



Middle Level Guidelines

2017-18

Workplace Skills Assessment Program



2017-18 Competitive Events

What's New!!

Welcome to the 2017-18 membership year. Here's what's new:

Competitive Events

- ❖ **(920) Administrative Support Team** has been adopted as a regular event.
- ❖ **(930) Digital Game Design Team – Pilot** will be piloted this year.
- ❖ **(935) Computer Literacy Concepts – Open** has been re-numbered to event.

Virtual

- ❖ **(V08) Start-up Enterprise Team** has been adopted as a regular Virtual event.
- ❖ The policy on Virtual Events has been updated; see the *Guidelines* for more information.

Workplace Skills Assessment Program Documents

- ❖ The [Style & Reference Manual](#) will be posted on September 1, 2017.

Table of Contents

(All items listed are hyperlinked.)

<u>CHANGES & UPDATES</u>	2
<u>INTRODUCTION</u>	5
Mission Statement	5
Program Philosophy	5
Content	5
Purpose of the <i>Guidelines</i>	5
Awards and Recognition	5
Non-Discrimination Policy	5
<u>GENERAL GUIDELINES</u>	6
Eligibility	6
Number of Contests	6
Software	6
Event Length	6
Team Events/Chapter Events	6
Event Registration Changes	6
Event Rescheduling	6
Use of Materials	6
Reference Materials	6
Merit Scholar	7
Workplace Skills Assessments/Contest Review	7
Proofreader's Marks	7
Style & Reference Manual	7
Business Ethics	7
Communications	7
Use of Previous or Sample Tests	7
Admission to Event Testing Sites	7
Use of Cellular Phones	8
Printing	8
Reproduction Equipment	8
Name Badges	8
Release Forms	8
Student-Provided Equipment	8
NLC Calculator Guidelines	9
National BPA Deadlines	10
NLC Pre-Submission Guidelines	11
Computer Software Listing	12
Future NLC Sites	12
<u>MIDDLE LEVEL JUDGED EVENT GUIDELINES</u>	13
Judged Events Documentation Forms	13
Pre-submitted Events	14
Judges' Comments	14
Judged Events Requiring Preliminaries and Finals	14
Cloud Storage / File Sharing Guidelines	15
Individual Entry Form	16
Team Entry Form	17
Release Form	18

<u>WORKPLACE SKILLS ASSESSMENT STANDARDS</u>	19
<u>Essential Skills</u>	19
<u>Finance Workplace Skills</u>	19
<u>Business Administration Workplace Skills</u>	19
<u>Management Information Systems Workplace Skills</u>	19
<u>Digital Communication & Design Workplace Skills</u>	19
<u>Management, Marketing & Communication Workplace Skills</u>	20
<u>CAREER CLUSTER CROSSWALK</u>	21
<u>MIDDLE LEVEL EVENTS-AT-A-GLANCE</u>	22
<u>VIRTUAL COMPETITIVE EVENTS</u>	23
(V01) <u>Virtual Multimedia and Promotion Individual</u>	24
(V02) <u>Virtual Multimedia and Promotion Team</u>	29
(V03) <u>Software Engineering Team</u>	34
(V04) <u>Web Application Team</u>	42
(V05) <u>Mobile Applications</u>	48
(V06) <u>Promotional Photography</u>	53
(V08) <u>Start-up Enterprise Team</u>	58
(900) <u>FINANCIAL LITERACY</u>	63
(905) <u>BUSINESS MATH CONCEPTS-OPEN</u>	64
(910) <u>KEYBOARDING PRODUCTION</u>	65
(915) <u>SPREADSHEET APPLICATIONS</u>	66
(920) <u>ADMINISTRATIVE SUPPORT TEAM</u>	67
(925) <u>BUSINESS COMMUNICATION SKILLS CONCEPTS-OPEN</u>	68
(930) <u>DIGITAL GAME DESIGN TEAM – PILOT</u>	69
(935) <u>COMPUTER LITERACY CONCEPTS-OPEN</u>	73
(940) <u>WEBSITE DESIGN TEAM</u>	74
(945) <u>INTRODUCTION TO VIDEO PRODUCTION TEAM</u>	78
(950) <u>GRAPHIC DESIGN PROMOTION</u>	83
(960) <u>PRESENTATION MANAGEMENT TEAM</u>	87
(965) <u>PREPARED SPEECH</u>	91
(970) <u>EXTEMPORANEOUS SPEECH</u>	95
(975) <u>ENTREPRENEURSHIP EXPLORATION</u>	98
(980) <u>BUSINESS FUNDAMENTALS CONCEPTS-OPEN</u>	103
<u>WORKPLACE SKILLS ASSESSMENT PROGRAM RECOMMENDATION</u>	104
<u>WORKPLACE SKILLS ASSESSMENT PROGRAM PILOT PROCEDURE</u>	105
<u>NEW EVENT PROPOSAL</u>	106

INTRODUCTION

Mission Statement

The mission of Business Professionals of America is to contribute to the preparation of global professionals through the advancement of leadership, citizenship, academic, and technological skills.

Program Philosophy

The Workplace Skills Assessment Program is an integral part of Business Professionals of America. The goal of the program is to provide all business students with the opportunity to demonstrate workplace skills learned through business education curricula. Students will:

- demonstrate occupational competencies
- broaden knowledge, skills, and attitudes
- expand leadership and human relation skills
- demonstrate a competitive spirit
- receive recognition

Content

The *Guidelines* contain general information for all events as well as specific details regarding eligibility, equipment use, scoring, etc. The information in the *Guidelines* is essential for members attending the National Leadership Conference.

Purpose of the Guidelines

The purpose of the *Guidelines* is to provide as much information as possible to help prepare students for a successful experience at the National Leadership Conference (NLC).

The *Guidelines* regulate all national Workplace Skills Assessment Program Events. State Associations may choose to deviate from the guidelines provided. Individuals are urged to check with your State Association for any changes they may make at the regional/district or state levels.

Authors, administrators, proctors and graders will strictly follow these guidelines.

Awards and Recognition

For the Middle Level, the top ten (10) winners shall be recognized at the National Leadership Conference. For judged events, all finalists shall be recognized at NLC. For Open events, the top ten (10) scores, plus ties, will be recognized.

Non-Discrimination Policy

It is the policy of Business Professionals of America that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, sexual orientation, or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which it is responsible.

GENERAL GUIDELINES

Eligibility

According to Board policy, “Only members whose dues have been postmarked to the National Center by March 15 are eligible for national competition.”

Advisors are able to verify national membership online or by contacting the National Center.

Be sure to check your state association membership deadline to ensure eligibility at the regional and state levels.

Please refer to event guidelines for further details regarding contestant eligibility.

Number of Contests

Middle Level students may participate in two (2) events, only one of which may be a team event (this number includes pilot events). A student may *not* participate in both individual speech events. A student may compete in an unlimited number of Open or Virtual Workplace Skills Assessments within the time constraints of the conference program. Participation in virtual events does *not* count towards the total number of events for students.

Software

Software to be used at the National Leadership Conference will be announced in the fall issue of *The Source* and in the *Pre-Conference Booklet* published each winter (February 1, 2018). The “[Events-At-A-Glance](#)” chart and each event guideline page list the equipment that may be used.

As previously published, all contests will use Microsoft Office® 2016.

Event Length

The length of events varies. Times are listed on the “[Events-At-A-Glance](#)” chart as well as within the *Guidelines* for each event.

Team Events/Chapter Events

Team events are registered under the chapter name. In addition, each team member and the person(s) responsible for chapter entries must be indicated in event registration. (Remember that each student is limited to only one team event.)

Event Registration Changes

The State Advisor or state designee must report any change in the original event entrants to the Director of Education no later than the deadline designated in the pre-conference program.

Event Rescheduling

If a student has a time conflict for an event, check with the Competitive Event Center for the rescheduling procedure. Only time conflicts caused by two concurrent BPA competitive events may be rescheduled.

Use of Materials

Contestants may *not* share individual supplies and/or materials once an event begins.

Reference Materials

Some events allow reference materials. Check the guidelines for each contest for further information. Published/Unpublished non-electronic reference materials may be brought on a “read-only” CD-ROM and/or hard copy for events that allows resources. CD-ROM should only be used for computerized events, as no additional computer access will be provided for use of reference materials. **Reference materials may not be used for any Open Event.**

Merit Scholar

Although this test is part of BPA Cares, it will be given at the same time as the Open Events. Any member or advisor attending NLC may take this test on the activities, history, and programs of Business Professionals of America. Recognition is provided to all that achieve at least **90 percent**. Guidelines are printed in the *BPA Cares Handbook*. No reference materials are allowed.

Workplace Skills Assessments/Contest Review

Advisors may view the national Workplace Skills Assessments at NLC after all testing has been completed. A representative from Competitive Events Center will supervise the area. All tests must remain in the room. Refer to the NLC program for the exact time and location.

Proofreader's Marks

Standardized proofreader's marks have been identified by Professional Business Associates and are listed in the [*Style & Reference Manual*](#).

Style & Reference Manual

A standard style for documents is located in the [*Style & Reference Manual*](#). All events will be authored and scored using the styles given. Failure to follow the [*Style & Reference Manual*](#) format for any job will result in a score of zero for that job.

Business Ethics

Business Ethics, as listed in the "Competencies" section, may include ideal moral and professional standards of behavior that should be demonstrated in all work environments. Questions might cover areas such as use of work time, care of equipment, confidentiality, honesty, safety practices, and cooperation.

Human Relations

Human Relations, as listed in the "Competencies" section, may include group dynamics, cooperation, harmony, good employee relationships, employee organization, and interpersonal attitudes and behaviors.

Communications

Communications, as listed in the "Competencies" section, may include reading, writing, speaking, and listening skills.

Use of Previous or Sample Tests

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Contestants who violate this rule will be *disqualified*.

Admission to Event Testing Site

Only the registered contestant will be allowed into the event room. Only persons serving as administrators, proctors, or authorized personnel will be admitted into the event room. Contestants may be *disqualified* for communicating with persons other than administrations, proctors, or authorized personnel in the event room or between the preparation and presentation rooms.

Use of Cellular Phones

The use of cellular phones in testing, preparation, and presentation rooms is prohibited. This pertains to judges, contest administrators and contestants. In the event that a contestant/team is utilizing a cellular phone as a mobile hotspot, the phone may be visible throughout the presentation and used to provide Internet; however, the phone's sole purpose can only be for Internet access or for displaying the contestant's work, no other use will be allowed.

Printing

All printing done in the computer lab must be in black/white or grayscale.

Reproduction Equipment

No reproduction equipment (video cameras, cameras, digital cameras, tape or digital recorders, etc.) will be allowed in the contest room and/or viewing area unless authorized by the Business Professionals of America National Center.

Name Badges

Students' name badges should be worn at all times; it is permissible for contestants to introduce themselves to the judges.

Release Forms

When [Release Forms](#) are required, any student included in the project must submit a [Release Form](#); this includes individuals and all team members. [Release Forms](#) may be handwritten. Illegible forms will *not* be accepted.

Student-Provided Equipment

Some events permit contestants to bring their own equipment for presentation or preparation of competition. In these cases, contestants are permitted to bring their own laptops, printers, projectors, iPads (or similar tablet devices). Computers or tablets may be used in place of projectors. Contestants are totally responsible for the operation and technical support of their equipment.

NLC CALCULATOR GUIDELINES

Students must ensure their calculator works properly, as the testing center will *not* provide batteries or spare calculators. Students may use only their own calculator. Students may bring a backup calculator in case their primary calculator fails.

ACT-approved calculators include four-function, scientific or graphic calculators. Certain calculators are entirely prohibited while others are permitted with modifications.

Prohibited calculators include:

- Texas Instruments models beginning with TI-89 and TI-92, TI-Nspire CAS (Note: The TI-Nspire (non-CAS) is permitted)
- Hewlett Packard models beginning with HP Prime, HP 48GII, HP 40G, HP 49G, HP 50G
- Casio models including fx-CP400 (ClassPad 400), Algebra fx 2.0, ClassPad 300 & 330, and all models beginning with CFX 9970G
- Electronic writing pads or pen-input devices (Note: The Sharp EL9600 is permitted)
- Handheld, tablet or laptop computers, including PDAs
- Cell phone calculators or any other electronic communications devices
- Calculators with typewriter keypads in QWERTY format

The following types of calculators are permitted, but *only* after they are modified as noted:

- Calculators that hold programs or documents – remove all documents and remove all programs that have computer algebra system functionality
- Calculators with paper tape – remove the tape
- Calculators that make noise – turn off the sound
- Calculators with an infrared data port – completely cover the infrared data port (includes HP 38G series, HP 39G series, and HP 48G)
- Calculators that have power cords – remove all power/electrical cords
- Hand-held calculators may *not* be connected in any way to the computer or device being used for testing.

It is each student's responsibility to ensure that his/her calculator meets ACT requirements. Calculators that do *not* meet ACT standards will *not* be allowed during testing, which could result in a lower score for unprepared students. Students who bring prohibited calculators will *not* be provided an alternative calculator by the testing center staff, and they will *not* be allowed to use *another* student's calculator.



NATIONAL BPA DEADLINES

All pre-submitted events must be submitted electronically. Each site will contain instructions on uploading files. Contestants must be registered and have their Contestant ID # ready when uploading pre-submission files. All files (unless specifically indicated in the *Guidelines*) must be submitted in PDF format.

Handwritten Entry forms, excluding signatures, are *not* acceptable and will *not* be awarded specification points.

Materials for contests that are *not* listed below will be turned in at a designated time and place at NLC.

The dates listed are **national deadlines**. Check with your State Advisor to determine regional/district and state deadlines. Please be aware that states may require that additional contest materials be submitted prior to the state conference.

Item	Deadline	Websites
Digital Game Design Team	Submitted by 11:59 p.m. Eastern Time, April 1, 2018	http://www.bpa.org/submit
Entrepreneurship Exploration	Submitted by 11:59 p.m. Eastern Time, April 1, 2018	http://www.bpa.org/submit
Graphic Design Promotion	Submitted by 11:59 p.m. Eastern Time, April 1, 2018	http://www.bpa.org/submit
Introduction to Video Production Team	Submitted by 11:59 p.m. Eastern Time, April 1, 2018	http://www.bpa.org/submit
Website Design Team	Submitted by 11:59 p.m. Eastern Time, April 1, 2018	http://www.bpa.org/submit
Virtual Events	See individual event for specifications	
NLC Competitive Events Registration	Online registration by April 1, 2018	www.bpa.org
NLC Registration	Early registration by 2/28-4/1/2018 Late registration by 4/2-4/6/2018	www.bpa.org
NLC Hotel Reservations	Online by April 1, 2018	www.bpa.org
NLC Registration Refund Requests	Submitted by April 16, 2018	www.bpa.org
BPA Cares Awards	Submitted by April 1, 2018	Submitted as outlined in BPA Cares Awards Handbook
Torch Award—Ambassador	Submitted by April 1, 2018	http://www.bpa.org/awards/torchsystem

NLC PRE-SUBMISSION GUIDELINES

National Leadership Conference 2018
Submission Deadline: April 1, 2018 by 11:59 p.m. Eastern Time

Event	What to Submit at http://www.bpa.org/submit	Saved File Name	Bring to Conference * Copies below must be brought for BOTH preliminaries and finals
Management Information Systems			
(930) Digital Game Design Team	1) Team Entry Form, including URL to project AND Release Form(s) in one combined PDF file.	Digital Game Forms	1 copy of signed Team Entry Form 1 copy of signed Release Form(s)
Digital Communication & Design			
(940) Website Design Team	1) Team Entry Form, including URL to project. (Any necessary login credentials will need to be added if necessary.) AND Release Form(s) in one combined PDF file.	Website Design Forms	1 copy of signed Team Entry Form 1 copy of signed Release Form(s)
(945) Introduction to Video Production Team	1) Team Entry Form, including URL to project AND Release Form(s) in one combined PDF file.	Video Production Forms	1 copy of Storyboard 1 copy of Script 1 copy of signed Team Entry Form 1 copy of signed Release Form(s)
(950) Graphic Design Promotion	1) Flyer - PDF or JPG or PNG format 2) Logo - PDF or JPG or PNG format 3) Individual Entry Form - PDF format	Graphic Design Flyer Graphic Design Logo Individual Entry Form	1 copy of Flyer 1 copy of Logo 1 copy of signed Individual Entry Form
Management, Marketing & Communication			
(975) Entrepreneurship Exploration	1) Research Paper - PDF format 2) Individual Entry Form - PDF format	Research Paper Individual Entry Form	1 copy of Research Paper 1 copy of signed Individual Entry Form

NLC 2018 COMPUTER SOFTWARE LIST

Provided at National Level Competition—Software provided at state level may vary!

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

<i>Event</i>	<i>Software Packages</i>
Keyboarding Production	MS Word 2016
Spreadsheet Applications	MS Excel 2016
Administrative Support Team	MS Word 2016, MS Excel 2016, MS PowerPoint 2016, MS Access 2016, and MS Publisher 2016

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 will be provided. Carry-in and set-up of equipment must be done solely by the contestant(s), and must take place within the time allotted.

Contestants must bring their own visual display technology for:

- (930) Digital Game Design Team - Pilot
- (940) Website Design Team
- (945) Introduction to Video Production Team
- (960) Presentation Management Team
- (975) Entrepreneurship Exploration

As previously published, all contests will use Microsoft Office® 2016.

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.

Future NLC Sites

<u>FUTURE NLC SITES</u>		
Year	Location	Date
2019	Anaheim, CA	May 1-5
2020	Washington, DC	May 6-10
2021	Orlando, FL	May 5-9
2022	Dallas, TX	May 4-8
2023	Anaheim, CA	April 26-30
2024	Chicago, IL	April 24-28

**National Leadership
Conference
2018**

**Dallas/Ft. Worth, TX
May 9-13**

MIDDLE LEVEL JUDGED EVENT GUIDELINES

Management Information Systems

(930) Digital Game Design Team – Pilot

Digital Communication & Design

(940) Website Design Team

(945) Introduction to Video Production Team

(950) Graphic Design Promotion

Management, Marketing & Communication

(960) Presentation Management Team

(970) Extemporaneous Speech

(965) Prepared Speech

(975) Entrepreneurship Exploration

Judged Events Documentation Forms

All forms are available in the Download Center at www.bpa.org

Entry Form

An Entry form must be completed for all judged events *except* Extemporaneous Speech. Refer to the WSAP to find the required documents for each event.

Below are links to the forms:

[Individual Entry Form](#)

[Team Entry Form](#)

[Release Form](#)

Release Form

Events that utilize images (photographs, video or audio) require a [Release Form](#) for each individual represented in the project even if the individual is a participating student in the event.

Handwritten Entry Forms, *excluding* signatures, are *not* acceptable and will *not* be awarded specification points.

Contestants/Teams who do *not* participate in both parts of the event (pre-submit and judged) will *not* be ranked.

Hard copies of forms with signatures must be given to the event administrator before presenting to the judges during both the Preliminary and Final Competition. See the event guidelines for further information.

If the event requires an online submission for national competition, the information (excluding signatures) will be required at the time of submission. [Refer to NLC Deadlines.](#)

Pre-submitted Events

- (930) Digital Game Design Team - Pilot
- (940) Website Design Team
- (945) Introduction to Video Production Team
- (950) Graphic Design Promotion
- (975) Entrepreneurship Exploration

Judges' Comments

Judges' comments will be returned to those contestants providing a stamped envelope(s) addressed to the local advisor, with the Contestant ID number, school name and contest name written on the flap. The envelope(s) must be given to the event judges at the time of the contest.

Technical Judging Materials

Materials submitted for technical judging *cannot* be returned and will *not* be available at NLC.

Judged Events Requiring Preliminaries and Finals

When the number of entrants in the judged event requires multiple sections, preliminaries and finals will be held. An equal number of the top contestants from each Preliminary section will be called back for the Finals. The Finals are conducted as a new contest. Technical scores from the Preliminary Competition will carry forward into the Final Competition.

Judged Event Topics

Each event that is judged has a unique topic. Details of the topic and the requirements for a specific topic are listed with the events.

CLOUD STORAGE / FILE SHARING GUIDELINES

Permission and privacy settings on files sharing sites can be difficult to manage. Business Professionals of America has developed the following guidelines to help guide contestants as they choose the right settings for their submissions. The following is a nonexclusive list, but includes the most popular file sharing sites. Contestants may choose any product or service to share submissions.

YouTube®

Setting	Description	Recommended
Public Videos	Show for everyone, and in search results	No
Unlisted Videos	Do <i>not</i> show up on YouTube, <i>Not</i> found in search results, anyone with the links can see the video. The sharable link can be viewed by anyone.	Yes
Private Videos	Only be seen by users selected by the owner and added by e-mail address, invisible to other users, does <i>not</i> show up on channels, or in searches.	No

Vimeo®

Setting	Description	Recommended
Anyone	Allow anyone to see the video	No
Only me	Makes the video only visible to me and no one else	No
Only people I follow	Make the videos visible only to people I follow	No
Only people I choose	I'll select people with whom I want to share the video	No
Only people with a password	Protect this video with a password; <i>be sure to include the password on the entry form</i>	Yes

Dropbox® - *settings may be different depending on user's subscription.

Setting	Description	Recommended
Share	Create a link, and Anyone with the link can view this folder	Yes
Share	E-mail to person, or add Name	No

Google Drive® - please review the settings carefully; recommended *not* to use Get shareable link option.

Setting	Description	Recommended
Share: Anyone with the link can view	Anyone that has the link will be able to view the files without a Google Account	Yes
Share: Anyone with the link can edit	Anyone that has the link will be able to access the files and edit them.	No

Microsoft OneDrive® - the key with this cloud storage site is to share from the folder level; use the Share and Get Link option.

Setting	Description	Recommended
Anyone with this link can view this item.	Share the folder and use the Get Link option to allow access and only view the files.	Yes
Anyone with this link can edit this item	Share the folder and use the Get Link option to allow access to edit files, folders, etc.	No

Disclaimer: This information is being provided as a reference only; the settings reflected in this document are reflective of the settings available at the time of authoring. Business Professionals of America does *not* endorse any products or services, and the settings outlined above may change at any time without notice.



Today's students.
Tomorrow's business professionals.

INDIVIDUAL ENTRY FORM

- Please key all information requested below. **Handwritten and incomplete forms will *not* be accepted.**
- A hard copy must be provided to the event administrator before your presentation to the judges.
- An additional hard copy will be required if you present again as a finalist.
- Signatures are *not* required at the time of pre-submission; you must still supply signatures when checking into the event on-site.
- The Contestant Number is the same as the Member Number in the BPA Online Registration system.

Event Name:

Event #:

Date:

Software Used (if applicable):

URL (if applicable):

Name	Contestant #	Grade
Chapter Name	Advisor	
City, State, ZIP		
School Phone	Fax	Advisor E-mail

Student Verification

I, the undersigned, attest that this project was conducted solely by me and that the work resulting from my effort is original and in compliance with all event specifications.

Student signature	Date
-------------------	------

Advisor Verification

I have reviewed the work to be submitted and verify that it reflects the above-named student's original work and is in compliance with all event specifications.

Advisor signature	Date
-------------------	------



TEAM ENTRY FORM

- Please key all information requested below. **Handwritten and incomplete forms will *not* be accepted.**
- A hard copy must be presented when you present at the National Leadership Conference.
- An additional hard copy will be required if you present again as a finalist.
- Signatures are *not* required at the time of pre-submission; you must still supply signatures when checking into the event on-site.
- The Contestant Number is the same as the Member Number in the BPA Online Registration system.

Event Name:

Event #:

Team #:

Date:

Software Used (if applicable):

URL (if applicable):

Name	Contestant #	Grade
Name	Contestant #	Grade
Name	Contestant #	Grade
Name	Contestant #	Grade
Chapter Name	Advisor	
City, State, ZIP		
School Phone	Fax	Advisor E-mail

Student Verification

We, the undersigned, attest that this project was conducted solely by the team members and that the work resulting from our efforts is original and in compliance with all event specifications.

Student signature	Date
Student signature	Date
Student signature	Date
Student signature	Date

Advisor Verification

I have reviewed the work to be submitted and verify that it reflects the above-named students' original work and is in compliance with all event specifications.

Advisor signature	Date
-------------------	------



Today's students.
Tomorrow's business professionals.

RELEASE FORM

Release forms may be handwritten. Illegible forms will *not* be accepted.
(This form must be completed for all events as specified in the event guidelines.)

Event Name:

Event #:

Contestant ID#:

Team ID# (if applicable):

I hereby consent irrevocably to the use and reproduction (electronically or in print) of any and all photographs taken of me in any form whatsoever for a Business Professionals of America Workplace Skills Assessment Program Competitive Event.

Consent is also granted for any printed matter or audio recording used in conjunction with the photograph(s) and with the use of my name.

I have read this document and am fully aware of the content and implications, legal and otherwise.

This information must be completed here and will also be required online if this event is submitted to a BPA website for national competition.

Name	
Address	
City , State, ZIP	

A printed copy with signature(s) must be provided for the judges before you present.

Signature	Date
-----------	------

Signature of Parent or Guardian:
(If person is under 18 years of age.)

Signature	Date
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WORKPLACE SKILLS ASSESSMENT STANDARDS

The skills listed below have been identified as those common to all WSAP Competitive Events.

Skills common to the five core assessment areas: Finance, Business Administration, Management Information Systems, Digital Communication & Design, and Management, Marketing & Communication are also listed.

These are *not* intended to replace the individual event competencies, but provide an overview and guidelines to ensure that the WSAP is preparing our members for successful careers by assessing real workplace skills.

Essential Skills

- BPAES1 Demonstrate effective written and oral communication skills.
- BPAES2 Demonstrate critical thinking skills to make decisions and to solve problems.
- BPAES3 Demonstrate professionalism and ethical behavior.
- BPAES4 Demonstrate effective leadership and teamwork skills.
- BPAES5 Conduct accurate research using various resources and methods.
- BPAES6 Demonstrate appropriate technology concepts and digital citizenship.
- BPAES7 Demonstrate knowledge of employability skills.
- BPAES8 Develop products using creativity and innovation.
- BPAES9 Demonstrate skills needed to function effectively in today's global economy.
- BPAES10 Perform mathematical calculations.

Finance Workplace Skills

- F1 Use correct terminology related to finance.
- F2 Use analytical and mathematical skills in solving financial problems.

Business Administration Workplace Skills

- BA1 Utilize spreadsheet software to create, edit, and publish industry appropriate documents.
- BA2 Utilize word processing software to create, edit, and publish industry appropriate documents.

Management Information Systems Workplace Skills

- MIS1 Utilize digital tools to gather, evaluate, and use information.
- MIS2 Demonstrate a sound understanding of technology concepts, systems, and operations.
- MIS3 Design and produce quality IT product/service.
- MIS4 Explain how IT increases business productivity and effectiveness.
- MIS5 Demonstrate an understanding of project management concepts in IT.
- MIS6 Utilize the key functions and applications of software.
- MIS7 Demonstrate an understanding of technologies that influence business practices.

Digital Communication & Design Workplace Skills


- DCD1 Utilize presentation software to create, edit, and publish industry appropriate documents.
- DCD2 Utilize desktop publishing software to create, edit, and publish industry appropriate documents.
- DCD3 Demonstrate knowledge of basic web page design and functioning.

Management, Marketing & Communication Workplace Skills

- MMC1 Demonstrate an understanding of management, marketing, and human resources concepts and practices.
- MMC2 Demonstrate an understanding of integrity and ethics in work environments across domestic and international demographics.
- MMC3 Evaluate, prioritize, interpret, and communicate analysis of business data to develop and communicate solutions.
- MMC4 Produce a written marketing plan focusing on price, product, place and promotion.
- MMC5 Demonstrate knowledge and understanding of an entrepreneurial business plan.
- MMC6 Analyze short- and long-term financial impacts to recommend a plan of action.
- MMC7 Apply understanding of managing equipment needs, merchandising, business ethics, personal image, market research, advertising, bankruptcy, legal issues, financial issues, expansion, international business, environmental issues, economic issues, and customer relations.
- MMC8 Demonstrate professionalism through appearance and interpersonal skills.


CAREER CLUSTER CROSSWALKS

For more information about the States' Career Clusters Initiative (SCCI), visit www.careerclusters.org.

 <p style="text-align: center;">Today's students. Tomorrow's business professionals.</p>	Arts, A/V Technology & Communications	Business, Management & Administration	Finance	Government & Public Administration	Health Science	Information Technology	Law, Public Safety, Corrections & Security	Marketing, Sales & Service
Finance								
(900) Financial Literacy			X					
(905) Business Math Concepts – Open Event			X					
Business Administration								
(910) Keyboarding Production		X						
(915) Spreadsheet Applications		X						
(920) Administrative Support Team		X						
(925) Business Communication Skills Concepts – Open Event			X					
Management Information Systems								
(930) Digital Game Design Team - Pilot	X					X		
(935) Computer Literacy Concepts – Open Event						X		
Digital Communication & Design								
(940) Website Design Team	X					X		
(945) Introduction to Video Production Team						X		
(950) Graphic Design Promotion	X							
Management, Marketing and Communication								
(960) Presentation Management Team		X				X		X
(965) Prepared Speech	X	X	X	X	X	X	X	X
(970) Extemporaneous Speech	X	X	X	X	X	X	X	X
(975) Entrepreneurship Exploration		X	X					X
(980) Business Fundamentals Concepts – Open Event		X						

MIDDLE LEVEL EVENTS-AT-A-GLANCE

EVENT LIST

 <p>Today's students. Tomorrow's business professionals.</p>	Minutes for orientation, prep, set-up, warm-up	Minutes for wrap-up	Minutes for testing and/or presentation	Minutes for Judges Questions May event be repeated?	Are production standards used?	May reference materials be used?	Computer and printer provided by BPA?	Color Printing Allowed?	Judges utilized*	Number of state entries eligible for national competition
Virtual										
(V01) Virtual Multimedia and Promotion Individual	3		10	5	Y	Y	N	N	Y	U
(V02) Virtual Multimedia and Promotion Team	3		10	5	Y	Y	N	N	Y	U
(V03) Software Engineering Team	3		10	5	Y	Y	N	N	Y	U
(V04) Web Application Team	3		10	5	Y	Y	N	N	Y	U
(V05) Mobile Applications	3		10	5	Y	Y	N	N	Y	U
(V06) Promotional Photography	3		7	5	Y	Y	N	N	Y	U
(V08) Start-up Enterprise Team	3		10	5	Y	Y	N	N	Y	U
Finance										
(900) Financial Literacy			60		Y	N	Y			5
(905) Business Math Concepts – Open Event			60		Y	N	N	Y**		U
Business Administration										
(910) Keyboarding Production	15	15	60		Y	Y	Y	Y	N	5
(915) Spreadsheet Applications	15	15	60		Y	N	Y	Y	N	5
(920) Administrative Support Team	15	15	60		Y	Y	Y	Y	N	2
(925) Business Comm. Skills Concepts – Open Event			60		Y	N	N	Y**		U
Management Information Systems										
(930) Digital Game Design Team - Pilot	3		10	5	Y	N	N	N	Y	2
(935) Computer Literacy Concepts – Open Event			60		Y	N	N	Y**		U
Digital Communication & Design										
(940) Website Design Team	3		5	5	Y	N	Y	N	Y	2
(945) Introduction to Video Production Team	3		5	5	Y	N	Y	N	Y	2
(950) Graphic Design Promotion			5	5	Y	N	N	N	Y	3
Management, Marketing and Communication										
(960) Presentation Management Team	3		5-7	5	Y	N	N	N	Y	2
(965) Prepared Speech	3		3-5	5	Y	N	Y	N	N	3
(970) Extemporaneous Speech	10		2-4		Y	N	N	N	N	3
(975) Entrepreneurship Exploration	3		10	5	Y	N	N	N	Y	3
(980) Business Fundamentals Concepts – Open Event			60		Y	N	N	Y**		U

- Y = Yes
- N = No
- U = Unlimited

* Rating sheets are provided in the *Guidelines*.

** At the national level, states may vary.

VIRTUAL COMPETITIVE EVENTS

These events are offered only at the national level. All members may register and submit entries. There are no limits. Top ten (10) winners will be decided without consideration for division. The following policy will be used in for all virtual competitive events.

Preliminary Round

Based upon the number of final submissions in each of the virtual event contests, the competitors will be randomly assigned into sections. Within each section, all competitors will be judged using the technical specification points in the individual WSAP contest guidelines.

Upon completion of the technical judging and based upon the size of each section, the number of competitors that will advance to the presentation will be determined. The number of competitors that will advance to the presentation round will *not* exceed 20 competitors.

- 5 Sections and higher – Top 2 from each section advance to the presentation round
- 4 Sections – Top 3 from each section advance to the presentation round
- 3 Sections – Top 4 from each section advance to the presentation round
- 2 Sections – Top 5 from each section advance to the presentation round

Presentation Round

During the presentation round, the combined scores (presentation and technical) will determine the top ten (10) competitors that will advance to NLC.

Top 10 Score Rankings

The top ten (10) competitors advancing to NLC will be subjected to one additional technical judging in order to determine the final NLC rankings. This technical judging will take place before NLC.

During the National Leadership Conference (NLC)

The top ten (10) competitors in each of the Virtual Events are invited to participate in the [BPA National Showcase](#) and the [BPA National Showcase Business Panel](#). During the National Leadership Conference (NLC), all competitors are invited to compete for the National Showcase Best in Show Award.

The ten contestants with the highest cumulative technical and presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase. See <http://www.bpa.org/nlc/NationalShowcase> for more information.

- (V01) [Virtual Multimedia and Promotion Individual](#)
- (V02) [Virtual Multimedia and Promotion Team](#)
- (V03) [Software Engineering Team](#)
- (V04) [Web Application Team](#)
- (V05) [Mobile Applications](#)
- (V06) [Promotional Photography](#)
- (V08) [Start-up Enterprise Team](#)

(V01) Virtual Multimedia and Promotion Individual

Description

Create a 1:00 to 2:30 minute digital promotion based upon the assigned topic. This national event will be submitted and judged virtually. Awards will be presented at the National Leadership Conference.

Eligibility

- Any Business Professionals of America student member may enter this event.
- There are no restrictions on number of entries per chapter or per state.

Event Registration

- Advisors register members for the event using the Membership Registration System, accessible at <http://www.bpa.org/membership/regsystem>.
- The event can be added to your invoice using step 4, “Virtual Event Registration.” Enter the name of each student into the “notes” field.
- Event registration can be purchased with your original invoice or with a new invoice after member registration.
- Registration deadline is November 17, 2017.
- Contestants participating in competition must be registered for the event prior to submission deadline to be eligible.

Entry Fee

There will be a \$10 fee for each entry (invoiced during event registration).

Topic

Create a digital promotion that highlights a local hero and their contributions within their local community, home state, and/or on a national level.

Competencies

Business Professionals of America Essential Skills

- Demonstrate effective written and oral communication skills
- Demonstrate critical thinking skills to make decisions and to solve problems
- Demonstrate professionalism and ethical behavior
- Demonstrate effective leadership and teamwork skills
- Conduct accurate research using various resources and methods
- Demonstrate appropriate technology concepts and digital citizenship
- Demonstrate knowledge of employability skills
- Develop products using creativity and innovation
- Demonstrate skills needed to function effectively in today's global economy
- Perform mathematical calculations

Information Technology Common Standards

- Utilize digital tools to gather, evaluate, and use information
- Demonstrate a sound understanding of technology concepts, systems, and operations
- Design and produce quality IT product/service
- Explain how IT increases business productivity and effectiveness
- Demonstrate an understanding of project management concepts in IT
- Explain the key functions and applications of software
- Demonstrate an understanding of how new IT technologies influence business practices

- Demonstrate technical knowledge of the Internet
- Demonstrate knowledge of basic web page design and functioning

Event Specific Skills

- Develop a project plan and timeline.
- Apply problem solving techniques.
- Demonstrate knowledge of multimedia and promotion.
- Demonstrate utilization of various audio and video software applications.
- Demonstrate knowledge of graphic design including color, animation, audio, and video.

Specifications

- Completed final product dimensions should be at least 720 x 480.
- Completed projects may be uploaded to a video/file sharing site (Vimeo, YouTube, or Dropbox, etc.) It is recommended that you set the access level of your project to one of BPA's recommended settings. See page 15 for settings recommendations.
- Submit the [Individual Entry Form](#) including the URL to the project and [Release Form\(s\)](#) in a combined PDF file to: <http://www.bpa.org/submit>, no later than 11:59 p.m. Eastern Time, on February 16, 2018.
- Note: Member ID will be required for all submissions.
- Participants must include the BPA logo, tagline, and colors in the video.
- National Business Professionals of America grants permission for the use of the copyrighted logo and tagline.
- The contestant is responsible for securing a [Release Form](#) from any person whose image is used in the production.
- All text/graphic materials must follow the organization's [Graphic Standards](#) and make proper use of the logo and/or organization's name. (Refer to the [Graphic Standards](#) in the [Style & Reference Manual](#).)
- Contestants will be assigned to sections prior to their preliminary presentation.
- For contestants who qualify, contestants' advisors will be contacted to reserve a time for a videoconference presentation before a panel of judges. E-mail confirmation will be sent to those contestants eligible to reserve a presentation time. The dates and times for presentation reservations will be announced via e-mail notification.
- The top contestants with the highest cumulative technical and presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase. See <http://www.bpa.org/nlc/nationalshowcase> for more information.
- The top contestants may participate in the Virtual Event Forum for all participants and advisors.
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at <http://www.copyright.gov/title17/circ92.pdf>. The [Style & Reference Manual](#) contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- National Business Professionals of America grants permission for the use of the copyrighted logo and tagline.

Method of evaluation

Application

Technical Judges' Rating Sheet

Presentation Judges' Rating Sheet

Length of event

No more than three (3) minutes set-up

No more than ten (10) minutes presentation time

No more than five (5) minutes judges' questions

Please note: Those contestants who wish to receive judges' comments must submit an e-mail address at the time of submission.

(V01) Virtual Multimedia and Promotion Individual Scoring Rubric/Rating Sheet

Judge Number _____

Contestant Number _____

Contestant Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes (<i>Disqualification</i>)	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the <i>disqualification</i> below:		

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Production Layout					
Visual organization is easily understood	1-5	6-10	11-15	16-20	
Aesthetic use of colors and fonts	1-5	6-10	11-15	16-20	
Consistent format	1-5	6-10	11-15	16-20	
Graphics/Media Use					
Enhances assigned topic	1-5	6-10	11-15	16-20	
Creativity	1-5	6-10	11-15	16-20	
Originality of graphics	1-5	6-10	11-15	16-20	
Effective use of innovative technology (may include animations)	1-5	6-10	11-15	16-20	
Use of transitions and continuity must exist in the production	1-5	6-10	11-15	16-20	
Content					
Depth of research	1-5	6-10	11-15	16-20	
Aligns to topic	1-5	6-10	11-15	16-20	
Effectiveness	1-5	6-10	11-15	16-20	
Supports task and influences audience	1-5	6-10	11-15	16-20	
Grammar, Spelling, Punctuation, and Usage	0 (3+ errors)	5 (2 errors)	10 (1 error)	15 (0 errors)	
TECHNICAL SCORE (255 points maximum)					

(V01) Virtual Multimedia and Promotion Individual Scoring Rubric/Rating Sheet

Judge Number _____

Contestant Number _____

Presentation Scoring Rubric

	Below Average	Average	Good	Excellent	Points Awarded
PRESENTATION POINTS					
Ability to explain development/design process	1-5	6-10	11-15	16-20	
Offered clear and direct responses to interview questions	1-5	6-10	11-15	16-20	
Grammar, Spelling, Punctuation, and Usage	1-5	6-10	11-15	16-20	
Presentation quality/style	1-5	6-10	11-15	16-20	
TOTAL PRESENTATION POINTS (80 points maximum)					

SPECIFICATION POINTS: All points or none per item are awarded.	Points Awarded
Submitted required documentation.	10
Adhered to time specifications of 1:00 minute to 2:30 minutes.	10
Video has motion graphics.	10
Adhered to specified dimensions of at least 720 x 480.	10
Conformed to BPA Graphic Standards . Logo and tagline must be used together. Color could be the same either in black, navy, or the official colors.	10
TOTAL SPECIFICATION POINTS (50 points maximum)	

TOTAL MAXIMUM POINTS = 385

(V02) Virtual Multimedia and Promotion Team

Description

Create a 1:00 to 2:30 minute digital promotion based upon the assigned topic. This national event will be submitted and judged virtually. Awards will be presented at the National Leadership Conference.

Eligibility

- Any Business Professionals of America student member may enter this event.
- A team will consist of 2-4 members.
- There are no restrictions on number of entries per chapter or per state.

Event Registration

- Advisors register teams for the event using the Membership Registration System, accessible at <http://www.bpa.org/membership/regsystem>.
- The event can be added to your invoice using step 4, “Virtual Event Registration.” Enter the names of all team members into the “notes” field.
- Event registration can be purchased with your original invoice or with a new invoice after member registration.
- Registration deadline is November 17, 2017.
- Contestants participating in competition must be registered for the event prior to submission deadline to be eligible.

Entry Fee

There will be a \$20 fee for each entry (invoiced during event registration).

Topic

Create a digital promotion designed to promote a local, state, and/or national service, including, but *not* limited to: an emergency service (fire, police, EMS, etc.), a social service, or any other community service initiatives.

Competencies

- Demonstrate effective written and oral communication skills
- Demonstrate critical thinking skills to make decisions and to solve problems
- Demonstrate professionalism and ethical behavior
- Demonstrate effective leadership and teamwork skills.
- Conduct accurate research using various resources and methods
- Demonstrate appropriate technology concepts and digital citizenship
- Demonstrate knowledge of employability skills
- Develop products using creativity and innovation
- Demonstrate skills needed to function effectively in today's global economy
- Perform mathematical calculations

Information Technology Common Standards

- Utilize digital tools to gather, evaluate, and use information
- Demonstrate a sound understanding of technology concepts, systems, and operations
- Design and produce quality IT product/service
- Explain how IT increases business productivity and effectiveness
- Demonstrate an understanding of project management concepts in IT
- Explain the key functions and applications of software

- Demonstrate an understanding of how new IT technologies influence business practices
- Demonstrate technical knowledge of the Internet
- Demonstrate knowledge of basic web page design and functioning.

Event Specific Skills

- Develop a project plan and timeline.
- Apply problem solving techniques.
- Evaluate and delegate responsibilities needed to perform required tasks.
- Demonstrate teamwork skills needed to function in a business setting.
- Demonstrate knowledge of multimedia and promotion.
- Demonstrate utilization of various audio and video software applications.
- Demonstrate knowledge of graphic design including color, animation, audio, and video.

Specifications

- Completed projects may be uploaded to a video/file sharing site (Vimeo, YouTube, or Dropbox, etc.) It is recommended that you set the access level of your project to one of BPA's recommended settings. See page 15 for settings recommendations.
- Submit the [Team Entry Form](#) including the URL to the project and [Release Form](#)(s) in a combined PDF file to: <http://www.bpa.org/submit>, no later than 11:59 p.m. Eastern Time, on February 16, 2018.
- Note: Member ID will be required for all submissions.
- Completed final product dimensions should be at least 720 x 480.
- Participants must include the BPA logo, tagline, and colors in the video.
- The team is responsible for securing a [Release Form](#) from any person whose image is used in the production.
- All text/graphic materials must follow the organization's [Graphic Standards](#) and make proper use of the logo and/or organization's name. (Refer to the [Graphic Standards](#) in the [Style & Reference Manual](#).)
- Teams will be assigned to sections prior to their preliminary presentation.
- For teams who qualify, the teams' advisors will be contacted to reserve a time for a videoconference presentation before a panel of judges. E-mail confirmation will be sent to those teams eligible to reserve a presentation time. The dates and times for presentation reservations will be announced via e-mail notification.
- The top teams with the highest cumulative technical and presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase. See <http://www.bpa.org/nlc/nationalshowcase> for more information.
- The top teams may participate in the Virtual Event Forum for all participants and advisors.
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at <http://www.copyright.gov/title17/circ92.pdf>. The [Style & Reference Manual](#) contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- National Business Professionals of America grants permission for the use of the copyrighted logo and tagline.

Method of evaluation

Application

Technical Judges' Rating Sheet

Presentation Judges' Rating Sheet

Length of event

No more than three (3) minutes set-up

No more than ten (10) minutes presentation time

No more than five (5) minutes judges' questions

Please note: Those teams who wish to receive judges' comments must submit an e-mail address at the time of submission.

**(V02) Virtual Multimedia and Promotion Team
Scoring Rubric/Rating Sheet**

Judge Number _____

Contestant Number _____

Team Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes (<i>Disqualification</i>)	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the <i>disqualification</i> below:		

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Production Layout					
Visual organization is easily understood	1-5	6-10	11-15	16-20	
Aesthetic use of colors and fonts	1-5	6-10	11-15	16-20	
Consistent format	1-5	6-10	11-15	16-20	
Graphics/Media Use					
Enhances assigned topic	1-5	6-10	11-15	16-20	
Creativity	1-5	6-10	11-15	16-20	
Originality of graphics	1-5	6-10	11-15	16-20	
Effective use of innovative technology (may include animations)	1-5	6-10	11-15	16-20	
Use of transitions and continuity must exist in the production.	1-5	6-10	11-15	16-20	
Content					
Depth of research	1-5	6-10	11-15	16-20	
Aligns to topic	1-5	6-10	11-15	16-20	
Effectiveness	1-5	6-10	11-15	16-20	
Supports task and influences audience	1-5	6-10	11-15	16-20	
Grammar, Spelling, Punctuation, and Usage	0 (3+ errors)	5 (2 errors)	10 (1 error)	15 (0 errors)	
TECHNICAL SCORE (255 points maximum)					

**(V02) Virtual Multimedia and Promotion Team
Scoring Rubric/Rating Sheet**

Judge Number _____

Contestant Number _____

Presentation Scoring Rubric

	Below Average	Average	Good	Excellent	Points Awarded
PRESENTATION POINTS					
Ability to explain development/design process	1-5	6-10	11-15	16-20	
Offered clear and direct responses to interview questions	1-5	6-10	11-15	16-20	
Grammar, Spelling, Punctuation, and Usage	1-5	6-10	11-15	16-20	
Presentation quality/style	1-5	6-10	11-15	16-20	
TOTAL PRESENTATION POINTS (80 points maximum)					

	Points Awarded
SPECIFICATION POINTS: All points or none per item are awarded.	
Submitted required documentation.	10
Adhered to time specifications of 1:00 minute to 2:30 minutes.	10
Video has motion graphics.	10
Adhered to specified dimensions of at least 720 x 480.	10
Conformed to BPA Graphic Standards . Logo and tagline must be used together. Color could be the same either in black, navy, or the official colors.	10
TOTAL SPECIFICATION POINTS (50 points maximum)	

TOTAL MAXIMUM POINTS = 385

(V03) Software Engineering Team

Description

Teams will collaborate on the engineering of a computer software application that performs tasks and operations as outlined in the provided topic. Project submissions will consist of software source code and assets in addition to a functional executable version of the application. Submissions will be judged on technical merit by software engineering professionals. Teams will be further required to formally present their project to a panel of judges via videoconference, and the presentation will be judged independently of the project's technical merits.

Eligibility

- Any Business Professionals of America student member may enter this event.
- A team will consist of 2-4 members.
- There are no restrictions on number of entries per chapter or per state.

Event Registration

- Advisors register teams for the event using the Membership Registration System, accessible at <http://www.bpa.org/membership/regsystem>.
- The event can be added to your invoice using step 4, "Virtual Event Registration." Enter the name of each student into the "notes" field.
- Event registration can be purchased with your original invoice or with a new invoice after member registration.
- Registration deadline is November 17, 2017.
- Contestants participating in competition must be registered for the event prior to submission deadline to be eligible.

Teams must also register their participation at the event website at www.bpatechnical.org. Each team must choose a name for their project at registration time, and provide the names and membership numbers of each participant. Team advisors will be sent a copy of the registration. The event website will publish all event news and updates, and all project submissions will be taken via the website.

Entry Fee

There will be a \$20 fee for each entry (invoiced during registration).

Topic

Your executive producer at Cognitive Thought Media has asked you to produce an original adventure platform game. You are encouraged *not* to create a clone of existing games, but instead take what makes games, such as Super Mario Bros.[®], Super Mario World[®], Metroidvania[®], Sonic[®], Adventure Island[®], or Donkey Kong Country[®], entertaining and create a unique game using your own themes. Titles can be either 2-D or 3-D, or a mix. Be creative!

Competencies

Business Professionals of America Essential Skills

- Demonstrate effective written and oral communication skills
- Demonstrate critical thinking skills to make decisions and to solve problems
- Demonstrate professionalism and ethical behavior
- Demonstrate effective leadership and teamwork skills
- Conduct accurate research using various resources and methods
- Demonstrate appropriate technology concepts and digital citizenship

- Demonstrate knowledge of employability skills
- Develop products using creativity and innovation

Information Technology Common Standards

- Utilize digital tools to gather, evaluate, and use information
- Demonstrate a sound understanding of technology concepts, systems, and operations
- Design and produce quality IT product/service
- Demonstrate an understanding of project management concepts in IT
- Demonstrate an understanding of how new IT technologies
- Demonstrate technical knowledge of the Internet

Event Specific Skills

- Apply technical skills in the given programming languages to develop the system of applications required.
- Evaluate and delegate responsibilities needed to perform required tasks as a team.
- Develop a project plan and timeline.
- Apply problem solving techniques.
- Implement system analysis and design concepts.
- Use internal programming documentation.
- Use object-oriented programming concepts and techniques.
- Demonstrate knowledge of how data is organized in software development.
- Apply programming concepts such as sequential file access, databases, and I/O operations.
- Use internal and external function and/or procedure calls.

Technical Specifications

Minimum functionality required:

- Interactive game environment
- Menu interface for non-gameplay user interaction (e.g. starting game, resuming game, choosing levels, exiting the game.)
- On-screen HUD for display of vital gameplay information
- Minimum average framerate of 30 frames-per-second (FPS)
- Serialization of game state to local filesystem or permitted database (see below) for saving and resumption of gameplay sessions.

Technology Requirements:

The following languages/frameworks are permitted:

- Java 6 or higher
- JavaScript
- Python 2.6+
- Ruby 1.8.6+
- Microsoft C#
- Objective-C / Cocoa
- C++

The following database systems are permitted (but are optional):

- Oracle Express 11g
- Microsoft SQL Server
- Oracle MySQL
- PostgreSQL
- SQLite
- JavaDB

The use of game development frameworks (e.g. XNA, pygame, cocos2d, et al.) is permitted if, and only if, the framework is freely available for educational or non-profit use. The use of paid proprietary development frameworks is expressly prohibited. Additionally, Realm Crafter and other “programming light” tools that provide a ready-made gaming engine and/or graphical assets are also prohibited. Any submission using a game development framework must clearly show the extent of original work done via source code comments.

Specifications

- Event registration shall open on September 1, 2017 at 12:01 a.m. Eastern Time. Participating students will register via the event website, and each participant’s BPA membership ID number from the national registration database shall be required for event registration. Registration shall close on November 17, 2017 at 11:59 p.m. Eastern Time.
- The final project submission deadline will be February 16, 2018 at 11:59 p.m. Eastern Time.
- All projects will be submitted via www.bpatechnical.org. **See Note on Final Project Submission for more details.**
- During the presentation phase of the event, school names shall *not* be visible on any equipment, screen savers, or any other content displayed before judges.
- A written [Release Form](#) shall be obtained by teams from any individual whose work, name, likeness or personal information is used as part of an event submission.
- Teams will be assigned to sections prior to their preliminary presentation.
- For teams who qualify, the teams’ advisors will be contacted to reserve a time for a videoconference presentation before a panel of judges. E-mail confirmation will be sent to those teams eligible to reserve a presentation time. The dates and times for presentation reservations will be announced via e-mail notification.
- The top teams with the highest cumulative technical and presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase. See <http://www.bpa.org/nlc/nationalshowcase> for more information.
- The top teams may participate in the Virtual Event Forum for all participants and advisors.
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at <http://www.copyright.gov/title17/circ92.pdf>. The [Style & Reference Manual](#) contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- National Business Professionals of America grants permission for the use of the copyrighted logo and tagline.

NOTE ON FINAL PROJECT SUBMISSION

All project documents including, but *not* limited to: source code, game manual, project plan, resources, libraries, etc. must be packaged together in a compressed format and uploaded to a file sharing site (e.g. Dropbox, etc.). The [Team Entry Form](#) and [Release Form\(s\)](#) (as a combined PDF file) are the only things that you will upload to bpatechnical.org. You must note the URL for your compressed project files, including any necessary login information, if applicable, on your [Team Entry Form](#).

We strongly recommend that participants use integrated development environments (e.g. Microsoft Visual Studio, Eclipse, Oracle NetBeans, Apple XCode).

Method of evaluation

Application

Technical Judges' Rating Sheet

Presentation Judges' Rating Sheet

Length of event

No more than three (3) minutes set-up

No more than ten (10) minutes presentation time

No more than five (5) minutes judges' questions

NOTE TO CONTESTANTS

This is *not* an all or nothing event. You will be given credit for portions of the event you complete. You should therefore complete as many tasks as possible. You will be required to work as a team in order to complete all tasks. The presentation aspect of this contest will be done over Skype, iChat, or Google Hangouts so be prepared for a video conference style presentation.

(V03) Software Engineering Team

Judge Number _____

Team Number _____

PROJECT PREVIEW SCORING (100 POINTS)

Items To Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Explains design of media elements (sounds, graphics, etc.)	1 – 3	4 – 10	11 – 20	21 – 25	
Explains design of game and game mechanics	1 – 3	4 – 10	11 – 20	21 – 25	
Explains project workflow and team roles	1 – 3	4 – 10	11 – 20	21 – 25	
Explains how the code will be structured	1 – 3	4 – 10	11 – 20	21 – 25	

TECHNICAL SCORING (475 POINTS)

Items To Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Object-Oriented Programming (100 points)					
Proper class design and organization	1 – 3	4 – 15	16 – 27	28 – 30	
Code reuse (minimize code duplication)	1 – 2	3 – 10	11 – 18	19 – 20	
Use of encapsulation	1 – 2	3 – 10	11 – 18	19 – 20	
Use of inheritance	1 – 3	4 – 15	16 – 27	28 – 30	
Design Analysis (40 points)					
Data Flow Diagram(s)	1 – 4	5 – 20	21 – 36	37 – 40	
Code Documentation (70 points)					
Comment blocks explaining classes, methods and complex sections of logic	1 – 4	5 – 20	21 – 36	37 – 40	
Provide an in-game tutorial or walkthrough for instructional purposes	1 – 3	4 – 15	16 – 27	28 – 30	

(V03) Software Engineering Team

Judge Number _____

Team Number _____

Items To Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Crash Reporting (50 points)					
Generation of crash reports (via text file or dialog box) on application failure	1 – 3	4 – 15	16 – 27	28 – 30	
Option to e-mail crash report on application failure	1 – 2	3 – 10	11 – 18	19 – 20	
Data Driven Design (90 points)					
Application makes use of data driven design for runtime settings via flat file or database	1 – 3	4 – 15	16 – 27	28 – 30	
Session data (saved games, high scores, etc.) are stored via flat file or database for later reuse	1 – 3	4 – 15	16 – 27	28 – 30	
Application makes use of data driven design for game content via flat file or database	1 – 3	4 – 15	16 – 27	28 – 30	
Error Handling (65 points)					
Proper use of error handling techniques	1 – 2	3 – 10	11 – 18	19 – 20	
Proper use of exception handling techniques	1 – 2	3 – 10	11 – 18	19 – 20	
Clear user alerts on recoverable and non-recoverable error conditions	1 – 3	4 – 10	11 – 20	21 – 25	
Logging (60 points)					
Log system events to dedicated text file for debugging	1 – 3	4 – 15	16 – 27	28 – 30	
Log system errors to dedicated text file	1 – 3	4 – 15	16 – 27	28 – 30	

(V03) Software Engineering Team

Judge Number _____

Team Number _____

TECHNICAL SPECIFICATIONS (75 POINTS)

NOTE: Specification points are awarded once per team by the event proctor, *not* by individual judges. Teams will be awarded points for specifications in full or *not* at all, i.e., these are “all or nothing” point awards.

Evaluation Item		Points Awarded
Project submission includes a manual containing directions for compiling/building and explains the features of the submission	50	
Installer included for project application.	25	

GAMEPLAY SCORING (150 POINTS)

Items To Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Interface Design	1 – 3	4 – 15	16 – 27	28 – 30	
Inclusion of Audio	1 – 3	4 – 15	16 – 27	28 – 30	
Logical Controls	1 – 3	4 – 15	16 – 27	28 – 30	
Amount of Content	1 – 3	4 – 15	16 – 27	28 – 30	
Lasting Appeal	1 – 3	4 – 15	16 – 27	28 – 30	

(V03) Software Engineering Team

Judge Number _____

Team Number _____

PRESENTATION SCORING (200 POINTS) (AVERAGED PER JUDGE)

Items To Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Explain the design and development process from start to finish	1 – 5	6 – 10	11 – 15	16 – 20	
Explain the flow or data (game saves, high scores, etc.)	1 – 5	6 – 10	11 – 15	16 – 20	
Explain the design of game and game mechanics	1 – 5	6 – 10	11 – 15	16 – 20	
Explain the use and design of media elements (sounds, graphics, etc.)	1 – 5	6 – 10	11 – 15	16 – 20	
Explain the software engineering principles utilized	1 – 5	6 – 10	11 – 15	16 – 20	
Explain how the game is innovative	1 – 5	6 – 10	11 – 15	16 – 20	
Team offered clear and direct responses to interview questions	1 – 5	6 – 10	11 – 15	16 – 20	
Demonstrate the entire team's role in the development of the game	1 – 5	6 – 10	11 – 15	16 – 20	
Presentation quality and style	1 – 5	6 – 10	11 – 15	16 – 20	
Presentation lasted no more than 10 minutes	1 – 5	6 – 10	11 – 15	16 – 20	

EVENT SCORING TOTALS

NOTE: Technical specification points are awarded once per team by the event proctor, *not* by individual judges. Final Project Preview, Technical, Gameplay, and Presentation points are awarded by the average judge score for that category.

Scoring Category		Points Awarded
Project Preview Points	100	
Technical Scoring Points	475	
Gameplay Points	150	
Presentation Points	200	
Technical Specifications Points	75	
TOTAL (1,000 points maximum)		

(V04) Web Application Team

Description

The team will create a database-driven website with server-side functionality. The team is provided with the opportunity to design, build and present a working web application. Teams will be further required to formally present their project to a panel of judges via videoconference, and the presentation will be judged independently of the project's technical merits.

Eligibility

- Any Business Professionals of America student member may enter this event.
- A team will consist of 2-4 members.
- There are no restrictions on number of entries per chapter or per state.

Event Registration

- Advisors register teams for the event using the Membership Registration System, accessible at <http://www.bpa.org/membership/regsystem>.
- The event can be added to your invoice using step 4, "Virtual Event Registration." Enter the names of all team members into the "notes" field.
- Event registration can be purchased with your original invoice or with a new invoice after member registration.
- Registration deadline is November 17, 2017.
- Contestants participating in competition must be registered for the event prior to submission deadline to be eligible.

Entry Fee

There will be a \$20 fee for each entry (invoiced during event registration).

Topic

Game On!

This year our challenge is about the game! Do you have a great game design you want make into reality? Now is your chance. You and your team have just been hired by ACME Game and they are looking for the next great interactive game that supports STEM! ACME Game is seeking funding from the Department of Education to create a challenging gaming that can be incorporated in elementary, middle, school and high school STEM courses.

ACME Game has asked your team to pick a category target audience and then create an interactive game based on a STEM course. The course and topic are up to you. The game should be challenging, interactive and engaging for the appropriate age level of the audience. The game may include the following features but are *not* required to contain all of them and are *not* limited to using only the mentioned features.

Features:

- Point system
- Leader board
- Pop quiz for bonus points
- Opportunity to earn badges
- Multiplayer or single player

Competencies

- Demonstrate database development and structured query language (SQL) skills
- Demonstrate application security features
- Demonstrate knowledge of server side scripting and Internet concepts
- Evaluate and delegate responsibilities needed to perform required tasks
- Demonstrate teamwork skills needed to function in a business setting
- Apply database development skills in order to create the back-end of the web application
- Apply Web design skills and standards in order to complete the front-end of the website
- Implement problem-solving techniques
- Describe the process, methodology, and lifecycle of your Web application
- Create an audit trail of how you built your application

Teams who do *not* submit an entry that follows this topic will be *disqualified*.

Specifications

- Final projects must be uploaded to a file sharing site (Dropbox, etc.) and should include:
 - a written description of the application as a PDF file
 - the source code (as a zipped root folder)
 - the database schema
- It is recommended that you set the access level of your project to one of BPA's recommended settings. See page 15 for settings recommendations.
- Submit the [Team Entry Form](#), including the URL to the project and [Release Form\(s\)](#) in a combined PDF file to <http://www.bpa.org/submit> no later than 11:59 p.m. Eastern Time on February 16, 2018.
- Contestants will receive an automated response confirmation at the time of submission.
- Individual confirmation of receipt *cannot* be provided by the National Center.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.
- Multiple submissions *cannot* be accepted.
- No changes can be made to the project after the date of submission.
- The website must be available for viewing on the Internet on February 16, 2018. If the ISP is experiencing technical difficulty, the advisor will be contacted and a reasonable amount of time will be provided to solve the problem. No changes can be made to the website after this date. Technical judging of the website will be conducted prior to NLC.
- The following information must be included in the website: chapter name and number, team member names this information can be included in any format and location.
- The team members must create the conceptual model for the database identifying relationships between tables in the database. Each team will be expected to articulate the design of the database associated with the web application.
- Each team must create forms and associated considerations needed for the scenario.
- Teams may select the database, web server, and middleware solution they prefer. A careful review of the evaluative criteria presented in the contest guidelines will aid in the selection of development technologies. The source code that powers each team's web application will be scrutinized; therefore, it is imperative that team members are capable of answering questions regarding this aspect of the application.
- The event tests the team's ability to write code and incorporate database. As such, application frameworks, such as Drupal, Joomla, DotNetNuke and WordPress *cannot* be used. IDE's such as Microsoft® Visual Studio/ASP and Dreamweaver are acceptable. Packages that assist the developer to create components, menus and similar such as JavaScript, JQuery and Ajax are acceptable and

encouraged. However, downloading third-party code to create a major component of a web application, such as a shopping cart in an e-commerce application, is *not* permissible.

- Code must be original work of team.
- Teams will be assigned to sections prior to their preliminary presentation.
- For teams who qualify, the teams' advisors will be contacted to reserve a time for a videoconference presentation before a panel of judges. E-mail confirmation will be sent to those teams eligible to reserve a presentation time. The dates and times for presentation reservations will be announced via e-mail notification.
- The top teams with the highest cumulative technical and presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase. See <http://www.bpa.org/nlc/nationalshowcase> for more information.
- The top teams may participate in the Virtual Event Forum for all participants and advisors.
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at <http://www.copyright.gov/title17/circ92.pdf>. The *Style & Reference Manual* contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- National Business Professionals of America grants permission for the use of the copyrighted logo and tagline.

Method of evaluation

Application

Technical Judges' Rating Sheet

Presentation Judges' Rating Sheet

Length of event

No more than three (3) minutes set-up

No more than ten (10) minutes presentation time

No more than five (5) minutes judges' questions

Please note: Those teams who wish to receive judges' comments must submit an e-mail address at the time of submission.

This event sponsored by:



(V04) Web Application Team

Judge Number _____

Team Number _____

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
TECHNICAL POINTS					
Page Design					
Visual organization is easily understood	1-5	6-10	11-15	16-20	
Aesthetic use of colors and fonts	1-5	6-10	11-15	16-20	
Images and page file size have been optimized for performance	1-5	6-10	11-15	16-20	
Grammar, Spelling, Punctuation, and Usage	1-5	6-10	11-15	16-20	
Sufficient contrast between text and background color	1-5	6-10	11-15	16-20	
Total Page Design Points (100 points maximum)					
Customer Functionality					
Navigational links consistent and working	1-5	6-10	11-15	16-20	
End-user instructed on the proper formatting for forms and given feedback upon submission	1-5	6-10	11-15	16-20	
Cross-browser & cross platform compatibility	1-5	6-10	11-15	16-20	
Ability to utilize a search feature	1-5	6-10	11-15	16-20	
Total Customer Functionality Points (80 points maximum)					
Database Development					
A relational database is employed (<i>as opposed to flat file</i>)	1-5	6-10	11-15	16-20	
Conceptual model correctly implemented	1-5	6-10	11-15	16-20	
Minimal data redundancy in tables	1-5	6-10	11-15	16-20	
Sensitive data encrypted in the database	1-5	6-10	11-15	16-20	
Database access is controlled through passwords, access control lists etc.	1-5	6-10	11-15	16-20	
Use of unique key concepts are employed	1-5	6-10	11-15	16-20	
Total Database Development Points (120 points maximum)					
Application Design					
A System/Application diagram was created and employed	1-5	6-10	11-15	16-20	
Maintains state through sessions with and without cookies	1-5	6-10	11-15	16-20	
Encrypts highly sensitive user information	1-5	6-10	11-15	16-20	
Forms fields are validated before submission	1-5	6-10	11-15	16-20	
SQL queries and/or stored procedures are utilized	1-5	6-10	11-15	16-20	
Error capture routines are employed where needed	1-5	6-10	11-15	16-20	
Total Application Design Points (120 points maximum)					

(V04) Web Application Team

Judge Number _____

Team Number _____

TECHNICAL POINTS CONTINUED					
Administration					
Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Appropriate Web-based reports are generated for the application	1-5	6-10	11-15	16-20	
Administrator has the ability to add, modify and delete data through a password protected Web interface	1-5	6-10	11-15	16-20	
Code is documented	1-5	6-10	11-15	16-20	
Total Administration Points (60 points maximum)					
Application functions as indicated (it works)					
Reports generate accurate results	1-5	6-10	11-15	16-20	
Search functions return accurate results	1-5	6-10	11-15	16-20	
Administration functions work as indicated (add, modify, delete)	1-5	6-10	11-15	16-20	
Security functions as it should	1-5	6-10	11-15	16-20	
Total Application Points (80 points maximum)					
TOTAL TECHNICAL POINTS (560 points maximum)					

(V04) Web Application Team

Judge Number _____

Team Number _____

Presentation Scoring Rubric

	Below Average	Average	Good	Excellent	Points Awarded
PRESENTATION POINTS					
Ability to explain development/design process	1-5	6-10	11-15	16-20	
Ability to demonstrate how the application works through the use of the User Interface	1-5	6-10	11-15	16-20	
Ability to explain the logical design of application and design patterns used	1-5	6-10	11-15	16-20	
Ability to explain the code structures that perform front end and backend functionality	1-5	6-10	11-15	16-20	
Offered clear and direct responses to interview questions	1-5	6-10	11-15	16-20	
Grammar, Spelling, Punctuation, and Usage	1-5	6-10	11-15	16-20	
Presentation quality/style	1-5	6-10	11-15	16-20	
TOTAL PRESENTATION POINTS (140 points maximum)					

SPECIFICATION POINTS: All points or none per item are awarded per item.		Points Awarded
Equipment set-up lasted no more than three (3) minutes	5	
Presentation lasted no more than ten (10) minutes	10	
Team prepared appropriate equipment and documentation prior to presentation	5	
TOTAL PRESENTATION SPECIFICATION POINTS (20 points)		

TOTAL MAXIMUM POINTS = 720

(V05) Mobile Applications

Description

Contestants will develop a mobile phone and/or tablet application based upon the given scenario. Permitted platforms include and are limited to Google Android™, Apple iOS™, and Microsoft Windows Phone™. The application will be pre-submitted for technical judging. Contestants will then be required to present their application to a panel of technical judges.

Eligibility

- Any Business Professionals of America student member may enter this event.
- There are no restrictions on number of entries per chapter or per state.

Event Registration

- Advisors register contestants for the event using the Membership Registration System, accessible at <http://www.bpa.org/membership/regsystem>.
- The event can be added to your invoice using step 4, “Virtual Event Registration.” Enter the name of each student into the “notes” field.
- Event registration can be purchased with your original invoice or with a new invoice after member registration.
- Registration deadline is November 17, 2017.
- Contestants participating in competition must be registered for the event prior to submission deadline to be eligible.

Entry Fee

There will be a \$10 fee for each entry (invoiced during event registration).

Topic

What is the NBT?

This challenge is looking for the next big thing (NBT) in social networking. Being mobile is about being social. Social media provides many ways for mobile users to connect. Facebook, Snapchat, and Kik all started with an idea. Here is your opportunity to come up with that idea, develop the concept and build the working prototype to pitch your idea.

The submission should provide a solution to what you believe to be lacking in all of the other social media platforms. The project may include the following features but are *not* required to contain all of them and you are *not* limited to using only the mentioned features. What will make your product stand out from all the rest and make it the NBT?

Features:

- | | |
|---------------------------|---------------------|
| • Geolocation detection | • Friend request |
| • Ability to post updates | • Block users |
| • Share content | • Profiles |
| • Post pictures or video | • Collaboration |
| • Post replies | • Content library |
| • Chat/video chat | • Streaming content |
| • Maps | • Polls |
| • Directions | |

Competencies

- Implement system analysis and design concepts
- Develop a project plan and timeline
- Demonstrate knowledge of how to resolve program implementation and deployment issues
- Apply Google Android™, Apple iOS™, or Microsoft Windows Phone™ language specific programming tools/techniques to create a mobile application
- Demonstrate and employ computer language concepts to include Object Oriented, Structured and Procedural techniques
- Utilize variables, assignment statements, mathematical operators and mathematical concepts to include arithmetic, algebraic and trigonometric functionality in the solution as needed
- Demonstrate the use of design and color principles to create GUI for a mobile device
- Employ database skill sets to manage data
- Apply programming concepts such as sequential file access and I/O operations
- Use internal and external function and/or procedure calls
- Use internal programming documentation
- Create User Input Controls to accept input from users
- Employ Decision Making Controls as needed
- Include icons, images and other graphic objects as needed
- Utilize list, arrays and iteration structures to solve programming problems as needed

Specifications

- The contestant will research the topic, and then create a mobile application based upon the topic presented in this document. The contestant will create the application in a platform of the contestants choice from the list of platforms designated in the technical specifications
- The projects may be cross platform compatible between Google's Android™, Apple iOS™, or Microsoft Windows Phone™ platforms.
- The application may *not* be deployed as a web application delivered over HTTP.
- The application must be installed on the contestant's mobile device.
- The contestant must demonstrate the application from the contestants mobile device for presentation to the technical judges at the region, state, and national level (projection equipment may be used).
- The application need *not* be available for download from a [digital-distribution](#) multimedia-content service such as Google Play™, or Apple App Store™.
- Final project components must be uploaded to a file sharing site (Dropbox, etc.) and should include:
 - a written description of the project and details of a design concept
 - source code (as a zipped root folder)
 - application screenshots
- It is recommended that you set the access level of your project to one of BPA's recommended settings. See page 15 for settings recommendations.
- Submit the [Individual Entry Form](#), including the URL to the project and [Release Form](#)(s) in a combined PDF file to <http://www.bpa.org/submit> no later than 11:59 p.m. Eastern Time on February 16, 2018.
- Contestants will receive an automated response confirmation at the time of submission.
- Individual confirmation of receipt *cannot* be provided by the National Center.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed due dates.
- Multiple submissions *cannot* be accepted.

- No changes can be made to the project after the date of submission.
- The contestant is responsible for securing a [Release Form](#) from any individual whose name, photograph, and/or other information is included on in the mobile application.
- All text/graphics materials must follow the organization's [Graphic Standards](#) and make proper use of the logo and/or organization's name, if used. (Refer to the [Graphic Standards](#) in the [Style & Reference Manual](#).)
- Teams will be assigned to sections prior to their preliminary presentation.
- For teams who qualify, the teams' advisors will be contacted to reserve a time for a videoconference presentation before a panel of judges. E-mail confirmation will be sent to those teams eligible to reserve a presentation time. The dates and times for presentation reservations will be announced via e-mail notification.
- The top teams with the highest cumulative technical and presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase. See <http://www.bpa.org/nlc/nationalshowcase> for more information.
- The top teams may participate in the Virtual Event Forum for all participants and advisors.
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at <http://www.copyright.gov/title17/circ92.pdf>. The [Style & Reference Manual](#) contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- National Business Professionals of America grants permission for the use of the copyrighted logo and tagline.

Method of evaluation

Application

Technical Judges' Rating Sheet

Presentation Judges' Rating Sheet

Length of event

No more than three (3) minutes set-up

No more than ten (10) minutes presentation time room

No more than five (5) minutes judges' questions

Please note: Those contestants who wish to receive judges' comments must submit an e-mail address at the time of submission.

This event sponsored by:



(V05) Mobile Applications

Judge Number _____

Contestant Number _____

Technical Scoring Rubric

	Below Average	Average	Good	Excellent	Points Awarded
TECHNICAL POINTS					
User Interface					
Grammar, Spelling, Punctuation, and Usage	5	10	15	20	
o Content without errors/No copyright violations	(3+ errors)	(2 errors)	(1 error)	(0 errors)	
Work is original, innovative and unique	1-5	6-10	11-15	16-20	
Graphic design is optimized for use on mobile devices	1-5	6-10	11-15	16-20	
Effective and aesthetic use of color, typography, and graphics	1-5	6-10	11-15	16-20	
Interface adheres to platform interface guidelines	1-5	6-10	11-15	16-20	
Interface is clear, uncluttered and easily understood	1-5	6-10	11-15	16-20	
TOTAL USER INTERFACE (120 points maximum)					
Code and Data					
Application makes use of at least one (1) of the permitted platforms: Google Android, Apple iOS, or Microsoft Windows Phone	0 (No)			20 (Yes)	
Code is clear, readable and well structured	1-5	6-10	11-15	16-20	
Code demonstrates clear understanding of object-oriented programming and design patterns	1-5	6-10	11-15	16-20	
Code is utilized to access location services/GPS, contacts, and other proximity-based API/developer tools.	1-5	6-10	11-15	16-20	
Code is well-documented	1-5	6-10	11-15	16-20	
TOTAL CODE AND DATA (100 points maximum)					
User Functionality					
Application runs on and/or deploys to a smartphone or tablet device running the chosen permitted platform	1-5	6-10	11-15	16-20	
Application loads and accurately retrieves nearby locations	1-5	6-10	11-15	16-20	
Application retrieves users' contacts based on their location	1-5	6-10	11-15	16-20	
Application allows user to find additional information about location(s), such as reviews / directions / special offers	1-5	6-10	11-15	16-20	
Application contains additional functionality (ranking system, friend request, comments, chat/call functionality, open in browser, etc.)	1-5	6-10	11-15	16-20	
Total User Functionality (100 points maximum)					
Project Plan					
Grammar, Spelling, Punctuation w/o errors.	1-5	6-10	11-15	16-20	
Plan adequately details the how contestant will meet project requirements within the time allotted	1-5	6-10	11-15	16-20	
TOTAL PROJECT PLAN (40 points maximum)					
TOTAL TECHNICAL POINTS (360 points maximum)					

(V05) Mobile Applications

Judge Number _____

Contestant Number _____

Presentation Scoring Rubric

	Below Average	Average	Good	Excellent	Points Awarded
PRESENTATION POINTS					
Ability to explain development/design process	1-5	6-10	11-15	16-20	
Ability to demonstrate how the application works through the use of the User Interface	1-5	6-10	11-15	16-20	
Ability to explain the logical design of application and design patterns used	1-5	6-10	11-15	16-20	
Ability to explain the code structures that retrieve locations via GPS services and contacts via proximity	1-5	6-10	11-15	16-20	
Ability to explain the code structures that allow for additional functionality (ranking system, friend request, comments, chat/call functionality, open in browser, etc.)	1-5	6-10	11-15	16-20	
Offered clear and direct responses to interview questions	1-5	6-10	11-15	16-20	
Grammar, Spelling, Punctuation, and Usage	1-5	6-10	11-15	16-20	
Presentation quality/style	1-5	6-10	11-15	16-20	
TOTAL PRESENTATION POINTS (160 points maximum)					

SPECIFICATION POINTS: All points or none per item are awarded per item.		Points Awarded
Equipment set-up lasted no more than three (3) minutes	5	
Presentation lasted no more than ten (10) minutes	10	
Contestant prepared appropriate equipment and documentation prior to presentation	5	
TOTAL SPECIFICATION POINTS (20 points maximum)		

TOTAL MAXIMUM POINTS = 540

(V06) Promotional Photography

Description

Students will demonstrate their skill and creative vision using a DSLR and image editing. This national event will be submitted and judged virtually. Awards will be presented at the National Leadership Conference.

Eligibility

- Any Business Professionals of America student member may enter this event.
- There are no restrictions on number of entries per chapter or per state.

Event Registration

- Advisors register members for the event using the Membership Registration System, accessible at <http://www.bpa.org/membership/regsystem>.
- The event can be added to your invoice using step 4, “Virtual Event Registration.” Enter the name of each student into the “notes” field.
- Event registration can be purchased with your original invoice or with a new invoice after member registration.
- Registration deadline is November 17, 2017.
- Contestants participating in competition must be registered for the event prior to submission deadline to be eligible.

Entry Fee

There will be a \$10 fee for each entry (invoiced during event registration).

Topic

Professionals Business Associates needs to revamp their visitor’s center publication materials. They have hired you, as a photographer, to take the photos for their promotional material “Buildings in Your HomeTown”, which will be used in brochures and flyers to promote the event. They need a portrait photo in portrait orientation, a leading lines photo, and a photo to represent the theme “Buildings in Your HomeTown”.

Competencies

Business Professionals of America Essential Skills

- Demonstrate effective written and oral communication skills
- Demonstrate critical thinking skills to make decisions and to solve problems
- Demonstrate professionalism and ethical behavior
- Demonstrate effective leadership and teamwork skills
- Conduct accurate research using various resources and methods
- Demonstrate appropriate technology concepts and digital citizenship
- Demonstrate knowledge of employability skills
- Develop products using creativity and innovation
- Demonstrate skills needed to function effectively in today's global economy
- Perform mathematical calculations

Information Technology Common Standards

- Utilize digital tools to gather, evaluate, and use information
- Demonstrate a sound understanding of technology concepts, systems, and operations
- Design and produce quality IT product/service

Business Professionals of America Workplace Skills Assessment Program

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- Explain how IT increases business productivity and effectiveness
- Demonstrate an understanding of project management concepts in IT
- Explain the key functions and applications of software
- Demonstrate an understanding of how new IT technologies influence business practices
- Demonstrate technical knowledge of the Internet
- Demonstrate knowledge of basic web page design and functioning

Event Specific Skills

- Apply basic camera techniques
- Demonstrate technical proficiency in the areas of proper focus
- Demonstrate knowledge of lighting techniques
- Demonstrate knowledge of exposure
- Demonstrate the ability to use creative compositional techniques
- Demonstrate knowledge of digital editing
- Demonstrate ability to print digital images
- Apply knowledge of software, equipment, and skills related to photography
- Demonstrate knowledge of copyright laws

Specifications

- Submit the [Individual Entry Form](#), all three (3) final photos and [Release Form](#)(s) in a combined PDF file to <http://www.bpa.org/submit> no later than 11:59 p.m. Eastern Time, on February 2, 2018.
- Note: Member ID will be required for all submissions.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.
- Multiple submissions *cannot* be accepted.
- Materials from non-registered contestants, those missing contestant number and/or projects received after the deadline will *not* be accepted.
- Photos with any type of text on the photo will *not* be accepted.
- Photographs must be in digital format. The photograph must be taken with a digital camera; no scans of negatives, transparencies, or photographic prints are acceptable. Each file must be no larger than 5 megabytes must be in JPEG or JPG format, and must be at least 1,600 pixels wide (if a horizontal image) 1,600 pixels tall (if vertical image) OR Image Size must have a long dimension of at least 1,000 pixels and no more than 3,000 pixels.
- The photograph, each in its entirety, must be a single work of original material taken by the contest entrant.
- Only minor burning, dodging and/or color correction is acceptable, as are hand tinting and cropping.
- Photographs must *not* constitute copyright infringement or fraud.
- Watermarks are *not* acceptable.
- Photos may *not* be taken using a mobile device or edited using mobile app software.
- The contestant is responsible for securing a [Release Form](#) from any person whose image is used in the production.
- Students must display their original and final photo during their presentations and may use digital presentation tools (i.e., PowerPoint) if desired or unmounted photos. Photos must be 8" x 10".
- Contestants will be assigned to sections prior to their preliminary presentation.
- For contestants who qualify, contestants' advisors will be contacted to reserve a time for a videoconference presentation before a panel of judges. E-mail confirmation will be sent to those contestants eligible to reserve a presentation time. The dates and times for presentation reservations will be announced via e-mail notification.

- The top contestants with the highest cumulative technical and presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase. See <http://www.bpa.org/nlc/nationalshowcase> for more information.
- The top contestants may participate in the Virtual Event Forum for all participants and advisors.
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at <http://www.copyright.gov/title17/circ92.pdf>. The *Style & Reference Manual* contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- National Business Professionals of America grants permission for the use of the copyrighted logo and tagline.
- For those students advancing to the National Showcase, photos must meet the following specifications:
 - Display shows original photo on 5" x 7" and final photo on 8" x 10" photo paper, dry-mounted on a board no larger than 24" x 18"
 - Photos can be mounted on the board horizontally or vertically
 - You may print in glossy or matte
 - All three (3) photos must be mounted on one board that will fit on an easel for the showcase
- Mount the photos ONLY on the board. Please do *not* include any text or names, borders, stickers, etc.

Method of evaluation

Application

Technical Judges' Rating Sheet

Presentation Judges' Rating Sheet

Length of event

No more than three (3) minutes set-up

No more than seven (7) minutes presentation time

No more than five (5) minutes judges' questions

Please note: Those contestants who wish to receive judges' comments must submit an e-mail address at the time of submission.

This event is sponsored by:



(V06) Promotional Photography

Judge Number _____

Team Number _____

Technical Scoring Rubric

Contestant Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes (<i>Disqualification</i>)	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the <i>disqualification</i> below:		

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Photo shows imagination, creativity, and originality	1-5	6-10	11-15	16-20	
Photo is sharp and well-focused	1-5	6-10	11-15	16-20	
Photo gains attention and has eye appeal	1-5	6-10	11-15	16-20	
Photo shows use of proper lighting and exposure	1-5	6-10	11-15	16-20	
Photo delivers pleasing selection and arrangement of subjects within the picture area	1-5	6-10	11-15	16-20	
Photo shows proper image manipulation techniques	1-5	6-10	11-15	16-20	
TOTAL TECHNICAL POINTS (120 points maximum)					

(V06) Promotional Photography

Judge Number _____

Contestant Number _____

Presentation Scoring Rubric

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Oral presentation/stage presence/delivery	1-5	6-10	11-15	16-20	
Content of presentation	1-5	6-10	11-15	16-20	
Effectiveness of presentation	1-5	6-10	11-15	16-20	
Answers to judges' questions	1-5	6-10	11-15	16-20	
TOTAL PRESENTATION POINTS (80 points maximum)					

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded per item.		Points Awarded
Set-up lasted no longer than three (3) minutes	10	
Presentation lasted no longer than seven (7) minutes	10	
Contestant name does <i>not</i> appear on submitted output	10	
Photos were <i>not</i> edited using mobile app software	10	
TOTAL SPECIFICATION POINTS (40 points maximum)		

TOTAL MAXIMUM POINTS = 240

(V08) Start-up Enterprise Team

Description

Develop an operating plan and organizational structure to initiate a small business. Teams are to assume they are presenting their products/services to potential buyers. The event may be repeated but previously used business plans may *not* be submitted.

Eligibility

- Any Business Professionals of America student member may enter this event.
- A team will consist of 2-4 members.
- There are no restrictions on number of entries per chapter or per state.

Event Registration

- Advisors register teams for the event using the Membership Registration System, accessible at <http://www.bpa.org/membership/regsystem>.
- The event can be added to your invoice using step 4, “Virtual Event Registration.” Enter the names of all team members into the “notes” field.
- Event registration can be purchased with your original invoice or with a new invoice after member registration.
- Registration deadline is November 17, 2017.
- Contestants participating in competition must be registered for the event prior to submission deadline to be eligible.

Entry Fee

There will be a \$20 fee for each entry (invoiced during event registration).

Competencies

- Demonstrate knowledge and understanding of entrepreneurship
- Communicate research in a clear and concise manner both orally and in writing
- Demonstrate effective persuasive and informative communication and presentation skills
- Identify and utilize internal and external resources
- Develop a written business plan for a start-up business
- Identify customer base including consumer and organizational markets and demographics
- Identify customer relations or markets
- Demonstrate successful price selection including the reasoning and methods used in determining the price
- In addition, an analysis of the necessary financial data required to establish their business

Specifications

- Submit the [Team Entry Form](#) along with the Business Plan and supporting documentation in a combined PDF file to <http://www.bpa.org/submit>, no later than 11:59 p.m., on February 16, 2018.
- Note: Member ID will be required for all submissions.
- Information in the business plan must be authentic; however, team may choose to use a fictitious address and telephone number.
- Teams will demonstrate oral communication skills.
- Entries outlining the purchase of a franchise do *not* satisfy the topic and are subject to *disqualification*.

- The business plan must *not* exceed fifteen (15) pages, single-sided (excluding the Title page, Table of Contents, and supporting documentation) and must follow the Business Plan format in the [Style & Reference Manual](#).
- Any business plan submitted beyond the maximum number of pages will be *disqualified*.
- The completed plan must include, but is *not* limited to, the following:
 - Title Page and Table of Contents
(excluded from 15 page maximum)
 - Executive Summary
 - Description of proposed business
 - Objectives of the business
 - Proposed business strategies
 - Product(s) and/or service(s) to be provided
 - Management and ownership of the business
 - Marketing analysis
 - Financial analysis
 - Supporting documentation (excluded from 15 page maximum)
 - Financial analysis (include income statement, balance sheet, cash flow statement, and other analyses)
 - Supporting documents (research, charts, brochures, résumés, etc.)
- Contestants will receive an automated response confirmation at the time of submission.
- Individual confirmation of receipt *cannot* be provided by the National Center.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.
- Multiple submissions *cannot* be accepted.
- The limit for file size is five (5) MB.
- No changes can be made to the project after the date of submission.
- Teams will be assigned to sections prior to their preliminary presentation.
- For teams who qualify, the teams' advisors will be contacted to reserve a time for a videoconference presentation before a panel of judges. E-mail confirmation will be sent to those teams eligible to reserve a presentation time. The dates and times for presentation reservations will be announced via e-mail notification.
- The top teams with the highest cumulative technical and presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase. See <http://www.bpa.org/nlc/nationalshowcase> for more information.
- The top teams may participate in the Virtual Event Forum for all participants and advisors.
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at <http://www.copyright.gov/title17/circ92.pdf>. The [Style & Reference Manual](#) contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- National Business Professionals of America grants permission for the use of the copyrighted logo and tagline.

Method of evaluation

Application

Technical Judges' Rating Sheet

Presentation Judges' Rating Sheet

Length of event

No more than three (3) minutes set-up

No more than ten (10) minutes presentation time

No more than five (5) minutes judges' questions

(V08) Start-up Enterprise Team

Judge Number _____

Team Number _____

Technical Scoring Rubric

Team Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes <i>(Disqualification)</i>	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the <i>disqualification</i> below:		
Team followed topic	<input type="checkbox"/> Yes	<input type="checkbox"/> No <i>(Disqualification)</i>

Written Business Plan Evaluation	Below Average	Average	Good	Excellent	Points Awarded
Team submitted the correct information and in the correct format. <ul style="list-style-type: none"> Team Entry Form - PDF format (must be keyed but does <i>not</i> have to be signed for pre- submission) Business Plan and supporting documentation - PDF format <i>All points or none are awarded by the technical judge.</i>				10	
Executive summary for business	1-5	6-10	11-15	16-20	
Description of proposed business	1-5	6-10	11-15	16-20	
Objectives of business	1-5	6-10	11-15	16-20	
Proposed business strategies	1-5	6-10	11-15	16-20	
Product(s) and/or service(s) description	1-5	6-10	11-15	16-20	
Management and ownership of the business	1-5	6-10	11-15	16-20	
Marketing analysis	1-5	6-10	11-15	16-20	
Financial Analysis Includes income statement, balance sheet, cash flow statement, and other analyses	1-5	6-10	11-15	16-20	
Overall appearance, conciseness, and completeness	1-5	6-10	11-15	16-20	
TOTAL TECHNICAL POINTS (190 points maximum)					

(V08) Start-up Enterprise Team

Judge Number _____

Team Number _____

Presentation Scoring Rubric

Oral Presentation Evaluation	Below Average	Average	Good	Excellent	Points Awarded
Opening and summary	1-5	6-10	11-15	16-20	
Content of presentation	1-5	6-10	11-15	16-20	
Effectiveness of presentation	1-5	6-10	11-15	16-20	
Supporting documentation	1-5	6-10	11-15	16-20	
Answers to judges' questions	1-5	6-10	11-15	16-20	
TOTAL PRESENTATION POINTS (100 points maximum)					

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per contestant, <i>not</i> per judge.		Points Awarded
Set-up lasted no longer than three (3) minutes - 5 points Presentation lasted no longer than ten (10) minutes - 5 points	10	
Plan used the correct format for Title Page, Table of Contents, and Business Plan according to the <i>Style & Reference Manual</i>	10	
TOTAL SPECIFICATION POINTS (20 points maximum)		

TOTAL MAXIMUM POINTS = 310

(900) Financial Literacy

Description

To develop a basic understanding of finance and accounting skills.

Eligibility

Any Middle Level member may enter this event.

Contestant must supply

Sharpened No. 2 pencils, pens

Published and/or unpublished non-electronic written reference materials

Cordless calculator: electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). Contestants who violate this rule will be *disqualified*.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Understand budgeting and the purposes of financial planning
- Demonstrate the use and understanding of debit and credit cards
- Demonstrate an understanding of interest and debt
- Demonstrate the difference between saving and investing
- Apply basic mathematical operations to solve financial alternatives
- Differentiate between responsible and irresponsible financial decisions
- Demonstrate an understanding of basic personal banking (e.g. balancing a checkbook, filling out a check, maintaining a check register, etc.)
- Demonstrate the ability to interpret appropriate steps for personal financial decisions and actions

Equipment/Supplies provided

Plain paper

Method of evaluation

Application and Objective Test

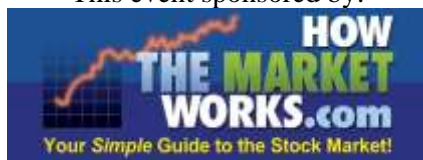
Length of event

No more than sixty (60) minutes testing time

Entries

Each state is allowed five (5) entries

This event sponsored by:



(905) Business Math Concepts – Open Event

Description

To develop a basic understanding of personal and business-related math skills.

Eligibility

Any Middle Level member may enter this event.

Contestant must supply

Sharpened No. 2 pencils

Cordless calculator: electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). Contestants who violate this rule will be *disqualified*.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate an understanding of introductory-level percentages
- Demonstrate knowledge of percentage, base, and rate
- Demonstrate an understanding of checking accounts and statement of reconciliation
- Calculate gross earnings and payroll deductions
- Demonstrate knowledge of taxes
- Demonstrate an understanding of simple interest and compound interest
- Demonstrate an understanding of metric conversion
- Demonstrate knowledge of United States currency conversion
- Calculate ratios
- Calculate units of time

Equipment/Supplies provided

Plain paper

Method of evaluation

Objective Test

Length of event

No more than sixty (60) minutes testing time

Entries

Unlimited

Reference materials may *not* be used for any Open Event.

(910) Keyboarding Production

Description

Evaluate entry-level skills in keyboarding and document production.

Eligibility

Any Middle Level member may enter this event.

Contestant must supply

Sharpened No. 2 pencils, pens

Published and/or unpublished non-electronic written reference materials

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Apply beginning level keyboarding and document formatting skills to produce business documents
- Demonstrate basic knowledge of word processing software functions
- Format and key letters, memos, tables, columns, and reports according to the [Style & Reference Manual](#)
- Proofread text for accuracy, content, grammar, spelling, and punctuation
- Revise, edit, and spell-check documents
- Use paragraph formatting, tab settings, and text enhancements (e.g. bold, italics, underline)
- Key and format addresses
- Use electronic and hard copy references to assist in preparing documents (e.g. help screens, spell-check, thesaurus, user's manual, dictionary)

Equipment/supplies provided

Computer, printer, and paper

Software as designated for the event

Method of evaluation

Application

Length of event

No more than fifteen (15) minutes orientation/warm-up

No more than sixty (60) minutes testing time

No more than fifteen (15) minutes for wrap-up

Entries

Each state is allowed five (5) entries

(915) Spreadsheet Applications

Description

Contestants will enter and format data, enter and copy formulas, and print full documents or cell contents.

Eligibility

Any Middle Level member may enter this event.

Contestant must supply

Sharpened No. 2 pencils

Published and/or unpublished non-electronic written reference materials

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate basic skills in the use of spreadsheet software
- Create and format spreadsheets
- Enter and edit data in spreadsheets
- Perform basic spreadsheet functions
- Create formulas for calculations that include order of operations and absolute reference
- Create and edit graphs and/or charts
- Use printing options including formulas and gridlines

Equipment/supplies provided

Computer, printer, and paper

Software as designated for the event

Method of Evaluation

Application

Length of event

No more than fifteen (15) minutes orientation/warm-up

No more than sixty (60) minutes testing time

No more than fifteen (15) minutes for wrap-up

Entries

Each state is allowed five (5) entries

(920) Administrative Support Team

Dedicated to the memory of Deborah Paul

Description

The team will function as an office staff to produce a variety of business documents.

Eligibility

Any Middle Level member may enter this team event. A team will consist of 2-4 members.

Contestant must supply

Sharpened No. 2 pencils, pens

Published and/or unpublished non-electronic written reference materials

Business Professionals of America assumes no responsibility for hardware/software provided by the contestant. No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Apply technical skills to manage information and produce business documents
- Evaluate and delegate responsibilities needed to perform required tasks
- Demonstrate teamwork skills needed to function in a business setting
- Format and key letters, memos, tables, columns, and reports according to the [Style & Reference Manual](#)
- Use word processing software
- Use spreadsheet software
- Create and edit graphs and/or charts
- Use presentation software
- Demonstrate desktop publishing skills
- Integrate word processing, spreadsheet, and/or presentation files
- Establish work priorities and timelines

Equipment/supplies provided

Computer (one per team member), printer, and paper

Software as designated for this event

Flash drive (one per team, which must be submitted with test materials at conclusion of testing)

Method of evaluation

Application

Length of event

No more than fifteen (15) minutes orientation

No more than sixty (60) minutes actual testing time

No more than fifteen (15) minutes wrap-up

Entries

Each state is allowed two (2) entries

(925) Business Communication Skills Concepts – Open Event

Description

To develop skills in business communication, including spelling rules, correct spelling of often-used business words and correct use of grammar.

Eligibility

Any Middle Level member may enter this event.

Contestant must supply

Sharpened No. 2 pencils

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Resources

Webster's New Collegiate Dictionary

Competencies

- Use correct spelling, word-usage, grammar
- Demonstrate an understanding of conflict resolution
- Demonstrate an understanding of effective verbal and nonverbal communications
- Demonstrate knowledge of the job application process
- Demonstrate an understanding of effective written communications
- Demonstrate an understanding of appropriate and effective use of electronic communications

Method of evaluation

Objective Test

Equipment/Supplies provided

Plain paper

Length of event

No more than sixty (60) minutes testing time

Entries

Unlimited

Reference materials may *not* be used for any Open Event

(930) Digital Game Design Team - Pilot

Description

Given a specific theme, teams will create a digital game to entertain and educate. Teams may use Scratch[®], Tynker[®], or other game engines to create the executable game.

Eligibility

Any Middle Level member may enter this event. A team will consist of 2-4 members. Teams must participate in both parts of the competition in order to be ranked.

Topic

The Tourism Board of your town has asked you to design a game that showcases local history, geography, and economic opportunities. This game will be used to both educate and entertain visitors, and is intended to help promote awareness for your region.

Teams who do *not* submit an entry following this topic will be *disqualified*.

Contestants Must Supply

Props (optional)

Carry-in and set-up of equipment must be done solely by the team and must take place within the time allotted

No Internet access will be provided on-site at the NLC; however, contestants/teams may provide their own access to be used only for their presentation to the judges

Team must bring all supporting devices (e.g., extension cords, power supply, etc.)

Business Professionals of America assumes no responsibility for hardware/software provided by the contestant. No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Create engaging gameplay mechanics
- Demonstrate effective design and communication of rules
- Demonstrate proper use of narrative elements
- Demonstrate an understanding of game balance
- Convey educational information through the medium of play
- Demonstrate appropriate application of victory and failure conditions
- Demonstrate professional presentation skills

Specifications

- This is a pre-submitted event. See instructions for submissions.
- The team will develop an educational game based upon the given theme.
- Games may be cooperative or competitive; single-player or multiplayer.
- Submit the [Team Entry Form](#) including the URL to the project and [Release Form](#)(s) in a combined PDF file to: <http://www.bpa.org/submit> no later than 11:59 p.m. Eastern Time on April 1, 2018.
- Note: Member ID will be required for all submissions.
- Contestants will receive an automated response confirmation at the time of submission.
- Individual confirmation of receipt *cannot* be provided by the National Center.
- No fax or mailed copies will be accepted.

- No exceptions can be made for missed deadlines due to an incorrect e-mail address for submission or technical difficulties.
- Multiple submissions *cannot* be accepted.
- No changes can be made to the project after the date of submission.
- One (1) copy of any concept art/prototypes, the [Individual Entry Form](#), including signatures, [Release Form](#)(s) *must* be presented at the time of the presentation at NLC at both the Preliminary and Final Competition.
- Must be playable on both Windows and Mac platforms.
- Teams are permitted to use any game development technology in order to complete the event. Examples include but are not limited to Scratch®, Tynker®, HTML, Java. Contestants should be able to understand and explain the utilized code and/or technology used by the selected template or platform.
- All written material must follow the organization's [Graphic Standards](#) and make proper use of the logo and/or organization's name. Refer to the [Graphic Standards](#) in the [Style & Reference Manual](#).
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at <http://www.copyright.gov/title17/circ92.pdf>. The [Style & Reference Manual](#) contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- National Business Professionals of America grants permission for the use of the copyrighted logo and tagline.

Method of Evaluation

Judge's Scoring Rubric

Length of Event

No more than three (3) minutes for set-up/wrap-up

No more than ten (10) minutes for the presentation

No more than five (5) minutes for judges' questions

Finals may be included at state and national levels

Entries

Each state is allowed two (2) entries

Teams in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event judges before judging takes place.

Materials submitted for technical judging *cannot* be returned and will *not* be available at NLC.

(930) Digital Game Design Team - Pilot

Judge Number _____

Team Number _____

Technical Scoring Rubric

Team Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes (Disqualification)	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the <i>disqualification</i> below:		
Team followed topic	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Disqualification)

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Team submitted the correct information and in the correct format. • Team Entry Form (must be keyed but does <i>not</i> have to be signed for pre-submission) AND Release Form(s) (do <i>not</i> have to be keyed or signed for pre-submission) in one combined PDF file <i>All points or none are awarded by the technical judge.</i>				10	
Gameplay Mechanics <ul style="list-style-type: none"> Core mechanics are innovative Empowers players to make choices Not driven solely by luck; elements of chance are used appropriately. 	1-5	6-10	11-15	16-20	
Rules <ul style="list-style-type: none"> Clearly communicated. Application of rules are logical. Rules have been tested for multiple situations that arise in normal play. 	1-5	6-10	11-15	16-20	
Narrative Elements <ul style="list-style-type: none"> Game uses narrative elements where applicable. 	1-5	6-10	11-15	16-20	
Balance <ul style="list-style-type: none"> Amount of time required to play the game is appropriate. Players are given a fair chance to win the game. As the game progresses, the level of difficulty increases. 	1-5	6-10	11-15	16-20	
Educational Components <ul style="list-style-type: none"> Game does a good job of educating the player about the topic. Game's educational aspects reflect research conducted by the design team. 	1-5	6-10	11-15	16-20	
Overall <ul style="list-style-type: none"> Conditions for winning or losing the game are clearly defined. Design of game is visually appealing, follows theme, and meaningful. 	1-5	6-10	11-15	16-20	
TOTAL TECHNICAL POINTS (420 points maximum)					

Business Professionals of America Workplace Skills Assessment Program

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September 1, 2017

Page | 71

930) Digital Game Design Team - Pilot

Judge Number _____

Team Number _____

Presentation Scoring Rubric

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Ability to explain design process	1-5	6-10	11-15	16-20	
Ability to explain the development process	1-5	6-10	11-15	16-20	
Ability to explain the rules	1-5	6-10	11-15	16-20	
Ability to explain gameplay	1-5	6-10	11-15	16-20	
Ability to explain the educational component	1-5	6-10	11-15	16-20	
TOTAL PRESENTATION POINTS (100 points maximum)					

Props and/or additional items shall not be used as a basis for scoring.

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per team, <i>not</i> per judge.		Points Awarded
Set-up lasted no more than three (3) minutes – 5 points Presentation lasted no more than ten (10) minutes – 5 points	10	
Documentation submitted at time of check-in: keyed and signed Team Entry Form (1 copy) and signed Release Form (s) (1 copy) <i>Must have copies for preliminaries and finals</i>	10	
All registered team members in attendance for entire event	10	
TOTAL SPECIFICATION POINTS (30 points maximum)		

MAXIMUM POSSIBLE POINTS = 550

(935) Computer Literacy Concepts – Open Event

Description

To develop a basic understanding of computer terminology related to operating systems, hardware components, software applications, and digital citizenship.

Eligibility

Any Middle Level member may enter this event.

Contestant must supply

Sharpened No. 2 pencils

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Identify components of hardware
- Identify peripheral devices
- Define purpose and terminology associated with office software applications
- Identify health and safety risks associated with use of technology
- Identify proper keyboarding techniques
- Describe emerging operating systems
- Recognize importance of copyright laws
- Identify, evaluate, and select software specific to a business function

Equipment/Supplies provided

Plain paper

Method of evaluation

Objective Test

Length of event

No more than sixty (60) minutes testing time

Entries

Unlimited

Reference materials may *not* be used for any Open Event

(940) Website Design Team

Description

The team will work together to create a website based on the topic below.

Eligibility

Any Middle Level member may enter this team event. A team will consist of 2-4 members. Contestants participating in national level competition must be registered for the event prior to submission deadline for technical judging. Teams must participate in both parts of the competition in order to be ranked.

Topic

Teams are to create a website that focuses on safety awareness. Topics may include but are *not* limited to: water safety, sports safety including concussion prevention, outdoor safety, safety for different seasons, or office and digital safety.

Teams who do *not* submit an entry that follows this topic will be *disqualified*.

Team must supply

Team must supply one computer loaded with their website for presentation to the judges

No Internet access will be provided on site at NLC; however, teams may provide their own access to be used only for their presentation to the judges

Team must bring all supporting devices (e.g., extension cords, power supply, etc.)

Projector (optional)

Carry-in and set-up of equipment must be done solely by the team and must take place within the time allotted

Visual Aids (optional)

Business Professionals of America assumes no responsibility for hardware/software provided by the contestant. No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies:

- Apply technical skills in web design
- Demonstrate an understanding of business ethics and integrity
- Demonstrate leadership skills needed to plan and complete a project
- Demonstrate effective problem solving skills
- Demonstrate knowledge of Internet concepts
- Use correct grammar and spelling
- Evaluate and delegate responsibilities needed to perform required tasks
- Demonstrate teamwork skills needed to function in a business setting
- Demonstrate knowledge of site, content, graphics, layout, browser capabilities, and navigational scheme

Specifications:

- This is a pre-submitted event. See instructions for submission.
- Submit the [Team Entry Form](#) including the URL to the project and [Release Form](#)(s) in a combined PDF file to: <http://www.bpa.org/submit>, no later than 11:59 p.m. Eastern Time, on April 1, 2018.
- Note: Member ID's will be required for all submissions.
- Contestants will receive an automated response confirmation at the time of submission.
- Individual confirmation of receipt *cannot* be provided by the National Center.
- No fax or mailed copies will be accepted.

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- No exceptions can be made for missed deadlines due to an incorrect e-mail address for submission or technical difficulties.
- Multiple submissions *cannot* be accepted.
- No changes can be made to the project after the date of submission.
- Materials from non-registered contestants and/or those missing chapter numbers will *not* be accepted.
- One (1) copy of the [Team Entry Form](#), including signatures, and [Release Form\(s\)](#) *must* be submitted at the time of the presentation at NLC at both the Preliminary and Final Competition.
- The team is responsible for securing a [Release Form\(s\)](#) from any individual whose name, photograph, music snippet (30 seconds or less), and/or other information is included on the website.
- The website must be available for viewing on the Internet on April 1, 2018. If the ISP is experiencing technical difficulty, the advisor will be contacted and a reasonable amount of time will be provided to solve the problem. No changes can be made to the website after this date. Technical judging of the website will be conducted prior to NLC.
- The team will administer and present their website at the National Leadership Conference.
- The following information *must* be included on the site: name of chapter, team member names, theme, school, city, state, and year. This information can be included in any format and location.
- Attention must be given to cross-browser capabilities.
- Attention must be given to monitor capabilities, such as resolution.
- All written material must follow the organization's [Graphic Standards](#) and make proper use of the logo and/or organization's name. Refer to the [Graphic Standards](#) in the [Style & Reference Manual](#).
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at <http://www.copyright.gov/title17/circ92.pdf>. The [Style & Reference Manual](#) contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- National Business Professionals of America grants permission for the use of the copyrighted logo and tagline.
- Team members will specifically identify their roles in the development of the website and be prepared to address questions pertaining to those roles (i.e., page layout, navigational scheme, graphics, media, compatibility, and content).
- All team members may confer on the judges' questions and are encouraged to share in the responses.
- Contestants are permitted to use any web development technology or CMS desired by the team in order to complete the event. Examples of these are, but *not* limited to, Visual Studio®, Dreamweaver®, JQuery, WordPress, Joomla, Drupal, Wix, Weebly, or any templates.
 - Contestants should be able to understand and explain the utilized code and/or technology used by a selected web development technology, CMS, or template.

Method of evaluation

Technical Scoring Rubric

Presentation Scoring Rubric

Length of event

No more than three (3) minutes for team to set-up

No more than five (5) minutes for team presentation

No more than five (5) minutes for judges' questions

Finals may be included at state and national levels

Teams will be stopped at the end of the allotted time

Entries

Each state is allowed two (2) entries

Teams in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event judges before judging takes place.

Materials submitted for technical judging *cannot* be returned and will *not* be available at NLC.

(940) Website Design Team

Judge Number _____

Team Number _____

Technical Scoring Rubric

Team Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes <i>(Disqualification)</i>	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the <i>disqualification</i> below:		
Team followed topic	<input type="checkbox"/> Yes	<input type="checkbox"/> No <i>(Disqualification)</i>

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Team submitted the correct information and in the correct format. • Team Entry Form (must be keyed but does <i>not</i> have to be signed for pre-submission) AND Release Form(s) (do <i>not</i> have to be keyed or signed for pre-submission) in one combined PDF file <i>All points or none are awarded by the technical judge.</i>				10	
Page Layout <ul style="list-style-type: none"> Visual organization is easily understood Aesthetic use of colors and fonts Consistent format page to page 	1-5 1-5 1-5	6-10 6-10 6-10	11-15 11-15 11-15	16-20 16-20 16-20	
Navigational Theme <ul style="list-style-type: none"> Links present and working Links show consistent formatting Navigational path is clear and logical 	1-5 1-5 1-5	6-10 6-10 6-10	11-15 11-15 11-15	16-20 16-20 16-20	
Graphic Media Use <ul style="list-style-type: none"> Enhances topic Creativity through graphic design Originality of graphics Effective use of innovative technology 	1-5 1-5 1-5 1-5	6-10 6-10 6-10 6-10	11-15 11-15 11-15 11-15	16-20 16-20 16-20 16-20	
Content <ul style="list-style-type: none"> Well developed Portrays the topic Effectiveness of site 	1-5 1-5 1-5	6-10 6-10 6-10	11-15 11-15 11-15	16-20 16-20 16-20	
Technical <ul style="list-style-type: none"> Cross-browser compatibility Source Code is well organized and meets validation 	1-5 1-5	6-10 6-10	11-15 11-15	16-20 16-20	
Grammar, Spelling, Punctuation, and Usage	5 (3+ errors)	10 (2 errors)	15 (1 error)	20 (0 errors)	
Information Requirement Name of chapter, team member names, theme, school, city, state, and year are included on the website (20 points – all or no points are awarded)				20	
TOTAL TECHNICAL POINTS (350 points maximum)					

(940) Website Design Team

Judge Number _____

Team Number _____

Presentation Scoring Rubric

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Ability to explain development/design process	1-5	6-10	11-15	16-20	
Ability to explain use of web languages (source code)	1-5	6-10	11-15	16-20	
Ability to explain development and use of media elements (graphics, video, audio, etc.)	1-5	6-10	11-15	16-20	
Evidence showing each team member's role in the development of the site and their responses to interview questions	1-5	6-10	11-15	16-20	
TOTAL PRESENTATION POINTS (80 points maximum)					

Props and/or additional items shall not be used as a basis for scoring.

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per team, <i>not</i> per judge.		Points Awarded
Set-up lasted no more than three (3) minutes – 5 points Presentation lasted no more than five (5) minutes – 5 points	10	
Documentation submitted at time of check-in: keyed and signed Team Entry Form (1 copy) and signed Release Form (s) (1 copy) <i>Must have copies for preliminaries and finals</i>	10	
All registered team members in attendance for entire event	10	
TOTAL SPECIFICATION POINTS (30 points maximum)		

MAXIMUM POSSIBLE POINTS = 460

(945) Introduction to Video Production Team

Description

Create a one to two minute (1:00-2:00) video based on the assigned topic.

Eligibility

Any Middle Level member may enter this team event. A team will consist of 2-4 members. Contestants participating in national level competition must be registered for the event prior to submission deadline for technical judging. Teams must participate in both parts of the competition in order to be ranked.

Topic

We all spend time online. A few simple practices can help keep you safe so you can focus on those funny YouTube® videos, the next Snap, and that awesome profile pic. Create a video reminding your friends to practice Internet safety. Get more information at <http://www.netismartz.org/InternetSafety>.

Some items to consider are:

- Definition of Internet Safety and why it's important.
- Examples of safe vs. unsafe online behavior. Rather than just pointing out what *not* to do, let's place an emphasis on what you *can* do to stay safe and still enjoy your time online.
- Call-to-action to contact a parent or trusted adult if you're worried about something you posted or your safety. You can also contact the National Domestic Violence Hotline for help by going online to <http://www.thehotline.org> or calling 1-800-799-SAFE (7233).
- Final thought: Be creative! This topic has serious implications, so make sure those are communicated, but you can still approach it in a humorous or lighthearted way. Think about how you would want to be reminded about Internet safety, and create your video with that framework.
- Get more information at <http://www.netismartz.org/Teens>.

Teams who do *not* submit an entry that follows this topic will be *disqualified*.

Team must supply

Visual display technology in the form of, but *not* limited to, a desktop/laptop/tablet with internal or external speakers, projector, TV or DVD player

Projector (optional)

Carry-in and set-up of equipment must be done solely by the team and must take place within the time allotted

No Internet access will be provided on-site at NLC; however, teams may provide their own access to be used only for their presentation to the judges

Team must bring all supporting devices (e.g., extension cords, power supply, etc.)

Business Professionals of America assumes no responsibility for hardware/software provided by the contestant. No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Apply knowledge of software, equipment, and skills related to video production
- Utilize various video-editing applications
- Develop a story line using a storyboard and script
- Demonstrate scripting techniques to present a clear overall message
- Apply basic camera techniques including various camera shots
- Demonstrate knowledge of transitions and audio editing techniques
- Demonstrate proper use of placement of titles and visual effects
- Demonstrate teamwork skills needed to function in a video editing environment

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Specifications

- This is a pre-submitted event. See instructions for submission.
- The team will develop a video utilizing various software applications related to video production.
- The team may utilize audio, text, video, graphics, and animation.
- Use of transitions and continuity must exist in the production.
- At least fifty-percent (50%) of the video must be footage shot by the team.
- The final project components, including, but *not* limited to, storyboard (8.5" x 11"), script, and video should be compressed in zip format and uploaded to a video/file sharing site (Dropbox, etc.)
- Topic and theme must remain the same as the team progresses through regional/district, state and national competition.
- For completed projects uploaded to a video/file sharing site (Vimeo, YouTube, or Dropbox, etc.), it is recommended to set the access level of your project to one of BPA's recommended settings. See page 15 for settings recommendations.
- Submit the [Team Entry Form](#) including the URL to the project and [Release Form](#)(s) in a combined PDF file to: <http://www.bpa.org/submit>, no later than 11:59 p.m. Eastern Time on April 1, 2018.
- Note: Member ID's will be required for all submissions.
- Contestants will receive an automated response confirmation at the time of submission.
- Individual confirmation of receipt *cannot* be provided by the National Center.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.
- Multiple submissions will *not* be accepted.
- Teams must be registered for national level competition prior to submission of materials.
- Materials from non-registered contestants and/or those missing contestant numbers *cannot* be accepted.
- No changes can be made to the project after the date of submission.
- One (1) copy of the completed storyboard and [Team Entry Form](#), including signatures, *must* be submitted at the time of the presentation at NLC at both the Preliminary and Final Competition.
- All team members may confer on the judges' questions and are encouraged to share in the responses.
- The team is responsible for securing a [Release Form](#) from any person whose image is used in the production.
- All text/graphics materials must follow the organization's [Graphic Standards](#) and make proper use of the logo and/or organization's name. (Refer to the [Graphic Standards](#) in the [Style & Reference Manual](#).)
- All written material must follow the organization's [Graphic Standards](#) and make proper use of the logo and/or organization's name. (Refer to the [Graphic Standards](#) in the [Style & Reference Manual](#).)
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at <http://www.copyright.gov/title17/circ92.pdf>. The [Style & Reference Manual](#) contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- National Business Professionals of America grants permission for the use of the copyrighted logo and tagline.

Method of evaluation

Technical Scoring Rubric

Presentation Scoring Rubric

Length of event

No more than three (3) minutes for set-up

No more than five (5) minutes for the presentation

No more than five (5) minutes for judges' questions

Finals may be included at state and national levels

Teams will be stopped at the end of the allotted time

Entries

Each state is allowed two (2) entries

Teams in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event judges before judging takes place.

Materials submitted for technical judging *cannot* be returned and will *not* be available at NLC.

This event is sponsored by:



(945) Introduction to Video Production Team

Judge Number _____

Team Number _____

Technical Scoring Rubric

Team Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes (Disqualification)	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the <i>disqualification</i> below:		
Team followed topic	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Disqualification)

Items to Evaluate	Points Awarded
Team submitted the correct information and in the correct format. <ul style="list-style-type: none"> Team Entry Form (must be keyed but does <i>not</i> have to be signed for pre-submission) AND Release Form(s) (do <i>not</i> have to be signed or keyed for pre-submission) in one combined PDF file <p style="text-align: center;"><i>All points or none are awarded by the technical judge.</i></p>	10
Required Elements	
<ul style="list-style-type: none"> Included more than one camera angle 	Y/N
<ul style="list-style-type: none"> Included at least one interview 	Y/N
<ul style="list-style-type: none"> Included one voice over 	Y/N
<ul style="list-style-type: none"> Included ending credits 	Y/N
<ul style="list-style-type: none"> Video lasted no less than one (1) minute and no more than two (2) minutes 	Y/N
Total Required Elements Points (60 points maximum)	
Items to Evaluate	Below Average
Content	Average
<ul style="list-style-type: none"> Originality of content (at least 50% of video must be footage shot by the team) 	Good
<ul style="list-style-type: none"> Developed and portrayed theme 	Excellent
<ul style="list-style-type: none"> Effectiveness of production 	
<ul style="list-style-type: none"> Production free of typos 	
Total Content Points (80 points maximum)	
Quality	
<ul style="list-style-type: none"> Focus 	
<ul style="list-style-type: none"> Steadiness 	
<ul style="list-style-type: none"> Color 	
<ul style="list-style-type: none"> Audio 	
Total Quality Points (80 points maximum)	
TOTAL TECHNICAL POINTS (220 points maximum)	

(945) Introduction to Video Production Team

Judge Number _____

Team Number _____

Presentation Scoring Rubric

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Ability to explain the design process	1-5	6-10	11-15	16-20	
Ability to explain the use of innovative technology	1-5	6-10	11-15	16-20	
Ability to explain their development and use of media elements (graphics, video, audio, etc.)	1-5	6-10	11-15	16-20	
TOTAL PRESENTATION POINTS (60 points maximum)					

Props and/or additional items shall not be used as a basis for scoring.

Specification Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per team, <i>not</i> per judge.		Points Awarded
Set-up lasted no longer than three (3) minutes – 5 points Presentation lasted no longer than five (5) minutes – 5 points	10	
Documentation submitted at time of check-in: keyed and signed Team Entry Form (1 copy), Storyboard (1 copy), Script (1 copy) and signed Release Form(s) (1 copy) <i>Must have copies for preliminaries and finals</i>	10	
All registered team members in attendance for entire event	10	
TOTAL SPECIFICATION POINTS (30 points maximum)		

MAXIMUM POSSIBLE POINTS = 310

(950) Graphic Design Promotion

Description

Develop a theme, illustrate the theme in a logo design, and then utilize the logo in a promotional flyer.

The output of this competition is to be produced as the basis for NLC theme and advertising for 2019.

Eligibility

Any Middle Level member may enter this event. Contestants participating in national level competition must be registered for the event prior to submission deadline for technical judging. Contestants must participate in both parts of the competition in order to be ranked.

Contestant must supply

One (1) plastic sheet protectors (8½" x 11") each containing three documents—one flyer, one student-generated logo, and one keyed [Individual Entry Form](#).

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate knowledge of graphic design and rules for layout
- Demonstrate effective use of color, lines, text, graphics, shapes, etc.
- Demonstrate the ability to present ideas to prospective customers illustrating reasoning and logic for the theme
- Use principles of design, layout, and typography in graphic design
- Generate a promotional flyer for marketing purposes
- Use appropriate artwork and design techniques to effectively illustrate a theme
- Apply technical skills to manipulate graphics, artwork, and image

Specifications

- This is a pre-submitted event. See instructions for submission.
- Contestant may select any theme that promotes the Business Professionals of America National Leadership Conference in Anaheim, California, May 1-5, 2019.
- Theme must be 25 characters or less including spaces.
- Dimensions of flyer must be 8½" x 11". It is recommended that you use at least 300 dpi.
- Dimensions of the contestant-generated logo must *not* exceed 4" x 4". It is recommended that you use at least 300 dpi. Contestant-generated logo must be presented on a separate 8½" x 11" paper that can be either landscaped or portrait.
- Product should be printed on white non-glossy paper and in the intended color scheme.
- The graphics must *not* be professionally or commercially produced or printed.
- The flyer, logo and entry information must be submitted to the National Center in JPG, PNG, or PDF formats at <http://www.bpa.org/submit> no later than 11:59 p.m. Eastern Time on April 1, 2018. The flyer, logo and entry information must be submitted in three (3) separate files.
- Note: Member ID's will be required for all submissions.
- Confirmation of receipt will be provided when information is submitted.
- No fax or mailed copies will be accepted.
- Materials from non-registered contestants and/or those missing a contestant number will *not* be accepted.
- No changes can be made to the project after the date of submission.
- One (1) copy of the completed copy of the flyer and contestant-generated logo, and [Individual Entry Form](#), including signatures, *must* be submitted at the time of the presentation at NLC at both the Preliminary and Final Competition.

- Contestants may also bring one additional 8½” x 11” flyer and one additional logo for use during the presentation at both the Preliminary and Final Competitions. Contestants may use notes and index cards if desired.
- The contestant will give a presentation on how the graphic was developed and produced. A question-and-answer session will follow.
- No computers, projection systems or other props may be used during the presentation.
- The flyers, logos and forms will *not* be returned.
- Use of appropriate grammar, spelling and punctuation is required.
- Contestant-generated logo is effective when reduced to trading pin size.
- All graphics must be computer generated. Only contestant-prepared graphics may be used in the design. Originality and effectiveness will be given greater consideration.
- Business Professionals of America logo, name, and tagline must appear on the flyer.
- All written materials must follow the organization’s [Graphic Standards](#) and make proper use of the BPA logo and/or organization’s name. (Refer to the [Graphic Standards](#) in the [Style & Reference Manual](#).)
- Contestant’s name may *not* appear anywhere on output.
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at <http://www.copyright.gov/title17/circ92.pdf>. The [Style & Reference Manual](#) contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- National Business Professionals of America grants permission for the use of the copyrighted logo and tagline.
- The top three (3) places in the Middle Level, Secondary and Post-secondary national competition will be submitted to the selection committee for consideration to be used as the theme for the following membership year.

Method of evaluation

Technical Scoring Rubric

Presentation Scoring Rubric

Length of event

No more than five (5) minutes for oral presentation

No more than five (5) minutes for judges’ questions

Contestants will be stopped at the end of the allotted time

Entries

Each state is allowed three (3) entries

Contestants in all judged events who wish to receive judges’ comments must submit a self-addressed, stamped envelope to the event judges before judging takes place.

Materials submitted for technical judging will *not* be returned and will *not* be available at NLC.

(950) Graphic Design Promotion

Judge Number _____

Team Number _____

Technical Scoring Rubric

Contestant Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes <i>(Disqualification)</i>	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the <i>disqualification</i> below:		
Contestant followed topic	<input type="checkbox"/> Yes	<input type="checkbox"/> No <i>(Disqualification)</i>

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Contestant submitted the correct information and in the correct format. <ul style="list-style-type: none"> Flyer -.JPG, PNG, or PDF format Logo -. JPG, PNG, or PDF format Individual Entry Form – PDF format (must be keyed, but does <i>not</i> have to be signed for pre-submission) <i>All points or none are awarded by the technical judge.</i>				10	
Flyer shows imagination, creativity, and originality	1-5	6-10	11-15	16-20	
Student-generated logo shows imagination, creativity and originality	1-5	6-10	11-15	16-20	
Design gains attention and has eye appeal	1-5	6-10	11-15	16-20	
Theme generated promotes NLC	1-5	6-10	11-15	16-20	
Effectiveness (easily understood, motivational, accurate)	1-5	6-10	11-15	16-20	
Consistency in graphic and theme	1-5	6-10	11-15	16-20	
BPA logo and tagline meet the Graphic Standards as outlined in the Style & Reference Manual	1-5	6-10	11-15	16-20	
TOTAL TECHNICAL POINTS (150 points maximum)					

(950) Graphic Design Promotion

Judge Number _____

Team Number _____

Presentation Scoring Rubric

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Oral presentation/stage presence/delivery	1-5	6-10	11-15	16-20	
Content of presentation	1-5	6-10	11-15	16-20	
Effectiveness of presentation	1-5	6-10	11-15	16-20	
Answers to judges' questions	1-5	6-10	11-15	16-20	
TOTAL PRESENTATION POINTS (80 points maximum)					

Props and/or additional items shall not be used as a basis for scoring.

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per contestant, <i>not</i> per judge.		Points Awarded
Theme must be 25 characters or less including spaces.	10	
Contestant name does <i>not</i> appear on submitted output.	10	
Appropriate use of grammar, spelling and punctuation.	10	
Flyer is submitted on 8 ½" x 11" sheet of paper in either landscape or portrait.	10	
Dimensions of student-generated logo do <i>not</i> exceed 4" x 4" and is submitted on separate 8 ½" x 11" sheet of paper.	10	
Documentation submitted at time of check-in: keyed and signed Individual Entry Form (1 copy), flyer (1 copy), and logo (1 copy). <i>Must have copies for preliminaries and finals</i>	10	
TOTAL SPECIFICATION POINTS (60 points maximum)		

MAXIMUM POSSIBLE POINTS = 290

(960) Presentation Management Team

Description

Assess use of current desktop technologies and software to prepare and deliver an effective multimedia presentation.

Eligibility

Any Middle Level member may enter this event. A team will consist of two to four (2-4) members. Contestants may *not* participate in Presentation Management Team and Prepared Speech in the same year. Previous submissions may *not* be used for presentations.

Topic

Each team will develop a new brand for their local school. Topics should include but are *not* limited to: logo, tagline, mascot, or school cheer/chant. Teams should include information such as the rationale behind the design, alterations to logo for different school levels (i.e., secondary school is the Lions and the elementary is the Cubs), and branding material such as letterhead or spirit wear.

Teams who do *not* submit an entry that follows this topic will be *disqualified*.

Team Must Supply

Visual display technology in the form of (but *not* limited to) a laptop/tablet PC

Presentation software

Sounds cards (optional)

External speakers (optional)

Projector (optional)

Visual Aids (optional)

Notes or note cards for oral presentation (optional)

No Internet access will be provided on site at NLC; however, teams may provide their own access to be used only for their presentation to the judges

Teams must bring all supporting devices (e.g., extension cords, power supply, etc.)

Carry-in and set-up of equipment must be done solely by the team and must take place within the time allotted

Business Professionals of America assumes no responsibility for hardware/software provided by the contestant. No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Use variety of research tools
- Communicate research in a clear and concise manner
- Demonstrate teamwork skills needed to function in a business setting
- Apply technical skills to manipulate word processing, spreadsheet, and presentation software
- Demonstrate financial concepts relevant to projects
- Demonstrate teamwork skills needed to function in a productive manner
- Conduct research using various resources and methods
- Discuss findings and respond to questions

Specifications

- The team shall design a computer-generated multimedia presentation on the assigned topic listed above.
-
- Use of graphics, including charts, is to be a part of the presentation.

- If the Business Professional of America logo is used, graphic materials must follow the organization's [Graphic Standards](#) and make proper use of the logo and/or organization's name. (Refer to the [Graphic Standards](#) in the [Style & Reference Manual](#).)
- All members of the team must participate in the "live" presentation.
- One (1) copy of the [Team Entry Form](#), including signatures, [Release Form\(s\)](#), and the word-processed Works Cited *must* be submitted at the time of the presentation at NLC at both the Preliminary and Final Competition
- All team members may confer on the judges' questions and are encouraged to share in the responses.
- The team is to make effective use of current multimedia technology in the presentation (e.g., sound, movement, digital video, etc.).
- The presentation should use space, color, and text as design factors.
- Showcase your team's choices using a multimedia presentation.
- The use of costumes during presentations is *not* permitted.
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at <http://www.copyright.gov/title17/circ92.pdf>. The [Style & Reference Manual](#) contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- National Business Professionals of America grants permission for the use of the copyrighted logo and tagline.

Method of evaluation

Presentation Scoring Rubric

Length of event

No more than three (3) minutes preparation/set-up

No more than seven (7) minutes and less than five (5) minutes presentation

No more than five (5) minutes judges' questions

Teams will be stopped at the end of the allotted time

Entries

Each state is allowed two (2) entries

Teams in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event judges before judging takes place.

Materials submitted for technical judging *cannot* be returned and will *not* be available at NLC.

(960) Presentation Management Team

Judge Number _____

Team Number _____

Presentation Scoring Rubric

Team Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes (Disqualification)	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the <i>disqualification</i> below:		
Team followed topic	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Disqualification)

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Opening and summary	1-5	6-10	11-15	16-20	
Description of the new brand	1-5	6-10	11-15	16-20	
Goals to be achieved are stated	1-5	6-10	11-15	16-20	
Stage presence and delivery	1-5	6-10	11-15	16-20	
General content	1-5	6-10	11-15	16-20	
Participation by all team members	1-5	6-10	11-15	16-20	
Typography (typeface, size, & color)	1-5	6-10	11-15	16-20	
Functional graphics contribute to the progression of the idea	1-5	6-10	11-15	16-20	
Charts and graphs used effectively	1-5	6-10	11-15	16-20	
Effective use of color and space	1-5	6-10	11-15	16-20	
Effective use of multimedia technology	1-5	6-10	11-15	16-20	
Development of stated theme	1-5	6-10	11-15	16-20	
Answers to judges' questions	1-5	6-10	11-15	16-20	
TOTAL PRESENTATION POINTS (260 points maximum)					

Props and/or additional items shall not be used as a basis for scoring.

(960) Presentation Management Team

Judge Number _____

Team Number _____

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per team, <i>not</i> per judge.		Points Awarded
Documentation submitted at time of check-in: keyed and signed Team Entry Form (1 copy), Works Cited (1 copy), and signed Release Form (s) (1 copy) <i>Must have copies for preliminaries and finals</i>	10	
Works Cited provided and formatted according to the Style & Reference Manual	10	
Set-up lasted no more than three (3) minutes – 5 points	10	
Presentation was no less than five (5) minutes and lasted no more than seven (7) minutes – 5 points	10	
All registered team members in attendance for entire event	10	
TOTAL SPECIFICATION POINTS (40 points maximum)		

TOTAL MAXIMUM POINTS = 300

(965) Prepared Speech

Description

To provide the student an opportunity to demonstrate communication skills in securing, arranging, organizing, and orally presenting information.

Eligibility

Any Middle Level member may enter this event. The event may be repeated, but the topic may *not*. Contestant may *not* enter Extemporaneous Speech, Presentation Management Team and Prepared Speech in the same year.

Contestant must supply

Easel (optional)

Props (optional)

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate effective communication skills
- Demonstrate skills in developing a speech using the three basic elements (introduction, body, conclusion)
- Utilize nonverbal gestures as needed
- Apply speaking techniques using appropriate tempo and pitch
- Secure facts and data from multiple sources, emphasizing research skills

Specifications

- Each contestant is to select a topic related to business, entrepreneurship, or Business Professionals of America, and develop an oral presentation of *not* less than three (3) or more than five (5) minutes.
- Facts and working data may be secured from any source.
- The length of set-up will be no more than three (3) minutes.
- Set-up will be stopped at three (3) minutes to begin the speech.
- This event emphasizes a scholarly approach to securing information and places emphasis on content and research. Each contestant's speech must be the result of his/her own efforts.
- Prior to speaking, each contestant must provide at both the Preliminary and Final Competition:
 - The event proctor with one (1) keyed copy of the speech outline and the Works Cited. Outline and Works Cited must adhere to the [*Style & Reference Manual*](#).
 - Contestants must place their Contestant ID in the top-right corner of the header on the Works Cited and speech outline. (This addition is *not* noted in the [*Style & Reference Manual*](#).)
 - One (1) copy of the keyed [*Individual Entry Form*](#), including signatures, *must* be provided at preliminary and final judging.
 - All copies must be printed in black ink on 8½" x 11" plain white paper. The copies should be collated and stapled as separate sets. No binders will be accepted.
- The contestant may use notes or note cards.
- The contestant will speak before a panel of judges and a timekeeper.
- No audience will be allowed.
- No time warnings will be given; however, contestants will be stopped at the end of the allotted time.
- A topic may *not* be repeated.

- All materials (props, displays, samples, gifts, etc.), other than the required submission, may *not* be left with judges.
- No electric/electronic equipment may be used.
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at <http://www.copyright.gov/title17/circ92.pdf>. The *Style & Reference Manual* contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- National Business Professionals of America grants permission for the use of the copyrighted logo and tagline.

Method of evaluation

Presentation Scoring Rubric

Length of event

No more than three (3) minutes set-up/preparation

No less than three (3) and no more five (5) minute presentation

Finals may be included at state and national levels

Contestants will be stopped at the end of the allotted time

Entries

Each state is allowed three (3) entries

Contestants in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event judges before judging takes place.

Materials submitted for competition will *not* be returned.

(965) Prepared Speech

Judge Number _____

Contestant Number _____

Presentation Scoring Rubric

Contestant Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes (Disqualification)	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the <i>disqualification</i> below:		

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Introduction	1-5	6-10	11-15	16-20	
Voice: Pitch, tempo, volume, enthusiasm	1-5	6-10	11-15	16-20	
Platform Deportment: Gestures, poise, eye contact, mannerisms, appearance	1-5	6-10	11-15	16-20	
Organization: Logical, clearly understood, suitable to topic, coherent	1-5	6-10	11-15	16-20	
Content: Development of subject matter, depth of research	1-5	6-10	11-15	16-20	
Mechanics: Diction, grammar, word pictures, pronunciation	1-5	6-10	11-15	16-20	
Closing: Summary and conclusion	1-5	6-10	11-15	16-20	
Effectiveness: Was purpose achieved? (to make a decision, to impress, to inform, to persuade)	1-5	6-10	11-15	16-20	
TOTAL PRESENTATION POINTS (160 points maximum)					

Props and/or additional items shall not be used as a basis for scoring.

(965) Prepared Speech

Judge Number _____

Contestant Number _____

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per contestant, <i>not</i> per judge.		Points Awarded
Documentation submitted at check-in: keyed and signed Individual Entry Form (1 copy), outline (1 copy), and Works Cited (1 copy). <i>Must have copies for preliminaries and finals</i>	10	
Outline followed the Style & Reference Manual format.	10	
Works Cited followed the Style & Reference Manual format.	10	
Set-up lasted no longer than three (3) minutes – 5 points. Presentation lasted no less than three (3) minutes and no longer than five (5) minutes – 5 points.	10	
TOTAL SPECIFICATION POINTS (40 points maximum)		

MAXIMUM NUMBER OF POINTS = 200

(970) Extemporaneous Speech

Description

Demonstrate communication skills in arranging, organizing, and presenting information orally and effectively without prior knowledge of the topic.

Eligibility

Any Middle Level member may enter this event. The event may be repeated. Contestant may *not* enter both Extemporaneous Speech and Prepared Speech in the same year.

Contestant must supply

Sharpened No. 2 pencils, pens

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate effective communication skills
- Demonstrate skills in developing a speech using the three (3) basic elements (introduction, body, conclusion)
- Apply speaking techniques using appropriate tempo and pitch
- Utilize nonverbal gestures as needed

Specifications

- The contestant will draw two (2) different business topics and will select either one. The topics may deal with Business Professionals of America, office situations, the business world, etc.
- The contestant will be provided ten (10) minutes to develop the topic. Three (3) note cards will be provided by the event proctor. Notes can only be made on the note cards provided.
- No advisor contact will be allowed between the time of receiving the topic and the delivery of the speech.
- No materials or previously prepared notes will be allowed into the preparation or presentation room with the contestant.
- Cell phones may *not* be used in the preparation room.
- The contestant will speak before a panel of judges and a timekeeper. No audience will be allowed.
- The length of the speech will be no less than two (2) minutes and no more than four (4) minutes. Ten points will be awarded to any contestant who adheres to the timing rule. Points will be awarded per speech, *not* per judge.
- The contestant will be given warnings via flash cards when there is one (1) minute remaining and when there are thirty (30) seconds remaining during the speaking time.
- Finals may be included at state and national levels.

Method of evaluation

Presentation Scoring Rubric

Length of event

No more than ten (10) minutes preparation

No less than two (2) and no more than four (4) minutes oral presentation

No time is allotted for judges' questions

Contestants will be stopped at the end of the allotted time

Equipment/supplies provided

Three (3) note cards for preparation of presentation

Entries

Each state is allowed three (3) entries

Contestants in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event judges before judging takes place.

(970) Extemporaneous Speech

Judge Number _____

Contestant Number _____

Presentation Scoring Rubric

Evaluation of Speech	Below Average	Average	Good	Excellent	Points Awarded
Introduction	1 – 5	6 – 10	11 – 15	16 – 20	
Voice: Pitch, tempo, volume, enthusiasm	1 – 5	6 – 10	11 – 15	16 – 20	
Platform Development: Gestures, poise, eye contact, mannerisms, appearance	1 – 5	6 – 10	11 – 15	16 – 20	
Organization: Logical, clearly understood, suitable to topic, coherent	1 – 5	6 – 10	11 – 15	16 – 20	
Mechanics: Diction, grammar, word pictures, pronunciation	1 – 5	6 – 10	11 – 15	16 – 20	
Closing: Summary and conclusion	1 – 5	6 – 10	11 – 15	16 – 20	
Effectiveness: Was purpose achieved? (to decide, to impress, to inform, to persuade)	1 – 5	6 – 10	11 – 15	16 – 20	
TOTAL PRESENTATION POINTS (140 points maximum)					

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per contestant, <i>not</i> per judge.		Points Awarded
Presentation lasted no less than two (2) and no more than four (4) minutes. (No points awarded if presentation is less than 2 minutes or time exceeds the time limit.)	10	
TOTAL SPECIFICATION POINTS (10 points maximum)		

MAXIMUM POSSIBLE POINTS = 150

(975) Entrepreneurship Exploration

Description

To encourage students to have a better understanding of the American free enterprise system, contestants will conduct research on the assigned topic.

Eligibility

Any Middle Level member may enter this event. If a member repeats this event, the contestant may *not* submit any previously used research paper. Contestants participating in national level competition must be registered for the event prior to submission deadline for technical judging. Contestants must participate in both parts of the competition in order to be ranked.

Topic

Contestants will research an independently owned company and a national franchise or global company in the transportation industry. Contestants will meet with management from one locally owned and one nationally franchised or global company to gather research in preparation for their research paper, oral presentation, and response to questions from a panel of judges. The transportation industry could include areas such as logistics, mechanics, engineering, construction, architecture, public relations, communications and marketing, research and development, strategic partnerships, automation, renewable energy, and information technology.

Important note: Half of the transportation industry workforce is expected to retire within the next ten years. Transportation industry careers offer incredible opportunities, don't always require a college degree, and provide some of the highest entry-level salaries available.

Contestants who do *not* submit an entry that follows this topic will be *disqualified*.

Contestant must supply

Contestant may use a computer, projection equipment, prepared posters, flip charts, easel or graphs in their presentation

Carry-in and set-up of equipment must be done solely by the contestants and must take place within the time allotted

No Internet access will be provided on site at NLC; however, contestants may provide their own access to be used only for their presentation to the judges

Contestant must bring all supporting devices (e.g., extension cords, power supply, etc.)

Business Professionals of America assumes no responsibility for hardware/software provided by the contestant. No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate knowledge and understanding of entrepreneurship
- Demonstrate an understanding of marketing concepts and practices
- Create and implement a plan of action
- Identify customer base including consumer and organizational markets and demographics
- Demonstrate effective written and oral communication skills
- Use correct terminology related to finance
- Identify and utilize internal and external resources
- Demonstrate effective persuasive and informative communication and presentation skills

Business Professionals of America Workplace Skills Assessment Program

Material contained in this publication may be reproduced for member and/or event use only.

Specifications

- This is a pre-submitted event. See instructions for submission.
- The research paper must *not* exceed five (5) pages, double-spaced, single-sided numbered pages with one-inch margins (excluding the Title Page and Works Cited) and must follow the Report format in the [Style & Reference Manual](#). Each research paper must also include a Title Page and Works Cited which follow the [Style & Reference Manual](#) format.
- Any research paper submitted beyond the maximum number of pages will be *disqualified*.

The completed research paper must include, but is *not*, limited to the following:

- Type of businesses interviewed
 - Objectives of the businesses interviewed
 - Explanation of types of products/service offer by each company
 - How and when the business was organized
 - Where the organization is located and why the location
 - How the business was selected
 - Explanation of company's marketing strategy
 - What are the biggest expenses incurred by each business
 - Comparison of the two companies
- A keyed [Individual Entry Form](#) and research paper must be submitted as a PDF file must be submitted to the National Center at <http://www.bpa.org/submit> no later than 11:59 p.m. Eastern Time on April 1, 2018.
 - Note: Member ID's will be required for all submissions.
 - Contestants will receive an automated response confirmation at the time of submission.
 - Individual confirmation of receipt *cannot* be provided by the National Center.
 - No fax or mailed copies will be accepted.
 - No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.
 - Multiple submissions *cannot* be accepted.
 - Materials from non-registered contestants and/or those missing contestant numbers will *not* be accepted.
 - No changes can be made to the project after the date of submission.
 - One (1) copy of the plan and the [Individual Entry Form](#), including signatures, *must* be submitted at the time of the presentation at NLC at both the Preliminary and Final Competition.
 - Contestant will present before a panel of judges and a timekeeper. No audience will be allowed.
 - Set-up will be stopped at three (3) minutes to begin the presentation.
 - The contestant will be given warnings via flash cards when there is two (2) minutes remaining and when there is one (1) minutes remaining during the speaking time.
 - It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at <http://www.copyright.gov/title17/circ92.pdf>. The [Style & Reference Manual](#) contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
 - National Business Professionals of America grants permission for the use of the copyrighted logo and tagline.

Method of evaluation

Technical Scoring Rubric

Presentation Scoring Rubric

Length of event

No more than three (3) minutes set-up

No more than ten (10) minutes oral presentation

No more than five (5) minutes judges' questions

Finals may be included at state and national levels

Contestants will be stopped at the end of the allotted time

Entries

Each state is allowed three (3) entries

Contestants in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event judges before judging takes place.

Materials submitted for technical judging *cannot* be returned and will *not* be available at NLC.

This event is sponsored by:



(975) Entrepreneurship Exploration

Judge Number _____

Contestant Number _____

Technical Scoring Rubric

Contestant Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes (<i>Disqualification</i>)	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the <i>disqualification</i> below:		
Contestant followed topic	<input type="checkbox"/> Yes	<input type="checkbox"/> No (<i>Disqualification</i>)

Report Evaluation	Below Average	Average	Good	Excellent	Points Awarded
Contestant submitted the correct information and in the correct format. <ul style="list-style-type: none">Research Paper (using Report Format) – PDF formatIndividual Entry Form – PDF format (must be keyed, but does <i>not</i> have to be signed for pre-submission) <i>All points or none are awarded by the technical judge.</i>				10	
Description of businesses (companies identification and operation)	1-5	6-10	11-15	16-20	
Vision (objectives) of businesses	1-5	6-10	11-15	16-20	
Each Company's marketing strategy	1-5	6-10	11-15	16-20	
Product(s) and/or service(s) descriptions	1-5	6-10	11-15	16-20	
Comparison of independent owned and nationally franchised businesses	1-5	6-10	11-15	16-20	
Explanation of location	1-5	6-10	11-15	16-20	
Overall appearance, conciseness and completeness	1-5	6-10	11-15	16-20	
TOTAL TECHNICAL POINTS (150 points maximum)					

(975) Entrepreneurship Exploration

Judge Number _____

Contestant Number _____

Presentation Scoring Rubric

Oral Presentation Evaluation	Below Average	Average	Good	Excellent	Points Awarded
Opening and summary	1-5	6-10	11-15	16-20	
Content of presentation	1-5	6-10	11-15	16-20	
Effectiveness of presentation	1-5	6-10	11-15	16-20	
Presentation etiquette	1-5	6-10	11-15	16-20	
Answers to judges' questions	1-5	6-10	11-15	16-20	
TOTAL PRESENTATION POINTS (100 points maximum)					

Props and/or additional items shall not be used as a basis for scoring.

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per contestant, <i>not</i> per judge.		Points Awarded
Documentation submitted at time of check-in: keyed and signed Individual Entry Form (1 copy), Research Paper (1 copy) <i>Must have copies for preliminaries and finals</i>	10	
Research paper format according to Report Format found in the Style & Reference Manual .	10	
Title Page and Works Cited formatted according to the Style & Reference Manual	10	
Set-up lasted no longer than three (3) minutes – 5 points Presentation lasted no longer than ten (10) minutes – 5 points	10	
TOTAL SPECIFICATION POINTS (40 points maximum)		

TOTAL MAXIMUM POINTS = 290

(980) Business Fundamentals Concepts – Open Event

Description

To develop an overall familiarity with basic business knowledge skills.

Eligibility

Any Middle Level member may enter this event.

Contestant must supply:

Sharpened No. 2 pencils

Cordless calculator: electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). Contestants who violate this rule will be *disqualified*.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Develop human relation skills
- Demonstrate understanding of general office procedures (filing, punctuality, reliability, performance)
- Demonstrate effective verbal and written communication
- Demonstrate knowledge of business law and ethics
- Demonstrate knowledge of general computer concepts
- Demonstrate knowledge of job-seeking and retention skills
- Demonstrate an introductory understanding of economics, personal finance, and banking

Method of evaluation

Objective Test

Equipment/Supplies provided

Plain paper

Length of event

No more than sixty (60) minutes testing time

Entries

Unlimited

Reference materials may *not* be used for any Open Event

WORKPLACE SKILLS ASSESSMENT PROGRAM RECOMMENDATION PROCEDURES

How to Submit a Recommendation:

1. Input from local advisors and/or students for changes in workplace skills assessments shall be submitted on the Workplace Skills Assessment Program Recommendation Form located online at: www.registermypaper.com/bpamem by June 15.
2. Recommendations for all changes in events and specifications must describe suggested wording change in the Middle Level Guidelines for the Workplace Skills Assessment Program.
3. Recommendations for all changes in the administration of workplace skills assessments must describe the suggested procedure to be followed by event administrators.
4. Recommendations, including a clearly stated rationale for all changes, must be completed and keyed with no abbreviations. Please attach all supporting documentation, if applicable. For example: if the recommendation concerns a form, refer to and attach the specific form; if it concerns a pilot test, refer to and attach the specific test.
5. Submitted recommendations must include:
 - a) specific recommendation
 - b) clearly stated rationale
6. Recommendations received after June 15, but prior to the summer CEAC meeting, must be distributed directly to each state advisor, CEAC representative, and the National Center.

How Recommendations are Answered:

1. CEAC will bring the state priority recommendations to the summer meeting for CEAC action as
 - a) approved as presented
 - b) approved with changes
 - c) rejected
 - d) point of information
 - e) tabled
2. If the recommendation is approved, and it is a major change, it will be taken to the Programs Committee of the Board of Trustees. Other changes will be presented as a “point of information.”
3. Recommendations rejected will be returned to the originating state with an explanation.
4. The Programs Committee will review the CEAC recommendations and submit to the full Board of Trustees for final approval and implementation.

WORKPLACE SKILLS ASSESSMENT PROGRAM

PILOT PROCEDURE

- Step 1 A PROPOSAL FOR WORKPLACE SKILLS NEW EVENT:** be completed by the person proposing the event in coordination with their State Advisor and their CEAC representative(s). This form will be located on the Business Professionals of America website and in the Workplace Skills Assessment Guidelines.
- Step 2 Summer:** At the summer meeting, a need for a new event is presented and supported by a majority of members of SAAC and CEAC. A minimum of two states must agree to pilot the proposed event at either/or both regional and state levels. The proposed event is recommended for Board approval.
- Step 3 Summer:** The proposed event is presented to the Board of Trustees for review and action. If approved, authors will be contracted by the National Center to write all levels of the pilot event and evaluation instruments for pilot states to complete.
- Step 4 Fall:** The regional and state levels of the pilot event are distributed to all state organizations. Other states, in addition to the two initial states that agreed, may decide to pilot the event and must inform the National Center by the designated deadline. Any state who agrees to pilot the new event understands it has *not* been through the CEAC auditing procedure and, thus, agrees to accept and administer the event as received.
- Step 5 Spring:** Proposed event is piloted in at least two states at their spring conference. Event may also be piloted at the regional level, if desired. Each piloting state will conduct an evaluation to be administered immediately upon completion of the contest. Evaluations should be completed by:
- All participants
 - Administrators, proctors, graders, judges
 - State CEAC representatives
 - State Advisors
- Step 6 Spring:** Proposed event is piloted at NLC.
- Only students who competed in the pilot event at the state conference may compete in the pilot event at NLC.
 - The number of entries per state in the pilot event will be the same as any other event in the same category.
- Step 7 NLC:** Participants in the pilot event at NLC will be recognized in the same way as participants in other events in the same category.
- Step 8 NLC:** At the conclusion of the pilot, the following groups will evaluate the event:
- All participants
 - Administrators, proctors, graders, judges
 - CEAC members present
 - SAAC members present
- Step 9 Summer:** At the summer meeting, the proposed new event will be audited by CEAC and submitted for Board review. Joint CEAC and SAAC recommendations will also be submitted for review. If approved by the BOT, authorship will be assigned by the Director of Education and an addendum to the Guidelines will be sent to all states.

NEW EVENT PROPOSAL

NOTE: THE REGIONAL LEVEL TEST MUST BE SUBMITTED WITH THE NEW EVENT PROPOSAL

Proposed By:	E-mail Address:
Contest Name:	
Career Cluster/Pathway:	
Description:	

Competencies: (Specific skills needed to compete in this event)

[illegible]

All Aspects of Industry					
AA1	- Planning	AA4	- Technical and Production	AA7	- Community Issues
AA2	- Management	AA5	- Principles of Technology	AA8	- Health, Safety, and Environment
AA3	- Finance	AA6	- Labor Issues	AA9	- Personal Work Habits

List of Major Instructional Resources: (websites, textbooks, essential equipment, reference materials, supplies)

Resources: www.bpa.org Business Professionals of America

Rationale: (Explain need for new event and how it furthers the mission of the Workplace Skills Assessment Program.)