



**Workplace Skills Assessment  
Program  
Middle Level Division**

**Administrators, Proctors, Graders**

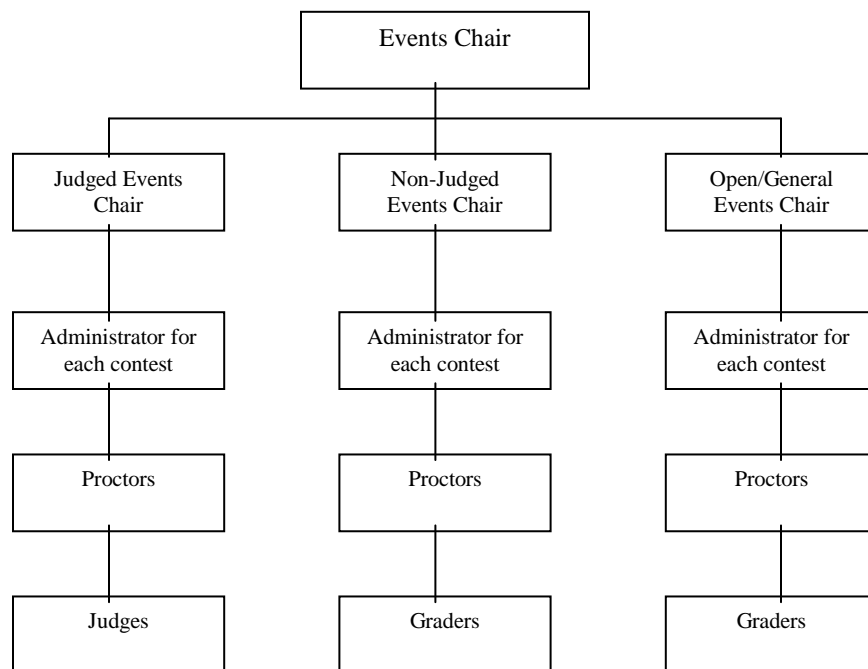
**Handbook 2012**

## Contents

Introduction .....	3
Events Chair.....	4
Events Committee .....	5
Computer Software Listing .....	6
MIDDLE LEVEL EVENT DESCRIPTIONS.....	7
SPREADSHEET APPLICATIONS (01) .....	8
BUSINESS MATH—OPEN EVENT (02) .....	9
KEYBOARDING PRODUCTION (10) .....	10
BUSINESS COMMUNICATION SKILLS—OPEN EVENT (11) .....	11
WEB SITE DESIGN TEAM (20) .....	12
COMPUTER LITERACY—OPEN EVENT (21) .....	13
INTRODUCTION TO VIDEO PRODUCTION TEAM (22).....	14
CAREER RESEARCH PROJECT TEAM (30) .....	15
PREPARED SPEAKING (31).....	16
EXTEMPORANEOUS SPEECH (32) .....	17
GRAPHIC DESIGN PROMOTION (33) .....	19
BUSINESS FUNDAMENTALS—OPEN EVENT (34) .....	18
APPENDIX .....	19
APPENDIX A.....	20
Administrators/Proctors/Graders General Instructions Judged Events .....	20
APPENDIX B.....	22
Administrators/Proctors/Graders General Instructions Non-Judged Events .....	22
APPENDIX C .....	25
Judges' Orientation .....	25
APPENDIX D .....	26
Contestant Number Assignment Sheet.....	26
APPENDIX E.....	27
Evaluation Form Proctors and Judges .....	27
APPENDIX F .....	28
Administrator's Confidential Report.....	28
APPENDIX G .....	30
General Instructions for Computer Lab Events .....	30

# 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, and 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 WSAP Guidelines.
3. Coordinate the recruitment of graders and/or judges for contests.
4. Ensure the judges receive all necessary materials at least two 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 section of an event, use one 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 contestant's 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.

# Computer Software Listing

*Provided at National level competition—Software provided at state level may vary!*

- WINDOWS PC – Pentium 200 or higher – should be used for all events •

<b><i>Event:</i></b>	<b><i>Software Packages:</i></b>
<b>Keyboarding Production</b>	MS Office 2007
<b>Spreadsheet Applications &amp; Analysis</b>	Excel 2007

Contestants may bring their own computer for (20) Web Site Design Team and (22) Introduction to Video Production Team events only. State advisors must be notified if students will be using their own equipment at the State Leadership Conference (SLC). Electrical power will be provided. Carry-in and setup 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.

# MIDDLE LEVEL EVENT DESCRIPTIONS

## **Financial Skills**

- (01) Spreadsheet Supplications & Analysis
- (02) Business Math

## **Administrative Support**

- (10) Keyboarding Production
- (11) Business Communication Skills

## **Information Technology**

- (20) Web Site Design Team
- (21) Computer Literacy
- (22) Introduction to Video Production Team

## **Management/Marketing/Human Resources**

- (30) Career Research Project Team
- (31) Prepared Speaking
- (32) Extemporaneous Speech
- (33) Graphic Design Promotion
- (34) Business Fundamentals

# Spreadsheet Applications (01)

## PRE-CONFERENCE NEEDS

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

## SCHEDULING REQUIREMENTS

- No more than 30 minutes orientation/warm-up/wrap-up
- No more than 60 minutes testing time

## PROCTOR'S NEEDS

- Timing device

## RECOMMENDED NUMBER OF PROCTORS

- One per 10 contestants

## GRADER'S NEEDS

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

## RECOMMENDED NUMBER OF GRADERS

- Minimum of 3 (regardless of number of graders, each 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 SETUP

- One workstation per contestant with designated equipment
- Tables, chairs and electrical outlets for contestants bringing hardware/software

## ORIENTATION OF CONTEST PERSONNEL

- Review the event page(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 30-minute 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

# Business Math—Open Event (02)

## 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.
  - Business Math – green
  - Business Communication Skills – blue
  - Computer Literacy- purple
  - Business Fundamentals – 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 per 50 contestants

## GRADER'S NEEDS

- Scoring equipment

## SUPPLIES TO BE PROVIDED

- Tests
- Scratch paper
- Scoring sheets

## ROOM SETUP

- 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 page(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 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 (10)

## PRE-CONFERENCE NEEDS

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

## SCHEDULING REQUIREMENTS

- No more than 30 minutes orientation/warm-up/wrap-up
- No more than 60 minutes testing time

## PROCTOR'S NEEDS

- Timing device

## RECOMMENDED NUMBER OF PROCTORS

- One per 10 contestants

## GRADER'S NEEDS

- Test KEY
- Production Standards (in the Guidelines 2011)
- Style Manual (in the Guidelines 2011)
- Red pens/pencils
- Calculator to compute scores

## RECOMMENDED NUMBER OF GRADERS

- Minimum of 3 (regardless of number of graders, each 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 SETUP

- One workstation per contestant with designated equipment
- Tables, chairs and electrical outlets for contestants bringing hardware/software

## ORIENTATION OF CONTEST PERSONNEL

- Review the event page(s) in the Guidelines

2011.

- 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 30-minute 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
  - 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

# Business Communication Skills—Open Event (11)

## 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.
  - Business Math – green
  - Business Communication Skills – blue
  - Computer Literacy- Purple
  - Business Fundamentals – 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 per 50 contestants

## GRADER'S NEEDS

- Scoring equipment

## SUPPLIES TO BE PROVIDED

- Tests
- Scratch paper
- Scoring sheets

## ROOM SETUP

- 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 page(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 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

# Web Site Design Team (20)

## 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 weeks prior to contest. (*Note: Allow 3-4 hours per 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 weeks prior to contest
- Judges with web design background
- Schedule orientation for judges (*Appendix B*)
- Duplicate sufficient quantity of judge's rating sheets (Two per team)

## SCHEDULING REQUIREMENTS

- No more than five (5) minutes for team to setup
- No more than five (5) minutes for team presentation
- No more than five (5) minutes for judges' questions
- Finals may be required at State and National levels

## PROCTOR'S NEEDS

- Timing device

## JUDGE'S NEEDS

- Judge's rating sheets

## RECOMMENDED NUMBER OF JUDGES

- Two per contest/section

## ADDITIONAL NEEDS

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

## ROOM SETUP

- 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 page(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 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 section is necessary, finalists will be determined by selecting an equal number from each section
- **There can be no ties in the top ten teams.** It is the responsibility of the judges to break any ties
- A different set of judges should be used for finals
- Conduct finals using above procedures
- Collect all judge's rating sheets and contest materials
- If preliminaries are held, a 30-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 one contestant.
- No audience is allowed in the contest room

## FOLLOWING TESTING

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

## METHOD OF TESTING

- Application (judge's rating sheet)
- Technical rating sheet
- Interview rating sheet

# Computer Literacy—Open Event (21)

## 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.
  - Business Math – green
  - Business Communication Skills – blue
  - Computer Literacy- Purple
  - Business Fundamentals – 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 per 50 contestants

## GRADER'S NEEDS

- Scoring equipment

## SUPPLIES TO BE PROVIDED

- Tests
- Scratch paper
- Scoring sheets

## ROOM SETUP

- 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 page(s) in the WSAP Guidelines 2011.
- 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 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

# Introduction to Video Production Team (22)

## 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 (5) minutes set-up/wrap-up
- No more than ten (5) minutes 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
- 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 projector (optional) 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**
- Judges should 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
- 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

# Career Research Project Team (30)

## PRE-CONFERENCE NEEDS

- Assign and identify judging room(s)
- Assign contestant reporting times at 25-minute intervals
- Assign proctors
- Secure judges and furnish with instructions at least two 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 (see *Appendix B*)
- Duplicate sufficient quantity of judge's rating sheets (Two per contestant)

## SCHEDULING REQUIREMENTS

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

## PROCTOR'S NEEDS

- Timing device

## JUDGE'S NEEDS

- Judge's rating sheets

## RECOMMENDED NUMBER OF JUDGES

- Two per contest/section

## ADDITIONAL NEEDS

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

## ROOM SETUP

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

## ORIENTATION OF CONTEST PERSONNEL

- Review the following page(s) in the

## WASP 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 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
- **There can be no ties in the top ten 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 judge's rating sheets and contest materials
- If preliminaries are held, a 30-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 one contestant.
- No audience is allowed in the contest room

## FOLLOWING TESTING

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

## METHOD OF TESTING

- Application (judge's rating sheet)

# Prepared Speaking (31)

## PRE-CONFERENCE NEEDS

- Assign and identify judging room(s)
- Assign contestant reporting times at 10 minute intervals
- Assign proctors
- Secure judges and furnish with instructions at least two weeks prior to contest
- Schedule orientation time for judges (*see Appendix B*)
- Duplicate sufficient quantity of judge's rating sheets (Two per contestant)

## SCHEDULING REQUIREMENTS

- No more than five (5) minutes setup/preparation
- No less than three (3) and no more five (5) minute presentation
- Finals may be required at State and National levels

## PROCTOR'S NEEDS

- Timing device

## RECOMMENDED NUMBER OF PROCTORS

- Two per section (one for introducing contestants/one for timing presentation)

## JUDGE'S NEEDS

- Judge's rating sheets

## RECOMMENDED NUMBER OF JUDGES

- Two per contest/section

## ADDITIONAL NEEDS

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

## ROOM SETUP

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

## ORIENTATION OF CONTEST PERSONNEL

- Review the event page(s) in the WASP 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**
- 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 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 judge's rating sheets and contest materials
- If preliminaries are held, a 30-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 one contestant/team.
- No audience is allowed in the contest room

## FOLLOWING TESTING

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

## METHOD OF TESTING

- Application (judge's rating sheet)

# Extemporaneous Speech (32)

## 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 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 time
- No more than two (2) and no less than four (4) minutes presentation
- 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 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 page(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
- 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)

# Graphic Design Promotion (33)

## 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 per contestant
- Duplicate copies of interview questions and Graphic Standards (*see Style and Reference Manual 2011*)
- Copy ranking sheets: 1 per section

## SCHEDULING REQUIREMENTS

- No more than five (5) minutes of oral presentation
- No more than three (3) minutes for judges' question and answer session
- 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 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 page(s) in the *WSAP Guidelines*.
- Read General Instructions (Appendix A)

## TESTING PROCEDURE

- Proctor will pickup the technically judged projects from headquarters. Technical scores will not be shown to judges.
- Introduce contestant to the judges by **contestant number**
- Judges should ask questions regarding the graphic. **Please make sure to ask each contestant the same questions.**
- 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

# Business Fundamentals—Open Event (34)

## 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.
  - Business Math – green
  - Business Communication Skills – blue
  - Computer Literacy- purple
  - Business Fundamentals – 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 per 50 contestants

## GRADER'S NEEDS

- Scoring equipment

## SUPPLIES TO BE PROVIDED

- Tests
- Scratch paper
- Scoring sheets

## ROOM SETUP

- 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 page(s) in the WASP 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 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

# **APPENDIX**

---

# Appendix A

## Administrators/Proctors/Graders General Instructions

### Judged Events

#### PRIOR TO THE TEST

1. **Administrators** should report to Event Headquarters **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. If the contest begins before or during the orientation, get the contest started and then attend the orientation/meal.
2. **Proctors** should report to the contest site at least **15 minutes prior** to the start of the contest to assist in setup.
3. Supplies in the contest box will include tests, scoring sheets, timing device, stapler/staples, paper clips, etc. Be sure that all supplies are available in the contest room and do not limit usage. Please note that there are additional contest instructions for computer events included in Appendix F.
4. Contest signs are provided only if the contest has a corporate sponsor and the sign was printed in advance. If there is a sign, 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, and a master list of contestant numbers. When the student reports at the scheduled time, write the ID number from the master list on one of the judges' rating sheets. 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 on their rating sheets.

#### SCORING

6. When judging is completed, total each of the judge's sheets. Staple the three 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 label. **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 label.

#### REVIEW SESSIONS

7. In contests with preliminaries, 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.

# Appendix B

## 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 setup.
2. Supplies in the contest box will include tests, scoring sheets, timing device, stapler/staples, paper clips, etc. Be sure that all supplies are available in the contest room and do not limit usage. Please note that there are additional contest instructions for computer events included in Appendix F.
3. Contest signs are provided only if the contest has a corporate sponsor and the sign was printed in advance. If there is a sign, 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. 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 copy of that form 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 or more sections of a contest, be consistent in giving instructions.
7. The contest room should **NEVER** be left unattended.
8. In tests where an "orientation/warm-up/preparation/wrap-up" time is provided, approximately 20 minutes of this time should be allotted for 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. Before beginning:
  - Call out each student's name and have them come forward;
  - Write the student's ID from the master list included in the contest materials on the upper right-hand corner of the contestant's cover/scoring sheet of the test;
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 on the label. Completion time may be a determining factor in the event of a tie.

### COLLECTING CONTEST MATERIALS

14. Collect all contest materials. **The 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 envelope (if used) in the following order (*unless test specifies otherwise*):
    - Scantron scoring sheet
    - Scoring sheet, test booklet, priority sheet and completed jobs.
    - Scratch paper
15. 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. When all materials are accounted for, the administrator/proctor should return the contest box to Contest Headquarters. Be sure to complete the Administrator's Confidential Report found in the administrator's packet. Also have the judges and proctors complete an Evaluation Form for use by CEAC (*Classroom Educators Advisory Council*). Submit the completed forms to Contest Headquarters with the contest materials. The materials will be checked in until picked up for grading.

### GRADING

18. The contest box should be checked out of the Contest Headquarters and taken to the Grading Center.
19. 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.
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 label on the cover/scoring sheet. Before placing the contestant's materials back in the envelope, tear off the cover/scoring sheet and staple it to the outside of the envelope. Arrange the envelopes in rank order from the highest score to the lowest score. (*The information on the label is used by the Tabulations Center for keying data.*)
22. All materials should be checked in with the person in charge of the grading center.
23. Graders should complete an Evaluation Form for use by CEAC (*Classroom Educators Advisory Council*).
24. **All contest information and results should be kept confidential.**

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

# Appendix C

## Judges' Orientation

- Business Professionals of America is one of the ten Vocational/Career and Technical Student Organizations recognized by the U.S. Department of Education. The mission of Business Professionals of America is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.
- The contests are a component of the *Workplace Skills Assessment Program* and an integral part of Business Professionals of America. It has been developed to provide business and Technical education students the opportunities to develop and demonstrate:
  - occupational/career competencies;
  - workplace knowledge, skills, and attitudes;
  - leadership and human relation skills;
  - positive competitive spirit; and
  - receive recognition for their efforts.
- To become eligible to compete at the national level, students have already received top place finishes at the regional and state levels. Only the best have earned the privilege to compete at this level.
- Explain the role of Contest Administrators and Proctors and how they will assist judges when needed.
- If judging a contest in which the organizational pledge or the Pledge of Allegiance is recited, please be aware that some students may not stand or recite these due to religious reasons. Do not take points off for this type of behavior.
- Students should remove their nametags when entering judged events.
- Stress the importance of accurately record contestant numbers on the rating sheets. There can be no ties in the top ten 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 sections, five will be called back from each section.
  - If there are three sections, four will be called back from each section.
  - If there are four sections, three will be called back from each section.
- 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 their rating sheet after the conference.
- Allow time for a question-&-answer session, then break into groups to discuss specific contest procedures, guidelines, and rating sheets.

# Appendix D

## Contestant Number Assignment Sheet

(Sample Form)

### Fundamental Accounting

Contest Number	Number	Section Number	Contestant	(School)	(State)
<u>01</u>	<u>0</u>	<u>1234</u>	<u>ABRAMS, Barbara</u>	<u>(School)</u>	<u>(State)</u>
<u>01</u>	<u>0</u>	<u>1250</u>	<u>ADAMS, Candance</u>	<u>(School)</u>	<u>(State)</u>
<u>01</u>	<u>0</u>	<u>1323</u>	<u>GRAHAM, Louise</u>	<u>(School)</u>	<u>(State)</u>

### Interview Skills

<u>64</u>	<u>1</u>	<u>1234</u>	<u>ABRAMS, Barbara</u>	<u>(School)</u>	<u>(State)</u>
<u>64</u>	<u>1</u>	<u>1492</u>	<u>STRAND, Marie</u>	<u>(School)</u>	<u>(State)</u>
<u>64</u>	<u>2</u>	<u>1565</u>	<u>TINGLEY, Kevin</u>	<u>(School)</u>	<u>(State)</u>

### Database Applications

<u>29</u>	<u>0</u>	<u>1250</u>	<u>ADAMS, Candance</u>	<u>(School)</u>	<u>(State)</u>
<u>29</u>	<u>0</u>	<u>1492</u>	<u>STRAND, Marie</u>	<u>(School)</u>	<u>(State)</u>
<u>29</u>	<u>0</u>	<u>1750</u>	<u>YOUNG, Jan</u>	<u>(School)</u>	<u>(State)</u>

**NOTE:** Contestant number (four digits) remains the same from one event to another.

# Appendix E

## Evaluation Form Proctors and Judges

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

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

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

Division:  Secondary  Post-Secondary (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: We would like to send a thank you to your school/organization/employer for making it possible for you to participate in this conference. Please print the name and address of the person to whom you would like us to direct this correspondence.

---

---

---

---

# Appendix F

## Administrator's Confidential Report

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

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:*

We would like to send a thank you to your school/organization for making it possible for you to serve as an administrator at the conference. Please provide the name and address of your supervisor. *(Please print.)*

---

---

---

---

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 \_\_\_\_\_

## Appendix G

# 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 in the upper right-hand corner of all work, even ones that are handwritten. All Scantron scoring sheets and diskettes should have contest name/number on them.
5. Only hard copy reference materials are allowed (except Computerized Accounting). Disks will be provided 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 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 on disk.
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 disks available in the event of technical problems. If student have to save data to a disk, label each disk with the contest name and contestant number.