/wrap-up, have contestants check to be sure that contestant numbers are on each page/problem
- Have contestants assemble testing materials in the order indicated in the test
- Collect all testing materials from contestants
- Count tests to be sure all are returned
- Contestants 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
- Administrator should oversee grading of the contest

METHOD OF EVALUATION

- Objective/Application

PC SERVICING & TROUBLESHOOTING (47)

COMPUTER SECURITY (48)

PRE-CONFERENCE NEEDS

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

SCHEDULING REQUIREMENTS

- No more than 60 minutes testing time for objective test
- No more than 60 minutes testing time for hands-on application

PROCTOR'S NEEDS

- Timing device

RECOMMENDED NUMBER OF PROCTORS

- One (1) per 20 contestants

GRADER'S NEEDS

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

RECOMMENDED NUMBER OF GRADERS

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

SUPPLIES TO BE PROVIDED

- Test
- Scoring sheet

ADDITIONAL NEEDS

- Scoring equipment
- Pencil sharpener

ROOM SET-UP

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

ORIENTATION OF CONTEST PERSONNEL

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

TESTING PROCEDURE

- Review contest instructions with the contestants (located in the front of the test)
- Answer questions, then begin the 60 minutes of testing
- If contestants 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 contestants
- Have contestants check to be sure that contestant numbers are on each page/problem
- Have contestants assemble testing materials in the order indicated in the test
- Collect all test materials from contestants
- Count tests to be sure all are returned
- Contestants 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
- Administrator should oversee grading of the contest

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

DIGITAL MEDIA PRODUCTION (49)

PRE-CONFERENCE NEEDS

- Assign and identify judging room(s)
- Assign contestant reporting times at 25-minute intervals
- Assign proctors
- Secure judges for interview (if different from technical judges) and provide instructions at least two (2) weeks prior to contest
- Schedule orientation for judges (Appendix B)
- Duplicate sufficient quantity of Judges' Rating Sheets: two (2) per contestant
- Duplicate copies of interview questions and Graphic Standards (*Guidelines*)

SCHEDULING REQUIREMENTS

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

PROCTOR'S NEEDS

- Timing device

JUDGES' NEEDS

- Judges' Rating Sheets
- Interview questions
- 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, contestant, and proctor
- Electrical outlets for contestants bringing computer for presentation

ORIENTATION OF CONTEST PERSONNEL

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

TESTING PROCEDURE

- Introduce contestant to the judges by **contestant number**
- Judges should ask questions regarding the media
- Contestants 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) contestants.** It is the responsibility of the judges to break any ties
- Post finalists and reporting times
- A different set of judges should be used for finals
- Conduct finals using above procedures
- Collect all Judges' Rating Sheets and contest materials
- If preliminaries are held, a ten (10) minute Judges' Review is to follow the conclusion of testing. Attendance for contestants is optional. Advisors may not attend this review. Judges' comments should be general in nature and not specific to any particular contestant/team.
- No audience is allowed in the contest room

FOLLOWING TESTING

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

METHOD OF TESTING

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

COMPUTER ANIMATION TEAM (50)

PRE-CONFERENCE NEEDS

- Assign and identify judging room(s)
- Assign contestant reporting times at 25-minute intervals
- Assign proctors
- Secure judges for technical judging and furnish with Computer Animation Team Documentation Forms, Release Forms, and the Technical Rating Sheet. Provide judges with instructions at least two (2) weeks prior to contest. (*Note: Allow 3-4 hours per 10 Computer Animation Team entries. Collect technical rating sheets from judges prior to the conference.*)
- Secure judges for interview (if different from technical judges) and provide instructions at least two (2) weeks prior to contest
- Schedule orientation for judges (Appendix B)
- Duplicate sufficient quantity of Judges' Rating Sheets: two (2) per contestant
- Duplicate copies of interview questions and Graphic Standards (*Guidelines*)

SCHEDULING REQUIREMENTS

- No more than ten (10) 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

PROCTOR'S NEEDS

- Timing device

JUDGES' NEEDS

- Judges' Rating Sheets
- Interview questions
- 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

- Introduce contestant to the judges by **team number**
- 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) contestants.** It is the responsibility of the judges to break any ties
- Post finalists and reporting times
- A different set of judges should be used for finals
- Conduct finals using above procedures
- Collect all Judges' Rating Sheets and contest materials
- If preliminaries are held, a ten (10) minute Judges' Review is to follow the conclusion of testing. Attendance for teams is optional. Advisors may not attend this review. Judges' comments should be general in nature and not specific to any particular team.
- No audience is allowed in the contest room

FOLLOWING TESTING

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

METHOD OF TESTING

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

NETWORK DESIGN TEAM (51)

PRE-CONFERENCE NEEDS

- Assign and identify contest preparation room. Assign team preparation times at 35-minute intervals.
- Assign and identify judging room(s) at 20-minute intervals.
- Assign proctors
- Secure judges and furnish with instructions at least two (2) weeks prior to contest
- Schedule orientation time for judges (Appendix B)
- Duplicate sufficient quantity of tests
- Duplicate sufficient quantity of test keys for judges: one (1) per judge and Judges' Rating Sheets: two (2) per team

SCHEDULING REQUIREMENTS

- No more than five (5) minutes orientation
- No more than 30 minutes testing time
- No more than five (5) 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

PROCTOR'S NEEDS

- Timing device

RECOMMENDED NUMBER OF PROCTORS

- One (1) per five (5) teams

JUDGES' 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 contestants bringing hardware/software
- One (1) room for team presentation with tables and chairs for judges, proctor and team
- Electrical outlets for contestants bringing computer for presentation

ORIENTATION OF CONTEST PERSONNEL

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

TESTING PROCEDURE

- 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
- Escort team to judging area and present to the judges by **team number**
- Each team uses a computer for the team presentation
- Following the team presentation, judges may ask questions regarding the presentation
- Contestants 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
- A different set of judges should be used for finals
- Post finalists and reporting times
- Conduct finals using above procedures
- Collect all Judges' Rating Sheets and contest materials

(Network Design Team—continued)

- If preliminaries are held, a ten (10) minute Judges' Review is to follow the conclusion of testing. Attendance for contestants is optional. Advisors may not attend this review. Judges' comments should be general in nature and not specific to any particular contestant/team.
- No audience is allowed in the contest room

FOLLOWING TESTING

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

METHOD OF TESTING

- Application (Judges' Rating Sheet)

VIDEO PRODUCTION TEAM (53) BROADCAST NEWS PRODUCTION TEAM (57) COMPUTER MODELING (58) PILOT

PRE-CONFERENCE NEEDS

- Assign and identify judging room(s)
- Assign contestant reporting times at 25-minute intervals
- Assign proctors
- Secure judges for interview (if different from technical judges) and provide instructions at least two (2) weeks prior to contest
- Schedule orientation for judges (Appendix B)
- Duplicate sufficient quantity of Judges' Rating Sheets: two (2) per contestant
- Duplicate copies of interview questions and Graphic Standards (*Guidelines*)

SCHEDULING REQUIREMENTS

- No more than ten (10) minutes set-up/wrap-up
- No more than ten (10) minutes presentation, which includes three to five (3-5) minute demonstration of video production
- No more than five (5) minutes judges' questions
- Finals may be required at State and National levels

PROCTOR'S NEEDS

- Timing device

JUDGES' NEEDS

- Judges' Rating Sheets
- Interview questions
- 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

- Introduce contestant to the judges by **contestant number**
- Judges should ask questions regarding the media
- Contestants 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) contestants.** It is the responsibility of the judges to break any ties
- Post finalists and reporting times
- A different set of judges should be used for finals
- Conduct finals using above procedures
- Collect all Judges' Rating Sheets and contest materials
- If preliminaries are held, a ten (10) minute Judges' Review is to follow the conclusion of testing. Attendance for contestants is optional. Advisors may not attend this review. Judges' comments should be general in nature and not specific to any particular contestant/team.
- No audience is allowed in the contest room

FOLLOWING TESTING

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

METHOD OF TESTING

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

WEB APPLICATION TEAM (54)

SECONDARY ONLY

PRE-CONFERENCE NEEDS

- Assign and identify judging room(s)
- Assign team reporting times at 25-minute intervals
- Assign proctors
- Secure judges for technical judging and furnish with Web Application Team Documentation Forms, Release Forms, and the Technical Rating Sheet. Provide judges with instructions at least two (2) weeks prior to contest. (*Note: Allow 3-4 hours per ten (10) Web Application Teams. Collect technical rating sheets from judges prior to the conference.*)
- Secure judges for interview (if different from technical judges) and provide instructions at least two (2) weeks prior to contest
- Schedule orientation for judges (Appendix B)
- Duplicate sufficient quantity of Judges' Rating Sheets: two (2) per team

SCHEDULING REQUIREMENTS

- No more than five (5) minutes set-up
- No more than ten (10) minutes data entry, report generation and presentation
- No more than five (5) minutes for judges' questions
- Finals may be required at State and National levels

PROCTOR'S NEEDS

- Timing device

JUDGES' 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/or accounting 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

- Introduce team to the judges by **team number**. Team is allowed up to five (5) minutes to set-up a computer for their presentation (*optional*)
- Following the team presentation, judges may ask questions regarding the web site
- Contestants 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
- A different set of judges should be used for finals
- Conduct finals using above procedures
- Collect all Judges' Rating Sheets and contest materials
- If preliminaries are held, a ten (10) minute Judges' Review is to follow the conclusion of testing. Attendance for contestants is optional. Advisors may not attend this review. Judges' comments should be general in nature and not specific to any particular contestant/team
- No audience is allowed in the contest room

FOLLOWING TESTING

- Collect all judges' rating sheets and contest materials
- Return materials to the contest headquarters or as instructed

METHOD OF TESTING

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

WEB SITE DESIGN TEAM (55)

PRE-CONFERENCE NEEDS

- Assign and identify judging room(s)
- Assign team reporting times at 20-minute intervals
- Assign proctors
- Secure judges for technical judging and furnish with Web site addresses and instructions at least two (2) weeks prior to contest. (*Note: Allow 3-4 hours per ten (10) Web sites. Collect technical rating sheets from judges prior to the conference.*)
- Secure judges for interview (if different from technical judges) and provide instructions at least two (2) weeks prior to contest
- Schedule orientation for judges (Appendix B)
- Duplicate sufficient quantity of Judges' Rating Sheets: two (2) per team

SCHEDULING REQUIREMENTS

- No more than five (5) minutes presentation time
- No more than five (5) minutes oral presentation
- No more than five (5) minutes judges' questions
- Finals may be required at State and National levels

PROCTOR'S NEEDS

- Timing device

JUDGES' 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

- Introduce team to the judges by **team number**. Team is allowed up to five (5) minutes to set up a computer for their presentation (*optional*)
- Following the oral presentation, judges may ask questions regarding the Web site
- Contestants 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
- A different set of judges should be used for finals
- Conduct finals using above procedures
- Collect all Judges' Rating Sheets and contest materials
- If preliminaries are held, a ten (10) minute Judges' Review is to follow the conclusion of testing. Attendance for contestants is optional. Advisors may not attend this review. Judges' comments should be general in nature and not specific to any particular contestant/team
- No audience is allowed in the contest room

FOLLOWING TESTING

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

METHOD OF TESTING

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

INFORMATION TECHNOLOGY CONCEPTS- OPEN EVENT (56)

PRE-CONFERENCE NEEDS

- Assign and identify room large enough to accommodate the number of contestants taking the open contests
- Public address system, if needed
- Assign proctors and graders
- Duplicate sufficient quantity of each test using different colors of paper.
 - Information Technology Concepts – pink
 - Computer Network Technology- purple
 - Administrative Support Concepts – ivory
 - Management/Marketing/Human Resources Concepts – blue
 - Financial Math & Analysis – green
 - Insurance Concepts- goldenrod
 - Parliamentary Procedure Concepts – yellow

SCHEDULING REQUIREMENTS

- Tests will be given continuously during scheduled time periods
- Tests are administered on open-in, open-out basis—students 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 50 contestants

GRADER'S NEEDS

- Scoring equipment

SUPPLIES TO BE PROVIDED

- Test
- Scratch paper
- Scoring sheet

ROOM SET-UP

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

ORIENTATION OF CONTEST PERSONNEL

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

TESTING PROCEDURE

- Check that supplies and facilities are in order
- The tests will be given continuously during the scheduled time period
- Contestants may enter the testing room at any time during the scheduled time period; however, the last contestant should be admitted one (1) hour before the conclusion of testing (*no one is allowed entry after this time*)
- Upon entering the testing room, a proctor will mark the contestant's Open Contest card and the contestant will be given a test. Contestants can take only one (1) test at a time.
- Instruct contestants to write their contestant number and the starting time of their test on the scoring sheet
- When contestants 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 contestants

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

GLOBAL MARKETING TEAM (60)

PRE-CONFERENCE NEEDS

- Assign and identify judging room(s)
- Assign contestant reporting times at 25-minute intervals
- Assign proctors
- Secure judges for technical judging and furnish with Statement of Originality Form and the Rating Sheet. Provide judges with instructions at least two (2) weeks prior to contest. (*Note: Allow 3-4 hours per ten (10) Global Marketing entries. Collect rating sheets from judges prior to the conference.*)
- Secure judges for interview (if different from technical judges) and provide instructions at least two (2) weeks prior to contest
- Schedule orientation for judges (Appendix B)
- Duplicate sufficient quantity of Judges' Rating Sheets: two (2) per contestant
- Duplicate copies of interview questions (Refer to questions on test key)
- Copy ranking sheets: one (1) per section

SCHEDULING REQUIREMENTS

- No more than ten (10) 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

PROCTOR'S NEEDS

- Timing device
- Flash cards for time warnings (1 and 2 minutes)

JUDGES' NEEDS

- Judges' Rating Sheets
- Interview questions
- 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, team, and proctor

ORIENTATION OF CONTEST PERSONNEL

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

Testing procedure

- Introduce contestant to the judges by **team number**
- Presentation should be stopped at ten (10) minutes.
- Judges should ask questions regarding the plan (Questions are provided on the test key)
- Contestants 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) contestants.** It is the responsibility of the judges to break any ties
- Post finalists and reporting times
- A different set of judges should be used for finals
- Conduct finals using above procedures
- Collect all Judges' Rating Sheets and contest materials
- If preliminaries are held, a ten (10) minute Judges' Review is to follow the conclusion of testing. Attendance for contestants is optional. Advisors may not attend this review. Judges' comments should be general in nature and not specific to any particular contestant/team.
- No audience is allowed in the contest room

FOLLOWING TESTING

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

METHOD OF TESTING

- Application (Judges' Technical and Interview Rating Sheets)

ENTREPRENEURSHIP (61)

PRE-CONFERENCE NEEDS

- Assign and identify judging room(s)
- Assign contestant reporting times at 20-minute intervals
- Assign proctors
- Secure judges and furnish with instructions at least two (2) weeks prior to contest. *(NOTE: Provide a copy of business plans to judges if plans are being rated prior to the contest.)*
- Collect rating sheets/plans from judges if business plans are rated prior to the conference. *(NOTE: If the same judges will be at the conference, they can bring the materials with them to the contest.)*
- Schedule orientation for judges (Appendix B)
- Duplicate sufficient quantity of Judges' Rating Sheets (2 per contestant)
- Copy ranking sheets, one per section

SCHEDULING REQUIREMENTS

- No more than five (5) minutes set-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

PROCTOR'S NEEDS

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

JUDGES' 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 contestants bringing computer for presentation

ORIENTATION OF CONTEST PERSONNEL

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

Guidelines

- Read General Instructions (Appendix A)

TESTING PROCEDURE

- Introduce contestant to the judges by **contestant number**
- Presentation should be stopped at ten (10) minutes.
- If contestant is using a computer for the oral presentation (*optional*), no more than five (5) minutes should be given for set-up and tear down.
- Following the oral presentation, judges may ask questions regarding the research paper
- Contestants 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) contestants.** It is the responsibility of the judges to break any ties
- Post finalists and reporting times
- A different set of judges should be used for finals
- Conduct finals using above procedures
- Collect all Judges' Rating Sheets and contest materials
- If preliminaries are held, a ten (10) minute Judges' Review is to follow the conclusion of testing. Attendance for contestants is optional. Advisors may not attend this review. Judges' comments should be general in nature and not specific to any particular contestant/team
- No audience is allowed in the contest room

FOLLOWING TESTING

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

METHOD OF TESTING

- Application (Judges' Technical and Interview Rating Sheets)

SMALL BUSINESS MANAGEMENT TEAM (62)

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 and furnish with instructions at least two (2) weeks prior to contest
- Schedule orientation time for judges (Appendix B)
- Duplicate sufficient quantity of tests: one (1) per contestant
- Duplicate sufficient quantity of test keys for judges (1 per judge) and Judges' Rating Sheets (2 per team)
- Duplicate copies of interview questions (Refer to questions on test key)
- Copy ranking sheets: one (1) per section

SCHEDULING REQUIREMENTS

- No more than five (5) minutes set-up
- No more than ten (10) minutes 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 five (5) teams

JUDGES' NEEDS

- Test KEY with suggested questions
- 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 contestants bringing hardware/software
- One (1) room for team presentation with tables and chairs for judges, proctor and team
- Electrical outlets for contestants bringing computer for presentation

ORIENTATION OF CONTEST PERSONNEL

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

TESTING PROCEDURE

- Review testing procedure with each team as they report – be consistent in your orientation.
- Ten (10) 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**
- If team is using a computer for the oral presentation (*optional*), no more than five (5) minutes should be given for set-up and tear down
- Presentation should be stopped at ten (10) minutes
- Following the team presentation, judges may ask questions regarding the presentation. Questions are on test key
- Contestants 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) teams.** It is the responsibility of the judges to break any ties
- Post finalists and reporting times
- A different set of judges should be used for finals
- Conduct finals using above procedures
- Collect all Judges' Rating Sheets and contest materials

***(Small Business Management Team—
continued)***

- If preliminaries are held, a ten (10) minute Judges' Review is to follow the conclusion of testing. Attendance for contestants is optional. Advisors may not attend this review. Judges' comments should be general in nature and not specific to any particular contestant/team
- No audience is allowed in the contest room

FOLLOWING TESTING

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

METHOD OF TESTING

- Application (Judges' Rating Sheet)

GRAPHIC DESIGN PROMOTION (63)

PRE-CONFERENCE NEEDS

- Projects are mailed in and technically judged
- Assign and identify judging room(s)
- Assign contestant reporting times at 15-minute intervals
- Assign proctors
- Secure judges and furnish with instructions at least two (2) weeks prior to conference
- Schedule orientation for judges (Appendix B)
- Duplicate sufficient quantity of Judges' Rating Sheets: two (2) per contestant
- Duplicate copies of interview questions and Graphic Standards (*see Style and Reference Manual*)
- Copy ranking sheets: 1 per section

SCHEDULING REQUIREMENTS

- No more than seven (7) minutes presentation
- No more than three (3) minutes judges' questions
- Finals may be required at State and National

PROCTOR'S NEEDS

- Timing device

JUDGES' NEEDS

- Judges' Rating Sheets
- Interview questions
- Graphics standards
- Contest guidelines

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, contestant, and proctor

ORIENTATION OF CONTEST PERSONNEL

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

TESTING PROCEDURE

- Introduce contestant to the judges by **contestant number**
- Presentation should be stopped at seven (7) minutes.
- Judges should ask questions regarding the graphic. **Please make sure to ask each contestant the same questions.**
- Students should be dismissed after 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) contestants.** It is the responsibility of the judges to break any ties
- Post finalists and reporting times
- A different set of judges should be used for finals
- Conduct finals using above procedures
- Collect all Judges' Rating Sheets and contest materials
- If preliminaries are held, a ten (10) minute Judges' Review is to follow the conclusion of testing. Attendance for contestants is optional. Advisors may not attend this review. Judges' comments should be general in nature and not specific to any particular contestant/team.
- No audience is allowed in the contest room

FOLLOWING TESTING

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

METHOD OF TESTING

- Application (Judges' Technical and Interview Rating Sheets)

INTERVIEW SKILLS (64)

ADVANCED INTERVIEW SKILLS (65)

PRE-CONFERENCE NEEDS

- Assign method for delivery of resume, letter of application and application
- Assign and identify interview room(s) & receptionist area
- Assign contestant interview times at 20-minute intervals
- Select qualified graders to score resumes, letters of applications, and application forms
- Assign proctors (one will serve as receptionist)
- Secure judges (interviewers) and furnish with instructions at least two (2) weeks prior to conference
- Schedule orientation for judges (Appendix B)
- Duplicate sufficient quantity of Judges' Rating Sheets (2 per contestant) and sample interview questions
- Duplicate sufficient number of application forms
- Duplicate sufficient quantity of Optional Rating Sheet for graders (*use is optional*)

SCHEDULING REQUIREMENTS

- No more than 15 minutes interview time (Graders should score resumes, letters of application, and application forms prior to interviews. Resumes and letters of application, and applications 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 only**

PROCTOR'S NEEDS

- Timing device
- Envelopes containing contestant's letter of application and resume

JUDGES' 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, & resumes
- Receptionist area for reporting for interview
- One room for interview with tables and chairs for judges, contestant, 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 resume, letter of application and application form (test)
- After grading application forms, letters of application, and resumes, sort by sections and give to proctors

INTERVIEW PROCEDURE

- No contestant should be disqualified
- If contestant is late, work into schedule as time allows or move to last time slot
- Make sure that contestant numbers are recorded correctly on all materials
- Introduce contestant to the judges by **contestant number, then name**
- Contestant numbers, not names should be used on rating sheets
- After interview, contestant 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) contestants.** It is the responsibility of the judges to break any ties
- Post finalists and reporting times
- A different set of judges should be used for finals

- Conduct finals using interview procedures
(*Note: finals are based on interview only.*)
- Collect all Judges' Rating Sheets and contest materials
- If preliminaries are held, a ten (10) minute Judges' Review is to follow the conclusion of testing. Attendance for contestants is optional. Advisors may not attend this review. Judges' comments should be general in nature and not specific to any particular contestant
- No audience is allowed in the contest room

FOLLOWING TESTING

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

METHOD OF TESTING

- Judges' Rating Sheet

EXTEMPORANEOUS SPEECH (66)

PRE-CONFERENCE NEEDS

- Assign and identify contest preparation room
- Assign contestant 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 time for judges (see *Appendix B*)
- Duplicate sufficient quantities of contest topics (Cut topics into separate slips of paper and put in envelope)
- Duplicate sufficient quantity of Judges' Rating Sheets; two (2) per contestant
- Duplicate 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
- 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
- Time warning cards for presentation (1 and 2 minute)
- Topics in envelope

RECOMMENDED NUMBER OF PROCTORS

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

JUDGES' NEEDS

- Test KEY (list of presentation topics and questions)
- 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 (only one per contestant)

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 contestant 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

- Contestant will draw two (2) topics and select one for making oral presentation
- Allow contestant to write chosen topic on note card, then return both topics to envelope
- Allow contestant ten (10) minutes to develop presentation, note cards should be provided
- Escort contestant to judging area and present to the judges by **contestant number**
- Presentation should be stopped at five (5) minutes
- Following the oral presentation, contestant 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) contestants.** It is the responsibility of the judges to break ties
- Post finalists and reporting times
- A different set of judges should be used for finals
- Conduct finals using above procedures
- Collect all Judges' Rating Sheets/contest materials
- If preliminaries are held, a ten (10) minute Judges' Review is to follow the conclusion

of testing. Attendance for contestants is optional. Advisors may not attend this review. Judges' comments should be general in nature and not specific to any particular contestant/team.

- No audience is allowed in the contest room

FOLLOWING TESTING

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

METHOD OF TESTING

- Application (Judges' Rating Sheet))

HUMAN RESOURCES MANAGEMENT (67)

PRE-CONFERENCE NEEDS

- Assign and identify contest preparation room
- Assign contestant 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 time for judges (Appendix B)
- Duplicate sufficient quantity of contest
- Duplicate sufficient quantity of Judges' Rating Sheets: two (2) per contestant
- Copy ranking sheets: one (1) per section

SCHEDULING REQUIREMENTS

- No more than 30 minutes preparation time
- No more than five (5) and no less 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
- Time warning cards for presentation (1 and 2 minute)

RECOMMENDED NUMBER OF PROCTORS

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

JUDGES' NEEDS

- Test KEY (with questions)
- 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 (only one per contestant)

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 contestant 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 contestant 30 minutes to develop presentation, note cards should be provided
- Escort contestant to judging area and present to the judges by **contestant number**
- Presentation should be stopped at seven (7) minutes
- Following the oral presentation, contestant 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) contestants.** It is the responsibility of the judges to break any ties
- Post finalists and reporting times
- A different set of judges should be used for finals
- Conduct finals using above procedures
- If preliminaries are held, a ten (10) minute Judges' Review is to follow the conclusion of testing. Attendance for contestants is optional. Advisors may not attend this review. Judges' comments should be general in nature and not specific to any particular contestant/team
- No audience is allowed in the contest room

FOLLOWING TESTING

- Collect all judges' rating sheets and contest materials
- Return materials to the contest headquarters or as instructed

METHOD OF TESTING

- Application (Judges' Rating Sheet)

PREPARED SPEECH (68)

PRE-CONFERENCE NEEDS

- Assign and identify judging room(s)
- Assign contestant reporting times at 10-15 minute intervals
- Assign proctors
- Secure judges and furnish with instructions at least two (2) weeks prior to contest
- Schedule orientation time for judges (Appendix B)
- Duplicate sufficient quantity of Judges' Rating Sheets: two (2) per contestant

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 contestants/one (1) for timing presentation

JUDGES' 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 contestant 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 contestant when he/she reports
- Provide judges and proctor copies of contestant materials and allow time for review prior to introducing contestant
- Escort contestant to judging area and present to the judges by **contestant number**
- Presentation should be stopped at seven (7) minutes
- Following the oral presentation, contestant should be dismissed
- 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) contestants.** It is the responsibility of the judges to break any ties
- Post finalists and reporting times
- A different set of judges should be used for finals
- Conduct finals using above procedures
- Collect all Judges' Rating Sheets and contest materials
- If preliminaries are held, a ten (10) minute Judges' Review is to follow the conclusion of testing. Attendance for contestants is optional. Advisors may not attend this review. Judges' comments should be general in nature and not specific to any particular contestant/team.
- No audience is allowed in the contest room

FOLLOWING TESTING

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

METHOD OF TESTING

- Application (Judges' Rating Sheet)

PRESENTATION MANAGEMENT INDIVIDUAL (69)

PRESENTATION MANAGEMENT TEAM (70)

PRE-CONFERENCE NEEDS

- Assign and identify judging room(s)
- Assign team reporting times at 20-minute intervals
(Teams can report at 15-minute intervals if two (2) rooms with projection equipment are used – judges can move between rooms)
- Assign proctors
- Secure judges and furnish with instructions at least two (2) weeks prior to contest
- Schedule orientation time for judges (see *Appendix B*)
- Duplicate sufficient quantity Judges' Rating Sheets: two (2) per contestant/team
- Duplicate copies of interview questions (Refer to questions on test key)
- Copy ranking sheets (one (1) per section)

SCHEDULING REQUIREMENTS

- No more than five (5) 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

JUDGES' NEEDS

- Judges' Rating Sheets

RECOMMENDED NUMBER OF JUDGES

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

EQUIPMENT/SUPPLIES TO BE PROVIDED

- Projection surface (NLC only)

ADDITIONAL NEEDS

- Calculator to compute scores

ROOM SET-UP

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

- Contestants/teams are allowed five (5) minutes to set-up equipment and prepare for presentation
- Presentation should be limited to seven (7) to ten (10) minutes
- Following the presentation, judges may ask questions
- Contestants/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

- A different set of judges should be used for finals
- Conduct finals using above procedures
- Collect all Judges' Rating Sheets and contest materials
- If preliminaries are held, a ten (10) minute Judges' Review is to follow the conclusion of testing. Attendance for contestants is optional. Advisors may not attend this review. Judges' comments should be general in nature and not specific to any particular contestant/team.
- No audience is allowed in the contest room

FOLLOWING TESTING

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

METHOD OF TESTING

Application (Judges' Rating Sheet)

PARLIAMENTARY PROCEDURE TEAM (S) (71)

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 and furnish with instructions at least two (2) weeks prior to contest
- Schedule orientation time for judges (Appendix B)
- Duplicate sufficient quantity of tests/agendas: one (1) per team member
- Duplicate 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 orientation
- 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

JUDGES' NEEDS

- Test KEY
- Judges' Rating Sheets
- *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
- Copy of "Opening a Meeting" from WSAP Guidelines

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)
- Preview test

INSTRUCTIONS TO JUDGES

- Review rating sheets and assign responsibilities
 - **Judge 1** will evaluate the clarity of transactions, defined as the ease in which the abilities can be recognized
 - **Judge 2** will evaluate the correctness of all transactions and ask questions after the presentation
 - **Judge 3** will evaluate appearance and should not be affected by the uniform attire of the team members
- 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

- Present to the judges by **team number** – do not identify school or state name
- Following the team demonstration, judges may ask questions
- 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
- A different set of judges should be used for finals
- Conduct finals using above procedures
- If preliminaries are held, a ten (10) minute Judges' Review is to follow the conclusion of testing. Attendance for contestants is optional. Advisors may not attend this review. Judges' comments should be general in nature and not specific to any particular contestant/team
- No audience is allowed in the contest room

FOLLOWING TESTING

- Collect all judges' rating sheets and contest materials
- Collect tests and note cards at the conclusion of questioning
- Contestants 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 TESTING

- Application (Judges' Rating Sheet)

MANAGEMENT/MARKETING/ HUMAN RESOURCES CONCEPTS—OPEN EVENT (72) PARLIAMENTARY PROCEDURE CONCEPTS—OPEN EVENT (73) BUSINESS MEETING MANAGEMENT—OPEN EVENT (73)

PRE-CONFERENCE NEEDS

- Assign and identify room large enough to accommodate the number of contestants taking the open contests
- Public address system, if needed
- Assign proctors and graders
- Duplicate sufficient quantity of each test using different colors of paper.
 - Information Technology Concepts – pink
 - Computer Network Technology- purple
 - Administrative Support Concepts – ivory
 - Management/Marketing/Human Resources Concepts – blue
 - Financial Math & Analysis – green
 - Insurance Concepts- goldenrod
 - Parliamentary Procedure Concepts – yellow

SCHEDULING REQUIREMENTS

- Tests will be given continuously during scheduled time periods
- Tests are administered on open-in, open-out basis—students 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 50 contestants

GRADER'S NEEDS

- Scoring equipment

SUPPLIES TO BE PROVIDED

- Test
- Scratch paper
- Scoring sheet

ROOM SET-UP

- Room should be large enough to accommodate any number of students

taking the contests – this will depend on the number of conference attendees.

- Allow ample space between contestants. Note that tablecloths may obstruct pencil markings.

ORIENTATION OF CONTEST PERSONNEL

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

TESTING PROCEDURE

- Check that supplies and facilities are in order
- The tests will be given continuously during the scheduled time period
- Contestants may enter the testing room at any time during the scheduled time period; however, the last contestant should be admitted one hour before the conclusion of testing (*no one is allowed entry after this time*)
- Upon entering the testing room, a proctor will mark the contestant's Open Contest card and the contestant will be given a test. Students can take only one test at a time.
- Instruct contestants to write their contestant number and the starting time of their test on the scoring sheet
- When contestants 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 contestants

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

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

ADMINISTRATORS/PROCTORS/GRADERS
GENERAL INSTRUCTIONS
JUDGED EVENTS

PRIOR TO THE TEST

1. **Administrators** should report to Event Headquarters **at least 30 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.

JUDGING

5. Administrators will be given a list of the contestants, their scheduled reporting times, a judged event sign-in sheet for Administrators and Proctors, and a contestant sign-in sheet. When the student/team reports at the scheduled time, have the student /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 contestant number by hand on their rating sheets.

SCORING

6. 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

7. 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 contestants **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

8. After all scores are **checked** and **verified**, the materials should be returned in the contest box to Event Headquarters.
9. 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.
10. **All contest information & results should be kept confidential.**

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

ADMINISTRATORS/PROCTORS/GRADERS

GENERAL INSTRUCTIONS

NON-JUDGED EVENTS

PRIOR TO THE TEST

1. **Administrators** should report to Event Headquarters at least **30 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. Students, 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 student to take the test and discuss with contest headquarters personnel when turning in the tests.

TESTING

5. The door to the contest room should close at the scheduled time. Late contestants 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 (2) 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, be certain to allot time for students 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 students are preparing/warming-up. Inform students that they are **not** to open the test until instructed to do so.
10. Instruct contestants to place their contestant identification number on each page of completed work. They should **NOT** use their name or initials.
11. Testing time begins when **ALL** contestants are ready. There should be no interruptions once the testing begins. Be careful when answering contestants' questions after the contest starts. If a question is asked that affect all contestants, 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.

12. Contestants 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.**
13. If a contestant completes the test before the end of the testing time, record the contestant's completion time. Completion time may be a determining factor in the event of a tie.

COLLECTING CONTEST MATERIALS

14. Collect all contest materials. **The contestant should**
 - make sure that all work to be graded has been identified with contestant 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 contestant 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
15. Contestants turn in their work to the contest administrator and/or proctor.
16. Administrators may allow students 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. The Administrator should accompany the contest box to Contest Headquarters. Graders will meet in the grading room at the end of testing time.
18. 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

19. All grading will take place in the grading center. For consistency, one person must grade the same problem for all contestants. 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.**
20. The first step in grading is to check contestant materials in the packet and be sure that the contestant number is on all materials. Scantron scoring sheets should have both contestant 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 contestant's materials.
21. Upon completion of grading, scores should be totaled and verified on grading/scoring sheets. Next transfer the student's TOTAL POINTS, TIME COMPLETED (if applicable), and RANK to the Recap Sheet. Place contestants' materials in order of rank.
22. All materials should be checked in with the person in charge of the grading center.
23. Graders should complete an Evaluation Form.
24. **All contest information and results should be kept confidential.**

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

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.
- Stress the importance of accurately recording contestant numbers on the rating sheets. There can be no ties in the top ten (10) contestants/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.
- Explain the Judges' Review Session following preliminaries. At the conclusion of the last scheduled time for the last contestant in a particular contest, all contestants in the preliminary rounds will have an opportunity for the judges to share with them, as a group, overall aspects of the contest. Attendance is optional. Individual scores and comments are not to be given – only general statements are to be shared (i.e., everyone seemed well prepared). There are to be no questions from the contestants. Advisors are not permitted to attend.
- Judges' should note that contestants 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.

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: Secondary Post-Secondary Middle Level (check one)

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 contestants? Yes No

Comments:

NOTE: The Proctors and Graders Certificate will be available sent to your email address (above) so that you can present a copy of your certificate to your school/organization/administrator.

ADMINISTRATOR'S CONFIDENTIAL REPORT

Name of Administrator _____

Email Address _____

Name of Event _____ Contest # _____

Date _____ Time _____ Section _____

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? Yes No
Comments:

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

NOTE: The Proctors and Graders Certificate will be available sent to your email address (above) so that you can present a copy of your certificate to your school/organization/administrator.

Names of the people 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 people listed on your form helped in this contest, please make note below. *(Please print.)*

Name _____ School/State _____

Name _____ School/State _____

GENERAL INSTRUCTIONS FOR COMPUTER LAB EVENTS

1. Allow all students to enter the computer lab at the same time.
2. Allow students sufficient time to warm up. Have students print a test sheet.
3. Place a plain sheet of paper by each computer for the contestant 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 contestant instead of contestants having to retrieve them.
4. Inform students to put Contestant Number in place of reference initials on all work. Inform contestants to place Job Number and Contestant Number on all work where indicated on test, even ones that are handwritten. All Scantron scoring sheets and flashdrives 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 contestants to print as they produce a job. Proctors will deliver printouts to the contestant's workstation as they are printed. Contestants will display a table tent with their contestant number on their monitor for printouts.
7. Contestants may leave when finished. Turn in all work to the Contest Administrator.
8. Contestants 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. Contestants must use the software designated for the event.
10. A warning should be given when 30, 15, and five (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, contestants must use only graphics provided for the event events states to use clip art graphics.
12. If equipment that a contestant has brought fails, that contestant 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 contestant must use the software provided.
13. Contest Headquarters should have a supply of flash drives available in the event of technical problems. If students have to save data to a flash drive, label each with the contest name and contestant number.