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| **State Leadership Conference****March 6-8, 2023****Mid-Level Competition Day: February 23, 2023** |
| **Middle Level Guidelines****2022-2023**Workplace Skills Assessment Program  |

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**INTRODUCTION**

Mission Statement

The mission of Business Professionals of America is to develop and empower student leaders to discover their passion and change the world by creating unmatched opportunities in learning, professional growth, and service.

## 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, and
* receive recognition.

## Content of the Guidelines

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 Mid-Level State Competition, and the State (SLC) and National Leadership Conferences (NLC).

## 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 Mid-Level State Competition, and the State (SLC) and National Leadership Conferences (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 eight (8) winners will be recognized at the State Leadership Conference. For Open events, the top eight (8) 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.

**2022-2023 Competitive Events**

**What’s New!!**

Welcome to the 2022-2023 membership year. Here’s what’s new for the Middle Level Guidelines:

**General WSAP Updates (applicable to multiple competitive events)**

* Office 2021 will be used in the 2023-2024 membership year (this is a one-year notice before the transition occurs).
* All points previously under Specification rubrics have been allocated to either the Technical or Presentation Scoring rubrics and the Specification rubrics have been removed from all competitions.
* A statement regarding whether reference materials are allowed in an event has been added to all competitive events.
	+ The statement will read “***Reference materials are allowed in this event.***” or “***Reference materials are not allowed in this event.***”
* The following statement clarifying State BPA submission deadlines has been added to all events requiring pre-submission of projects and/or forms.
* A column for “release form” requirements has been added to the Events-At-A-Glance table.
* The number of National Leadership Conference (NLC) team qualifiers from each State Association has been increased from the Top Two (2) Teams to the Top Three (3) Teams in all judged events.
* The statement “Ideas presented become the property of Business Professionals of America.” has been removed from all WSAP Competitions.
* A statement regarding props and visual aids has been added to all applicable competitive events.
	+ The statement will read **“Props or visual aids are allowed in this competition.”** or **“Props or visual aids are NOT allowed in this competition.”**
* All references to awarding points for competitors NOT using other materials have been removed from multiple competitive events.
* A table has been created with links to industry certification competencies for all competitions with a required industry certification alignment.
* Competition competencies and rubric items have been updated in many competitions. Please review the complete guidelines for specific changes, updates, and improvements to the competencies and rubric items.

**900’s Middle Level**

* Human Resource Exploration (990) is no longer a pilot and has been adopted as a full event.
* A new competition, Visual Design Team (960), has been created as a pilot event for the 2022-2023 membership year.
* Presentation Management Team (985) has been renamed to Presentation Team (985)
* Introduction to Word Processing (925) has been renamed to Word Processing (925)
* Introduction to Video Production Team (950) has been renamed to Video Production Team (950)

**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.” SLC competition requires dues to be paid no later than February 1, 2023.

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 guidelinesfor further details regarding member 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 Events within the time constraints of the conference program. Participation in virtual events does *not* count towards the total number of events for students.

## Event Length

The length of events varies. Times are listed on the [“[Events-At*-*A-Glance](https://members.bpa.org/download-center)”](http://www.bpa.org/sdownload/2019-20_ML_Events_At_A_Glance.pdf) 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 Rescheduling

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

## Use of Materials

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

## State Merit Scholar

Although this test is part of BPA Cares, it will be given at the same time as the online state testing (February 1-17, 2023). Any member or advisor registered for SLC 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.

## Proofreader’s Marks

Standardized proofreader’s marks have been identified by Digital Solutions and are listed in the [[*Style & Reference Manual*](https://members.bpa.org/download-center)](http://www.bpa.org/sdownload/2019-20_ML_Style_Reference_Manual.pdf).

## Style & Reference Manual

A standard style for documents is located in the [[*Style & Reference Manual*](https://members.bpa.org/download-center).](http://www.bpa.org/sdownload/2019-20_ML_Style_Reference_Manual.pdf) All events will be authored and scored using the styles given. Failure to follow the [*Style & Reference Manual*](https://members.bpa.org/download-center)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. Members who violate this rule will be *disqualified*.

## Admission to Event Testing Site

Only the registered member will be allowed into the event room. Only persons serving as administrators, proctors, or authorized personnel will be admitted into the event room. Members 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/Smart Devices

The use of cellular phones and/or smart devices, including digital watches, that can be used to record, transmit, receive, or play back audio, photographic, text, or video content in testing, preparation, and presentation rooms is strictly prohibited. In the event that a contestant/team is utilizing a cellular phone as a mobile hotspot, the phone must 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 member’s work. No other use will be allowed.

## Printing

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

## Recording Equipment

No recording 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 members to introduce themselves to the judges.

## Release Forms

When [Release Form](https://members.bpa.org/download-center)s are required, any student included in the project must submit a [Release Form](https://members.bpa.org/download-center); this includes individuals and all team members. [Release Form](https://members.bpa.org/download-center)s may be handwritten. Illegible forms will *not* be accepted.

## Student-Provided Equipment

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

##

**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 graphing 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 EL 9600 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 (Note: Letter keys not in QWERTY are permitted.)

**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 a*not*her student’s calculator.



**OKLAHOMA BPA STATE DEADLINES**

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

Materials for contests that are *not* listed below will be turned in at a designated time and place at the Mid-Level State Competition on February 23, 2023 @ ODCTE. The dates listed are **state deadlines**. States may require that additional contest materials be submitted prior to the state conference.

|  |  |  |
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| **Item** | **Deadline** | **Websites** |
| (001) OKBPA Promotional Video  | Submitted by 5:00 p.m. CT, Feb. 17, 2023 | <https://presubmit.bpa.org> |
| (940) Digital Game Design Team  | Submitted by 5:00 p.m. CT, Feb. 17, 2023 | <https://presubmit.bpa.org> |
| (945) Graphic Design Promotion  | Submitted by 5:00 p.m. CT, Feb. 17, 2023 | <https://presubmit.bpa.org> |
| (950) Video Production Team  | Submitted by 5:00 p.m. CT, Feb. 17, 2023 | <https://presubmit.bpa.org> |
| (955) Website Design Team  | Submitted by 5:00 p.m. CT, Feb. 17, 2023 | <https://presubmit.bpa.org> |
| (960) Visual Design Team - Pilot | Submitted by 5:00 p.m. CT, Feb. 17, 2023 | <https://presubmit.bpa.org> |
| (970) Entrepreneurship Exploration  | Submitted by 5:00 p.m. CT, Feb. 17, 2023 | <https://presubmit.bpa.org> |
| (980) Prepared Speech  | Submitted by 5:00 p.m. CT, Feb. 17, 2023 | <https://presubmit.bpa.org> |
| (985) Presentation Team  | Submitted by 5:00 p.m. CT, Feb. 17, 2023 | <https://presubmit.bpa.org> |
| (990) Human Resource Exploration | Submitted by 5:00 p.m. CT, Feb. 17, 2023 | <https://presubmit.bpa.org> |
| Virtual Events (V01 - V12) | See individual event for specifications | <https://presubmit.bpa.org> |
| SLC Competitive Events Registration | Opens: Jan. 12, 2023Closes: Jan. 27, 2023 | <https://register.bpa.org> |
| SLC Hotel Reservations | February 6, 2023 | <https://bpaok.org/SLC>for details |
| SLC Registration Refund Requests | February 3, 2023 | Email Paxton Cavin at Paxton.Cavin@careertech.ok.gov |
| SLC Online State Testing | Opens: Feb. 1, 2023Closes: Feb. 17, 2023 (5:00 pm) |  |
| State Officer Candidate Application | December 1, 2022 | Submit as outlined in the BPA State Officer Candidate Handbook |
| State Officer Candidate Screening | December 15, 2022 | Oklahoma Dept. of CareerTech |
| Recognition Awards & Scholarship | February 10, 2023 | See [https://bpaok.org/](https://bpaok.org/%20) SLC for details |
| Oklahoma BPA Cares Awards | February 10, 2023 | Handbook <https://bpa.org/students/bpa-cares/> |
| Torch Award—Statesman | February 10, 2023 | [http://bpa.org/torch-awards/](https://members.bpa.org/torch-awards) |
| Quality Chapter Award | February 10, 2023 | <https://bpa.org/students/scholarships-and-awards/quality-chapter-distinction/> |
| Oklahoma BPA Mid-Level Competitions | February 23, 2023 | Oklahoma Dept. of CareerTech |
| Oklahoma BPA SLC | March 6-8, 2023 | Tulsa Hyatt Regency |

**OKLAHOMA BPA MID-LEVEL PRE-SUBMISSION GUIDELINES**

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| --- |
| **2023 State Leadership Conference** |
| **Submission Deadline: February 17, 2023, by 5:00 p.m. Central Time** |
| **Event** | **What to Submit at** [**https://presubmit.bpa.org**](https://presubmit.bpa.org) | **Saved File Name** | **Bring to Conference\* Copies below must be brought for BOTH preliminaries and finals** |
| **NOTE: PAY CLOSE ATTENTION TO THE SAVED FILE NAMING CONVENTIONS** |
| **Management Information Systems** |  |  |
| (940) Digital Game Design Team  | **URL** to project, Works Cited and Release Form(s) in **one** combined PDF file. | **DGDT-MemberID.pdf** | 1 copy of Works Cited |
| **Digital Communication & Design** |  |   |
| (945) Graphic Design Promotion  | Flyer - PDF or JPG or PNG formatLogo - PDF or JPG or PNG formatWorks Cited - PDF format | **GDP-MemberID-Flyer****GDP-MemberID-Logo****GDP-MemberID-WorksCited.pdf** | 1 copy of Flyer1 copy of Logo 1 copy of Works Cited  |
| (950) Video Production Team  | **URL** to project, Works Cited and Release Form(s) in **one** combined PDF file. | **VPT-MemberID.pdf** | 1 copy of Storyboard1 copy of Script 1 copy of Works Cited |
| (955) Website Design Team  | **URL** to project (Any necessary login credentials will need to be added if necessary.), Works Cited and Release Form(s) in **one** combined PDF file.  | **WDT-MemberID.pdf** | 1 copy of Works Cited  |
| (960) Visual Design Team - Pilot | **URL** to project, Works Cited and Release Form(s) in **one** combined PDF file. | **VDT-MemberID.pdf** | 1 copy of each of the designelements1 copy of Works Cited |
| **Management, Marketing & Communication** |  |   |
| (970) Entrepreneurship Exploration  | Research Paper - PDF formatWorks Cited - PDF format | **ENT-MemberID.pdf** | 1 copy of Research Paper1 copy of Works Cited |
| (980) Prepared Speech (ML) | **URL** to project, Speech Outline, and Works Cited in one combined PDF file. | **PS-MemberID.pdf** | 1 copy of Works Cited1 copy of Speech Outline |
| (985) Presentation Team (ML) | **URL** to project, Release Forms and Works Cited in one combined PDF file. | **PMI-MemberID.pdf** | 1 copy of Works Cited1 copy of Release Forms |
| (990) Human Resource Exploration (ML)  | Job Shadow Request Letter – PDF Format | **HRE-MemberID.pdf** | 1 copy of Job ShadowRequest Letter |
| **Oklahoma State Events** |  |   |
| (001) Oklahoma BPA Promotional Video (ML) | **URL** to project, Storyboard, Script, Works Cited and Release Form(s) in one combined PDF file. | **PROMO--MemberID.pdf** | 1 copy of Works Cited |

**For all team events, files only need to be uploaded once under the team captain’s Member ID.**

**SLC 2023 COMPUTER SOFTWARE LIST**

*Provided at State and National Level Competition*

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

|  |  |
| --- | --- |
| ***Event*** | ***Software Packages*** |
| (915) Administrative Support Team  | MS Word 2019, MS Excel 2019, MS PowerPoint 2019, MS Access 2019, and MS Publisher 2019 |
| (925) Word Processing  | MS Word 2019 |
| (930) Spreadsheet Applications  | MS Excel 2019 |

**Check individual event guidelines for information regarding the use of members’ own computers. Members who bring their own computer for events, as permitted, must also bring all supporting devices (including portable printer, software, extension cords, power strips, paper, etc**.**) as outlined in event guidelines.** Electrical power will be provided. Carry-in and setup of equipment must be done solely by the member(s) and must take place within the time allotted.

Members must bring their own visual display technology for:

(940) Digital Game Design Team

(950) Video Production Team

(955) Website Design Team

(960) Visual Design Team - Pilot

(970) Entrepreneurship Exploration

(985) Presentation Management Team

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

|  |
| --- |
| **FUTURE SLC SITES** |
| **Year** | **Location**  | **Date** |
| 20232024 | Tulsa, OKTulsa, OK | March 6-8March 4-6 |

|  |
| --- |
| **FUTURE NLC SITES** |
| **Year** | **Location**  | **Date** |
| 2023202420252026 | Anaheim, CAChicago, ILOrlando, FLNashville, TN | April 26-30April 25-29May 7-11May 6-10 |

**Middle level judged event guidelines**

**Management Information Systems**

 (940) Digital Game Design Team

**Digital Communication & Design**

|  |  |
| --- | --- |
| (945) Graphic Design Promotion (950) Video Production Team  | (955) Website Design Team (960) Visual Design Team - Pilot |

**Management, Marketing & Communication**

|  |  |
| --- | --- |
| (970) Entrepreneurship Exploration (975) Extemporaneous Speech (980) Prepared Speech | (985) Presentation Team (990) Human Resource Exploration  |

**Oklahoma BPA State-Only Event**

 (001) Oklahoma BPA Promotional Video (ML)

## Judged Events Documentation Forms

All forms are available in the Download Center at <https://members.bpa.org>.

[**Release Form**](https://members.bpa.org/download-center)

Events that utilize images (photographs, video, or audio) require a [Release Form](https://members.bpa.org/download-center) for each individual represented in the project, even if the individual is a participating student in the event. ***For pre-submitted events, physical*** [***Release Form***](https://members.bpa.org/download-center)***s do not need to be provided at the time of presentation at Mid-Level State Competition on February 23, 2023 or at NLC.***

**Works Cited**

All Judged Events, excluding Extemporaneous Speech, will require a Works Cited to cite any media (e.g. images, logos, sounds, and other assets/media elements) used in the development, creation, and publication of contest materials. Students who create their own media will be required to cite themselves as the author.

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

Hard copies must be given to the event administrator before presenting to the judges. If an event requires a finals round, additional copies of the forms must be provided to the event administrators before presenting at Mid-Level State finals. See the event guidelines for further information.

If the event requires an online submission for national competition, [Release Form(s)](https://members.bpa.org/download-center) (including signatures) will be required at the time of pre-submission. Refer to Mid-Level State Competition Deadlines.

## Pre-submitted Events

* (001) Oklahoma BPA Promotional Video (ML) – (for ML State Competition ONLY)
* (940) Digital Game Design Team
* (945) Graphic Design Promotion
* (950) Video Production Team
* (955) Website Design Team
* (960) Visual Design Team - Pilot
* (970) Entrepreneurship Exploration
* (980) Prepared Speech (ML) – (for ML State Competition ONLY)
* (985) Presentation Management Team (ML) – (for ML State Competition ONLY)
* (990) Human Resource Exploration

**Technical Judging Materials**

Materials submitted for technical judging *cannot* be returned and will *not* be available at SLC or at Mid-Level State Competition @ the ODCTE.

## 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 members 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 members as they choose the right settings for their submissions. The following is a nonexclusive list but includes the most popular file sharing sites. Members 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 *not* show up on YouTube, not 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 email address, invisible to other users, do *not* 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; *be sure to include the password on the entry form* | 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.

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| **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.

**NLC** **REQUIRED Industry Certification Alignment(s)**

*The following industry certifications are required and provided (free of charge) for all competitors competing at the national level in each competition listed below. The certification testing will count towards 100 points to the final score for each of the aligned BPA competitive events.*

|  |  |
| --- | --- |
| **BPA Competitive Event Name** | **Industry Certification Offered by Certiport** |
| Digital Citizenship (915) | IC3 Global Standard 6 Level 1 |

\***Note:** Members who have certified in the aligned exam may choose from one of the following two options:

1. The member will be given the opportunity to take another certification exam within the event subject area in place of the previously passed exam. If the member passes their chosen exam, they will receive 100 points towards the final score of the BPA competitive event. If the member fails their chosen exam, they will receive zero (0) points towards the final score of the BPA competitive event.
2. The member may share their previously passed test scores with NLC staff. If this option is selected, the member will be required to login to their Certiport account and share the previously earned score at the time of sign in at NLC.

**Parental Consent Form**

***IMPORTANT: Requirement for Certiport Exams***

A requirement is being implemented by Certiport - at the direction of Microsoft and Pearson VUE - regarding any and all MOS, MTA, and IC3 exams incorporated into the Workplace Skills Assessment Program. All competitors (regardless of age) will be required to submit a signed [Parental Consent form](https://members.bpa.org/download-center) which must be on file with the National Center in order for scores to be released to BPA at NLC.

If there is no [Parental Consent form](https://members.bpa.org/download-center) on file with the National Center before the start of the National Leadership Conference, member scores will *not* be released and students’ overall scores will be drastically affected.

The [Parental Consent form](https://members.bpa.org/download-center) is located on the next page and can be obtained as a PDF file on the [WSAP Download Center](https://members.bpa.org/download-center) webpage. This form must be on file with National Center for all members competing at the National Leadership Conference in one of the Certiport certification aligned events. Additional instructions regarding the process for submitting consent forms will be included in the NLC Conference Preview Guide.



COPY

DO NOT USE

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| P643C1T14#yIS1**RELEASE FORM** |
|  |
| Release forms may be handwritten. Illegible forms will *not* be accepted.**All individuals included in a project, including the official competitor(s),** **must sign a Release Form for him/herself for this event.** **(This form must be completed for all events as specified in the event guidelines.)** |
|  |  |
| **Event #** |  |
| **Event Name** |  |
| **Member ID** |  |
| **Team ID (if applicable)** |  |
|  |  |
| **I hereby consent irrevocably to the use and reproduction (electronically or in print) of any and all photographs and other media 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, video, 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** |  |
|  |  |
| **Parental Verification** |  |
| Signature of Parent or Guardian*(If person is under 18 years of age.)* |
|  |
| **Signature** |  |
| **Date** |  |

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| Diagram  Description automatically generated**EVENTS-AT-A-GLANCE**  | Division/level for this event | # of chapter entries eligible for SLC | Team # of Participants | Online testing component/time allowed | Pre-Submit Component | Number advancing to SLC | Orientation, prep and wrap-up/warm-up | Actual SLC testing/presentation time | Number of Judges utilized | Judges Questions (Minutes) | May event be repeated | Are production standards used | May reference materials be used | Computer and printer provided by BPA | Color printing allowed | Bring own computer | Release Forms Required | # SLC winners eligible for NLC |
| **Finance** |  |  |
| (900) Financial Literacy (ML) | ML | 5 |  | Y/30 |  | 20 | 20 | 60 |  |  | Y | N | Y | N |  |  |  | 5 |
| **Business Administration** |
| (915) Administrative Support Team (ML) | ML | 2 | 2-4 |  |  |  | 30 | 60 |  |  | Y | Y | Y | Y | N |  |  | 2 |
| (920) Digital Citizenship (ML) | ML | 5 |  | Y/60 |  |  |  |  |  |  | Y | N | Y | N |  |  |  | 5 |
| (925) Word Processing (ML) | ML | 5 |  |  |  |  | 30 | 60 |  |  | Y | Y | Y | Y | N |  |  | 5 |
| (930) Spreadsheet Applications (ML) | ML | 5 |  |  |  |  | 30 | 60 |  |  | Y | N | Y | Y | N |  |  | 5 |
| **Management Information Systems** |
| (940) Digital Game Design Team (ML) | ML | 2 | 2-4 |  | Y | 12 | 3 | 10 | 2 | 5 | Y | N | N | N | Y | Y | Y | 3 |
| **Digital Communication & Design** |
| (945) Graphic Design Promotion (ML) | ML | 3 |  |  | Y | 12 |  | 5 | 2 | 5 | Y | N | N | N | Y | N | Y | 3 |
| (950) Video Production Team (ML) | ML | 3 | 2-4 |  | Y | 12 | 3 | 5 | 2 | 5 | Y | N | Y | N | Y | Y | Y | 3 |
| (955) Website Design Team (ML) | ML | 3 | 2-4 |  | Y | 12 | 3 | 5 | 2 | 5 | Y | N | Y | N | Y | Y | Y | 3 |
| (960) Visual Design Team (ML) - Pilot | ML | 3 | 2-4 |  | Y | 12 | 3 | 5 | 2 | 5 | Y | N | Y | N | Y | Y | Y | 3 |
| **Management, Marketing and Communication** |
| (970) Entrepreneurship Exploration (ML) | ML | 3 |  |  | Y | 12 | 3 | 10 | 2 | 5 | Y | N | N | N | Y | \* |  | 3 |
| (975) Extemporaneous Speech (ML) | ML | 3 |  |  |  |  | 10 | 2-4 | 2 |  | Y | N | N | N | N |  |  | 3 |
| (980) Prepared Speech (ML) | ML | 3 |  |   | Y | 12 | 3 | 3-5 | 2 |  | Y | N | Y | N | N |  |  | 3 |
| (985) Presentation Team (ML) | ML | 3 | 2-4 |  | Y | 12 | 3 | 5-7 | 2 | 5 | Y | N | N | N | Y | Y | Y | 3 |
| (990) Human Resource Exploration (ML) | ML | 3 |  |  | Y | 12 |   | 10 | 2 | 5 | Y | N | N | N | Y |  |  | 3 |
| **Open Events** |
| (995) Business Communication Skills Concepts-Open (ML) | ML | U |  | Y/60 |  |  |  |  |  |  | Y | N | N | N |  |  |  | U |
| (996) Business Fundamentals Concepts-Open (ML) | ML | U |  | Y/60 |  |  |  |  |  |  | Y | N | N | N |  |  |  | U |
| (997) Business Math Concepts-Open (ML) | ML | U |  | Y/60 |  |  |  |  |  |  | Y | N | N | N |  |  |  | U |
| (998) Computer Literacy Concepts-Open (ML) | ML | U |  | Y/60 |  |  |  |  |  |  | Y | N | N | N |  |  |  | U |
| **Oklahoma State Events** |
| (001) Oklahoma BPA Promotional Video (ML) | ML | 2 | 1-4 |  | Y | 12 | 3 | 10 | 2 | 5 | Y | N | N | N | Y | Y | Y | 0 |

* Y = Yes \* Rating sheets are provided in the *Guidelines*.
* N = No \*\* At the national level, states may vary.
* U = Unlimited

**NATIONAL VIRTUAL EVENT GUIDELINES**

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 for each division for each competition. The following policy will be used for all virtual (V01 - V12) competitive events.

**Virtual Competiton Round One - Technical Scoring**

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 rubric in the individual WSAP contest guidelines. Upon completion of the technical judging, the number of competitors that will advance to the presentation round will be determined by the number of sections.

The number of competitors that will advance to the presentation round will *not* exceed 20 competitors.

* 5 Sections - Top 4 from each section advance to the presentation round
* 4 Sections - Top 5 from each section advance to the presentation round
* 3 Sections - Top 6 from each section advance to the presentation round
* 2 Sections - Top 10 from each section advance to the presentation round

**Virtual Competition Round Two - Presentation Scoring**

During the presentation round, the competitors (not to exceed 20) will create a presentation following the individual competition guidelines. The combined scores (Round One - Technical and Round Two - Presentation) will determine the top ten (10) competitors that will be invited to NLC.

**Top 10 Score Rankings**

The top ten (10) competitors (from each division) advancing to NLC will be subjected to one additional technical judging 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 from each division in each of the Virtual Events from each division are invited to participate in the [BPA National Showcase](https://bpa.org/nlc/virtual-competitions-and-nlc-national-showcase/) and the [BPA National Showcase Business Panel](https://bpa.org/nlc/virtual-competitions-and-nlc-national-showcase/). During the National Leadership Conference (NLC), the top ten (10) competitors are invited to compete for the National Showcase Best in Show Award in each competition.

(V01) [Virtual Multimedia and Promotion Individual](#v01)

(V02) [Virtual Multimedia and Promotion Team](#v02)

(V03) [Software Engineering Team](#v03)

(V04) [Web Application Team](#v04)

(V05) [Mobile Applications](#v05)

(V06) [Promotional Photography](#v06)

(V07) [Cybersecurity/Digital Forensics](#v07)

(V08) [Start-up Enterprise Team](#v08)

(V09) [Financial Portfolio Management Team](#v09)

(V10) [Virtual Branding Team](#v10)

(V11) [2D Animation Team - Pilot](#v11)

(V12) [Social Media Marketing Campaign Team - Pilot](#v12)

**MIDDLE LEVEL COMPETITIVE EVENTS**

(900) [Financial Literacy](#m900)

(915) [Administrative Support Team](#m915)

(920) [Digital Citizenship](#m920)

(925) [Word Processing](#m925)

(930) [Spreadsheet Applications](#m930)

(940) [Digital Game Design Team](#m940)

(945) [Graphic Design Promotion](#m945)

(950) [Video Production Team](#m950)

(955) [Website Design Team](#m955)

(960) [Visual Design Team - Pilot](#e960)

(970) [Entrepreneurship Exploration](#m970)

(975) [Extemporaneous Speech](#m975)

(980) [Prepared Speech](#m980)

(985) [Presentation Team](#m985)

(990) [Human Resource Exploration](#m990)

(995) [Business Communication Skills Concepts - Open](#m995)

(996) [Business Fundamentals Concepts - Open](#m996)

(997) [Business Math Concepts - Open](#m997)

(998) [Computer Literacy Concepts - Open](#m998)

(900) Financial Literacy

Description

To develop a basic understanding of finance and accounting skills.

Eligibility

Any Middle Level member may enter this event.

**Member 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 [Calculator Guidelines](https://members.bpa.org/download-center).Members 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
* Calculate simple interest
* Demonstrate the difference between saving and investing
* Solve financial problems using basic mathematical operations
* 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, budgeting, etc.)
* Demonstrate the ability to interpret appropriate steps for personal financial decisions and actions
* Demonstrate ethical decision-making in finance, including the understanding of consequences to financial decisions
* Understand opportunity cost including education expenses
* Understand lifestyle choices

**Equipment/Supplies provided**

Plain paper

**Method of evaluation**

Objective Test (online state testing Feb. 1-17, 2023 @ 5:00 p.m.; top 20 advance to Mid-Level State Competition for Application Test)

Application Test (Feb. 23, 2023 @ ODCTE)

***Reference materials are allowed for both the objective and application test***

**Length of event**

No more than sixty (60) minutes testing time

**Entries**

Each chapter is allowed five (5) entries

(915) 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.

**Member 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](http://www.bpa.org/sdownload/2019-20_ML_Style_Reference_Manual.pdf)*](https://members.bpa.org/download-center)](http://www.bpa.org/sdownload/2015-16_SPS_Style_Reference_Manual.pdf)
* 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
* Demonstrate ability to print from various software applications
* Establish work priorities and timelines
* Proofread and edit work for self and teammates

**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 and Objective Test (Feb. 23, 2023 @ ODCTE) - ***Reference materials are allowed***

**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 chapter is allowed two (2) entries

(920) Digital Citizenship

Description

Demonstrate the knowledge and understanding of respectful, responsible, and ethical behavior in a digital world.

*This event includes a separate certification component which will be offered in conjunction with the NLC; all members passing this component will receive an industry certification regardless of their overall event placement.* The certification offered will be IC3 Global Standard 6 Level 1 and upon passing the exam, members will be awarded 100 points to their final score. All persons planning to take a certification test MUST register with Certiport ([www.certiport.com](http://www.certiport.com)) before attending NLC to create their Certiport profile. Members must include their BPA member ID in their Certiport profile when they register online. For more information on the exam, visit: [http://www.certiport.com](http://www.certiport.com/)

Eligibility

Any Middle Level member may enter this event.

**Member 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 knowledge of the risks and dangers of sharing personal information in a digital world (e.g., digital footprint, cyber bullying)
* Ability to identify the possibilities and perils of digital communications
* Demonstrate knowledge and proper usage of internet safety practices, including passwords and security features
* Demonstrate knowledge and proper usage of social media practices
* Demonstrate an understanding of basic issues related to responsible use of technology and describe personal or legal consequences of inappropriate use
* Identify the consequences of illegal and unethical use of information technologies
* Demonstrate respectful and responsible use and creation of media and technology
* Demonstrate the appropriate and legal use of intellectual property
* Demonstrate legal and ethical behaviors when using information technologies
* Identify aspects of global connectivity and its implications
* Demonstrate appropriate etiquette when using information technologies
* Understand the process of safely buying and selling online
* Review acceptable use policies for legal and ethical use of information

**Equipment/Supplies provided**

Plain paper

**Method of evaluation**

Objective Test (online state testing Feb. 1-17, 2023 @ 5:00 p.m.) - ***Reference materials are allowed***

Certification test taken per conference schedule at NLC ONLY - ***Reference materials are not allowed -*** [***https://certiport.pearsonvue.com/Certifications/IC3/Digital-Literacy-Certification/Certify/IC3-Global-Standard-6.aspx***](https://certiport.pearsonvue.com/Certifications/IC3/Digital-Literacy-Certification/Certify/IC3-Global-Standard-6.aspx)

**Length of event**

No more than sixty (60) minutes testing time

No more than one hundred twenty (120) minutes for certification test @ NLC ONLY

**Entries**

Each chapter is allowed five (5) entries

(925) Word Processing

Description

Evaluate entry-level skills in word processing and document production.

Eligibility

Any Middle Level member may enter this event.

#### Member 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 word processing and document formatting skills to produce business documents
* Demonstrate basic knowledge of word processing software functions
* Format documents according to the [[*[Style & Reference Manual](http://www.bpa.org/sdownload/2019-20_ML_Style_Reference_Manual.pdf)*](https://members.bpa.org/download-center)](http://www.bpa.org/sdownload/2015-16_SPS_Style_Reference_Manual.pdf)
* Proofread text for accuracy, content, grammar, spelling, and punctuation
* Revise, edit, spell-check, and print documents
* Use paragraph formatting, tab settings, and text enhancements (e.g., bold, italics, underline)
* Format addresses
* Use electronic and hard copy references to assist in preparing documents (e.g., help screens, spell-check, thesaurus, user’s manual, dictionary)
* Apply company guidelines instead of default settings according to the Style & Reference Manual

#### Equipment/supplies provided

Computer, printer, and paper

Software as designated for the event

#### Method of evaluation

Application Test (Feb. 23, 2023 @ ODCTE) - ***Reference materials are allowed***

#### 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 chapter is allowed five (5) entries

(930) Spreadsheet Applications

Description

Members 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.

Member 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 including text, number styles, and borders
* 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 Test (Feb. 23, 2023 @ ODCTE) - ***Reference materials are allowed***

**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 chapter is allowed five (5) entries

(940) Digital Game Design Team

## 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 to be ranked.

## Topic

Create an education game that teaches the players a topic/skill of your choice. The educational game should increase in difficulty, be appropriate to be used in a school/educational setting and be winnable. Structures for this game can include but are not limited to escape room survival games, identification games or building games.

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

## Team Must Supply

Carry-in and setup 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 Mid-Level State Competitions; 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.****Props and visual aids are allowed in this competition.****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 required information through the game play
* Demonstrate appropriate application of win/loss and scoring
* 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 topic.
* Games may be cooperative or competitive; single-player or multiplayer.
* Submit the URL to the project, Works Cited, and signed [[Release Form](https://members.bpa.org/download-center)](https://members.bpa.org/download-center)(s) in a combined PDF file to <https://presubmit.bpa.org> no later than **5:00 p.m. Central Time, on February 17, 2023**.
* Member ID will be required for all submissions.
* Individual confirmation of receipt *cannot* be provided.
* 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 and Works Cited *must* be presented at the time of the presentation at Mid-Level State Competition on February 23, 2023 @ the ODCTE.
* 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, or Java. Members 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](https://members.bpa.org/download-center)](http://www.bpa.org/sdownload/2018-19_ML_Graphic_Standards.pdf)](http://www.bpa.org/sdownload/2019-20_ML_Graphic_Standards.pdf) and make proper use of the logo and/or organization’s name. Refer to the [[[Graphic Standards](https://members.bpa.org/download-center)](http://www.bpa.org/sdownload/2018-19_ML_Graphic_Standards.pdf)](http://www.bpa.org/sdownload/2019-20_ML_Graphic_Standards.pdf) in the [[*Style & Reference Manual*](https://members.bpa.org/download-center)](http://www.bpa.org/sdownload/2019-20_ML_Style_Reference_Manual.pdf).
* 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 [https://www.copyright.gov/title17/title17.pdf](http://www.copyright.gov/title17/circ92.pdf). The [[*Style & Reference Manual*](https://members.bpa.org/download-center)](http://www.bpa.org/sdownload/2019-20_ML_Style_Reference_Manual.pdf) contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
* Business Professionals of America grants permission for the use of the copyrighted logo and tagline.

## Method of Evaluation

Technical Scoring Rubric (top 12 teams will advance to the Mid-Level State Competition for Presentation Scoring)

Presentation Scoring Rubric (top 12 teams based on pre-judged Technical Scoring, February 23, 2023 @ ODCTE)

## Length of Event

No more than three (3) minutes for setup/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 the national level

## Entries

Each chapter is allowed three (3) entries

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

(940) Digital Game Design Team

#### Judge Number Team Number \_\_\_\_\_\_\_\_\_\_\_\_

**Technical Scoring Rubric**

|  |  |  |
| --- | --- | --- |
| Team Violated the Copyright and/or Fair Use Guidelines | ☐ Yes (*Disqualification*)  | ☐ No |
| If yes, please stop scoring and provide a brief reason for the *disqualification* below: |
| Team followed topic  | ☐ Yes  | ☐ No (*Disqualification*)  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Items to Evaluate** | **Below Average** | **Average** | **Good** | **Excellent** | **Points****Awarded** |
| Team submitted the correct information and in the correct format.* Works Cited and [[Release Form](https://members.bpa.org/download-center)](https://members.bpa.org/download-center)(s) (do *not* have to be keyed but must be signed for pre-submission) in one combined PDF file

***All points or none are awarded by the technical judge.*** | 10 |  |
| **Gameplay Mechanics*** Core mechanics are innovative
* Empowers players to make choices
* Not driven solely by luck; elements of chance are used appropriately.
 | 1-51-51-5 | 6-106-106-10 | 11-1511-1511-15 | 16-2016-2016-20 |  |
| **Rules*** Clearly communicated.
* Application of rules are logical.
* Rules have been tested for multiple situations that arise in normal play.
 | 1-51-51-5 | 6-106-106-10 | 11-1511-1511-15 | 16-2016-2016-20 |  |
| **Narrative Elements*** Game uses narrative elements where applicable.
 | 1-5 | 6-10 | 11-15 | 16-20 |  |
| **Balance*** 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.
 | 1-51-51-5 | 6-106-106-10 | 11-1511-1511-15 | 16-2016-2016-20 |  |
| **Educational Components*** Game does a good job of educating the player about the topic.
* Game’s educational aspects reflect research conducted by the design team.
 | 1-51-5 | 6-106-10 | 11-1511-15 | 16-2016-20 |  |
| **Overall*** Conditions for winning or losing the game are clearly defined.
* Design of game is visually appealing, follows theme, and meaningful.
 | 1-51-5 | 6-106-10 | 11-1511-15 | 16-2016-20 |  |
| **TOTAL TECHNICAL POINTS (290 points maximum)** |  |

(940) Digital Game Design Team

#### 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 the educational component | 1-5 | 6-10 | 11-15 | 16-20 |  |
| Demonstrate effective communication skills | 1-5 | 6-10 | 11-15 | 16-20 |  |
| Describe the contribution of each team member | 1-5 | 6-10 | 11-15 | 16-20 |  |
| All points or none are awarded per item below. |  |
| Setup lasted no more than three (3) minutes | 5 |  |
| Presentation lasted no more than ten (10) minutes | 5 |  |
| Documentation submitted at time of check-in: Works Cited (1 copy) ***Must have copies for Mid-Level State Competition presentation.*** | 10 |  |
| At least two original team members in attendance at time of presentation | 10 |  |
| **TOTAL PRESENTATION POINTS (150 points maximum)** |  |

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

**PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES**

**TOTAL MAXIMUM POINTS = 440**

(945) 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 BPA National Leadership Conference theme and promotion for 2024.

**Eligibility**

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

**Topic**

Develop a flyer and logo promoting the Business Professionals of America National Leadership Conference in Chicago, Illinois - May 10-14, 2024.

**Member must supply**

One (1) plastic sheet protector (8½"x11") each containing three documents—one flyer, one student-generated logo, and Works Cited.

|  |
| --- |
| **Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.****Props, computers, and projectors are NOT allowed in this competition.****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
* Use printing settings for flyer and logo

**Specifications**

* This is a pre-submitted event. See instructions for submission.
* Member may select any theme that promotes the Business Professionals of America National Leadership Conference in Chicago, Illinois, May 10-14, 2024.
* Theme must be 30 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 in JPG, PNG, or PDF formats at <https://presubmit.bpa.org/> no later than **5:00 p.m. Central Time, on February 17, 2023**. The flyer, logo, and entry information must be submitted in three (3) separate files.
* Member IDs 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 members and/or those missing a Member ID 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, contestant-generated logo, and Works Cited *must* be submitted at the time of the presentation at by the top 12 pre-judged teams at the time of the presentation at the Mid-Level State Competition on February 23, 2023 @ the ODCTE.
* Members may also bring one additional 8½" x 11" flyer and one additional logo for use during the presentation at the Mid-Level State Competition. Members may use notes on index cards if desired.
* The member will give a presentation on how the graphic was developed and produced. A question-and-answer session will follow.
* The flyers, logos, and forms will *not*be returned.
* Use of appropriate grammar, spelling, and punctuation is required.
* Member-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](https://members.bpa.org/download-center)](http://www.bpa.org/sdownload/2019-20_ML_Graphic_Standards.pdf) and make proper use of the BPA logo and/or organization’s name. (Refer to the [[Graphic Standards](https://members.bpa.org/download-center)](http://www.bpa.org/sdownload/2019-20_ML_Graphic_Standards.pdf) in the [[*Style & Reference Manual*](https://members.bpa.org/download-center)](http://www.bpa.org/sdownload/2019-20_ML_Style_Reference_Manual.pdf)*.*)
* Member’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 [https://www.copyright.gov/title17/title17.pdf](http://www.copyright.gov/title17/circ92.pdf). The [[*Style & Reference Manual*](https://members.bpa.org/download-center)](http://www.bpa.org/sdownload/2019-20_ML_Style_Reference_Manual.pdf) 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 (top 12 will advance to the Mid-Level State Competition for Presentation Scoring)

Presentation Scoring Rubric (top 12 based on pre-judged Technical Scoring, February 23, 2023 @ ODCTE)

**Length of event**

No more than five (5) minutes for oral presentation

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

**Entries**

Each chapter is allowed three (3) entries

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

**(945) Graphic Design Promotion**

#### Judge Number Team Number \_\_\_\_\_\_\_\_\_\_\_\_

**Technical Scoring Rubric**

|  |  |  |
| --- | --- | --- |
| Member Violated the Copyright and/or Fair Use Guidelines | ☐ Yes (*Disqualification*)  | ☐ No |
| If yes, please stop scoring and provide a brief reason for the *disqualification* below: |
| Member followed topic  | ☐ Yes  | ☐ No (*Disqualification*)  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Items to Evaluate** | **Below Average** | **Average** | **Good** | **Excellent** | **Points** **Awarded** |
| Member submitted the correct information in the correct format.* Flyer -.JPG, PNG, or PDF format
* Logo -. JPG, PNG, or PDF format
* Works Cited - PDF format
* [[Release Form](https://members.bpa.org/download-center)](https://members.bpa.org/download-center)(s) (do *not* have to be keyed but must be signed for pre-submission)

***All points or none are awarded by the technical judge.*** | 10 |  |
| Student-generated 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, tagline, and student created material meet the [[[Graphic Standards](https://members.bpa.org/download-center)](http://www.bpa.org/sdownload/2017-18_ML_Graphic_Standards.pdf)](http://www.bpa.org/sdownload/2019-20_ML_Graphic_Standards.pdf) as outlined in the [[*Style & Reference Manual*](https://members.bpa.org/download-center)](http://www.bpa.org/sdownload/2019-20_ML_Style_Reference_Manual.pdf) | 1-5 | 6-10 | 11-15 | 16-20 |  |
| All points or none are awarded per item below. |  |
| Theme is 30 characters or less including spaces. | 10 |  |
| Member name does *not* appear on submitted output. | 10 |  |
| Appropriate use of grammar, spelling, and punctuation. | 10 |  |
| Flyer design is 8 ½"x11" in either landscape or portrait. | 10 |  |
| Student-generated logo does *not* exceed 4"x4". | 10 |  |
| **TOTAL TECHNICAL POINTS (200 points maximum)** |  |

**(945) 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 |  |
| All points or none are awarded per item below. |  |
| Documentation submitted at time of check-in: Works Cited (1 copy), flyer (1 copy), and logo (1 copy).***Must have copies for Mid-Level State Competition presentation.*** | 10 |  |
| Setup lasted no more than three (3) minutes | 5 |  |
| Presentation lasted no more than five (5) minutes | 5 |  |
| **TOTAL PRESENTATION POINTS (100 points maximum)** |  |

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

**PRESENTATION WILL BE STOPPED AT FIVE (5) MINUTES**

**MAXIMUM POSSIBLE POINTS = 300**

(950) 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. Members participating in state level competition must be registered for the event prior to the submission deadline for technical judging. Teams must participate in both parts of the competition to be ranked.

**Topic**

Create a video to recruit students to attend a local school in your community. You are encouraged to highlight the programs and benefits of the school including but not limited to student clubs, Career and Technical Student Organizations (CTSOs), sports, location, academic programs, etc.

Teams who do *not* submit an entry following 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

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

Carry-in and setup 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 Mid-Level State Competition; however, teams may provide their own access to be used only for their presentation to the judges

|  |
| --- |
| **Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.****Props and visual aids are allowed in this competition.****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
* Apply copyright standards
* 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

**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”x11”), 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, Dropbox, etc.), it is recommended to set the access level of your project to one of BPA’s recommended settings. See [Cloud Storage / File Sharing Guidelines](#CLOUDSTORAGEFILESHARINGGUIDELINES) for settings recommendations.
* Submit the URL to the project, Works Cited, and signed [[[Release Form](https://members.bpa.org/download-center)](http://www.bpa.org/sdownload/2017-18_ML_Release_Form.pdf)](https://members.bpa.org/download-center)(s) in a combined PDF file to: <https://presubmit.bpa.org>, no later than **5:00 p.m. Central Time, on February 17, 2023**.
* Member IDs will be required for all submissions.
* Individual confirmation of receipt *cannot* be provided.
* 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.
* Only one (1) team member should complete the submission.
* Teams must be registered for state level competition prior to submission of materials.
* Materials from non-registered members and/or those missing Member IDs *cannot* be accepted.
* No changes can be made to the project after the date of submission.
* One (1) copy of the completed storyboard and Works Cited *must* be submitted at the time of the presentation at the Mid-Level State Competition on February 23, 2023 @ the ODCTE.
* 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](https://members.bpa.org/download-center)](https://members.bpa.org/download-center) from any person whose image is used in the production.
* All text/graphics/written materials must follow the organization’s [[[Graphic Standards](https://members.bpa.org/download-center)](http://www.bpa.org/sdownload/2018-19_ML_Graphic_Standards.pdf)](http://www.bpa.org/sdownload/2019-20_ML_Graphic_Standards.pdf) and make proper use of the logo and/or organization’s name. (Refer to the [[[Graphic Standards](https://members.bpa.org/download-center)](http://www.bpa.org/sdownload/2018-19_ML_Graphic_Standards.pdf)](http://www.bpa.org/sdownload/2019-20_ML_Graphic_Standards.pdf) in the [[[[*Style & Reference Manual*](https://members.bpa.org/download-center)](http://www.bpa.org/sdownload/2015-16_SPS_Style_Reference_Manual.pdf).](http://www.bpa.org/sdownload/2015-16_ML_Style_Reference_Manual.pdf))](http://www.bpa.org/sdownload/2019-20_ML_Style_Reference_Manual.pdf)
* 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 https://www.copyright.gov/title17/title17.pdf. The [[*Style & Reference Manual*](https://members.bpa.org/download-center)](http://www.bpa.org/sdownload/2019-20_ML_Style_Reference_Manual.pdf)contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
* Business Professionals of America grants permission for the use of the copyrighted logo and tagline.

**Method of evaluation**

Technical Scoring Rubric (top 12 teams will advance to the Mid-Level State Competition for Presentation Scoring)

Presentation Scoring Rubric (top 12 teams based on pre-judged Technical Scoring, Feb. 23 @ ODCTE)

**Length of event**

No more than three (3) minutes for setup

No more than five (5) minutes for the presentation

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

Finals may be included at the national level

**Teams will be stopped at the end of the allotted time**

**Entries**

Each chapter is allowed three (3) entries

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

**(950) Video Production Team**

#### Judge Number Team Number \_\_\_\_\_\_\_\_\_\_\_\_

**Technical Scoring Rubric**

|  |  |  |
| --- | --- | --- |
| Team Violated the Copyright and/or Fair Use Guidelines | ☐ Yes (*Disqualification*)  | ☐ No |
| If yes, please stop scoring and provide a brief reason for the *disqualification* below: |
| Team followed topic  | ☐ Yes  | ☐ No (*Disqualification*)  |

|  |  |
| --- | --- |
| **Items to Evaluate** | **Points Awarded** |
| Team submitted the correct information and in the correct format.* Works Cited and [[Release Form](https://members.bpa.org/download-center)](https://members.bpa.org/download-center)(s) (do *not* have to be keyed but must be signed for pre-submission) in one combined PDF file

***All points or none are awarded by the technical judge.*** | 10 |  |
| **Required Elements** |  |
| * Included more than one camera angle
 | Y/N | 10  |  |
| * Included at least one demonstration
 | Y/N | 10 |  |
| * Included one voice over
 | Y/N | 10  |  |
| * Included ending credits
 | Y/N | 10 |  |
| * Video lasted no less than one (1) minute and no more than two (2) minutes
 | Y/N | 10 |  |
| **Total Required Elements Points (60 points maximum)** |  |
| **Items to Evaluate** | **Below Average** | **Average** | **Good** | **Excellent** | **Points Awarded** |
| **Content** |
| * Originality of content (at least 50% of video must be footage shot by the team)
 | 1-5 | 6-10 | 11-15 | 16-20 |  |
| * Developed and portrayed theme
 | 1 5 | 6-10 | 11-15 | 16-20 |  |
| * Effectiveness of production
 | 1 5 | 6-10 | 11-15 | 16 20 |  |
| * Production free of typos
 | 1 5 | 6-10 | 11-15 | 16-20 |  |
| **Total Content Points (80 points maximum)** |  |
| **Quality** |
| * Focus and steadiness
 | 1 5 | 6-10 | 11-15 | 16-20 |  |
| * Visual effects and transitions
 | 1 5 | 6-10 | 11-15 | 16-20 |  |
| * Color and lighting
 | 1 5 | 6-10 | 11-15 | 16-20 |  |
| * Audio
 | 1-5 | 6-10 | 11-15 | 16-20 |  |
| **Total Quality Points (80 points maximum)** |  |
| **TOTAL TECHNICAL POINTS (220 points maximum)**  |  |

**(950) Video Production Team**

#### Judge Number Team Number \_\_\_\_\_\_\_\_\_\_\_\_

**Presentation Scoring Rubric**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Items to Evaluate** | **Below Average** | **Average** | **Good** | **Excellent** | **Points****Awarded** |
| Ability to explain the video design process, including the script, storyboard, and the filming/editing process | 1-5 | 6-10 | 11-15 | 16-20 |  |
| Ability to explain the use of innovative technology, such as equipment and software used | 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 |  |
| Evidence showing each team members role | 1-5 | 6-10 | 11-15 | 16-20 |  |
| Demonstrated effective communication skills during presentation | 1-5 | 6-10 | 11-15 | 16-20 |  |
| Responses to judges’ questions | 1-5 | 6-10 | 11-15 | 16-20 |  |
| All points or none are awarded per item below. |  |
| Setup lasted no longer than three (3) minutes | 5 |  |
| Presentation lasted no longer than five (5) minutes | 5 |  |
| Documentation submitted at time of check-in: Storyboard (1 copy), Script (1 copy) and signedWorks Cited (1 copy)***Must have copies for Mid-Level State Competition presentation.*** | 10 |  |
| At least two original team members in attendance at time of presentation | 10 |  |
|  **TOTAL PRESENTATION POINTS (150 points maximum)**  |  |

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

**PRESENTATION WILL BE STOPPED AT FIVE (5) MINUTES**

**MAXIMUM POSSIBLE POINTS = 370**

(955) 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. Members participating in state level competition must be registered for the event prior to the submission deadline for technical judging. Teams must participate in both parts of the competition to be ranked.

**Topic**

Your team is to create a website to promote a fictitious rental service business. Examples include but are not limited to car sharing, picnic rental, kayak/paddleboard rental, party rentals, and camp site rentals. The website must include an about section, items offered, rules and regulations, as well as prices. Be sure to highlight the company name, logo and mission.

Teams who do *not* submit an entry following 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

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

Carry-in and setup 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 Mid-Level State Competition; however, teams may provide their own access to be used only for their presentation to the judges

|  |
| --- |
| **Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.****Props and visual aids are allowed in this competition.****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
* Demonstrate appropriate copyright standards
* 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 URL to the project, Works Cited, and signed [[Release Form](https://members.bpa.org/download-center)](https://members.bpa.org/download-center)(s) in a combined PDF file to: <https://presubmit.bpa.org>, no later than **5:00 p.m. Central Time, on February 17, 2023**.
* Member ID’s will be required for all submissions.
* Individual confirmation of receipt *cannot* be provided.
* 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.
* Only one (1) team member should complete the submission.
* No changes can be made to the project after the date of submission.
* Materials from non-registered members and/or those missing chapter numbers will *not* be accepted.
* One (1) copy of the Works Cited *must* be submitted at the time of the presentation at the Mid-Level State Competition on **February 23, 2023** @ the ODCTE.
* The team is responsible for securing a [[[Release Form](https://members.bpa.org/download-center)](http://www.bpa.org/sdownload/2017-18_ML_Release_Form.pdf)(](https://members.bpa.org/download-center)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 **February 17, 2023 by 5:00 p.m. Central Time**. 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 Mid-Level State Competition.
* The top 12 pre-judged teams will administer and present their website at the Mid-Level State Competition on **February 23, 2023** @ the ODCTE.
* 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 and monitor capabilities, such as resolution.
* All written material must follow the organization’s [[[Graphic Standards](https://members.bpa.org/download-center)](http://www.bpa.org/sdownload/2018-19_ML_Graphic_Standards.pdf)](http://www.bpa.org/sdownload/2019-20_ML_Graphic_Standards.pdf) and make proper use of the logo and/or organization’s name. Refer to the [[[Graphic Standards](https://members.bpa.org/download-center)](http://www.bpa.org/sdownload/2018-19_ML_Graphic_Standards.pdf)](http://www.bpa.org/sdownload/2019-20_ML_Graphic_Standards.pdf) in the [[[*Style & Reference Manual*](https://members.bpa.org/download-center)](http://www.bpa.org/sdownload/2015-16_SPS_Style_Reference_Manual.pdf).](http://www.bpa.org/sdownload/2019-20_ML_Style_Reference_Manual.pdf)
* 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 [https://www.copyright.gov/title17/title17.pdf](http://www.copyright.gov/title17/circ92.pdf). The [[*Style & Reference Manual*](https://members.bpa.org/download-center)](http://www.bpa.org/sdownload/2019-20_ML_Style_Reference_Manual.pdf) 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.
* Members 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.
* Members 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 (top 12 teams will advance to Mid-Level State Competition for Presentation Scoring)

Presentation Scoring Rubric (top 12 teams based on pre-judged Technical Scoring, Feb. 23 @ ODCTE)

#### Length of event

No more than three (3) minutes for team to setup

No more than five (5) minutes for team presentation

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

Finals may be included at the national level

**Entries**

Each chapter is allowed three (3) entries

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

(955) Website Design Team

#### Judge Number Team Number \_\_\_\_\_\_\_\_\_\_\_\_

**Technical Scoring Rubric**

|  |  |  |
| --- | --- | --- |
| Team Violated the Copyright and/or Fair Use Guidelines | ☐ Yes (*Disqualification*)  | ☐ No |
| If yes, please stop scoring and provide a brief reason for the *disqualification* below: |
| Team followed topic  | ☐ Yes  | ☐ No (*Disqualification*)  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Items to Evaluate** | **Below Average** | **Average** | **Good** | **Excellent** | **Points****Awarded** |
| Team submitted the correct information and in the correct format.* Works Cited and [[Release Form](https://members.bpa.org/download-center)](https://members.bpa.org/download-center)(s) (do *not* have to be keyed but must be signed for pre-submission) in one combined PDF file

***All points or none are awarded by the technical judge.*** | 10 |  |
| **Page Layout*** Visual organization is easily understood
* Aesthetic use of colors and fonts
* Consistent format page to page
 | 1-51-51-5 | 6-106-106-10 | 11-1511-1511-15 | 16-2016-2016-20 |  |
| **Navigational Theme*** Links present and working
* Links show consistent formatting
* Navigational path is clear and logical
 | 1-51-51-5 | 6-106-106-10 | 11-1511-1511-15 | 16-2016-2016-20 |  |
| **Graphic Media Use*** Enhances topic
* Creativity through graphic design
* Originality of graphics
* Effective use of innovative technology
 | 1-51-51-51-5 | 6-106-106-106-10 | 11-1511-1511-1511-15 | 16-2016-2016-2016-20 |  |
| **Content*** Well developed
* Portrays the topic
* Effectiveness of site
 | 1-51-51-5 | 6-106-106-10 | 11-1511-1511-15 | 16-2016-2016-20 |  |
| **Technical*** Cross-browser compatibility
 | 1-5 | 6-10 | 11-15 | 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 (330 points maximum)** |  |

(955) 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, modifying templates, and enhancements)  | 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  | 1-5 | 6-10 | 11-15 | 16-20 |  |
| Demonstrated effective communication skills during presentation | 1-5 | 6-10 | 11-15 | 16-20 |  |
| Responses to judges’ questions | 1-5 | 6-10 | 11-15 | 16-20 |  |
| All points or none are awarded per item below. |  |
| Setup lasted no longer than three (3) minutes | 5 |  |
| Presentation lasted no longer than five (5) minutes | 5 |  |
| Documentation submitted at time of check-in: Storyboard (1 copy), Script (1 copy) and signedWorks Cited (1 copy)***Must have copies for Mid-Level State Competition presentation.*** | 10 |  |
| At least two original team members in attendance at time of presentation | 10 |  |
| **TOTAL PRESENTATION POINTS (150 points maximum)** |  |

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

**PRESENTATION WILL BE STOPPED AT FIVE (5) MINUTES**

**TOTAL MAXIMUM POINTS = 480**

(960) Visual Design Team - Pilot

**Description**

Create a new brand image for a company.

**Eligibility**

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

**Topic**

Your team has been hired to design promotional components for a new up and coming E-rated video game. The team must create a minimum of four (4) items, and one must include the video game case cover (front, back, and spine). Other items could be characters, digital download gift card, social media ad campaign, store posters, swag, etc.

Teams who do *not* submit an entry following 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

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

Carry-in and setup 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 Mid-Level State Competition; however, teams may provide their own access to be used only for their presentation to the judges

|  |
| --- |
| **Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.****Props or visual aids are allowed in this competition.****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
* Generate items for marketing purposes
* Use appropriate artwork and design techniques to effectively illustrate a theme
* Apply technical skills to manipulate graphics, artwork, and image
* Demonstrate an understanding of developing for a target audience
* Demonstrate teamwork skills needed to function effectively

**Specifications**

* This is a pre-submitted event. See instructions for submissions.
* All designs must be printed on 8½" x 11" paper.
* It is recommended to be designed at least 300 dpi.
* The promotion package components, signed [Release Form(s)](https://members.bpa.org/download-center), and Works Cited must be submitted in JPG, PNG, or PDF formats at [https://presubmit.bpa.org](https://presubmit.bpa.org/), no later than **5:00 p.m. Central Time, on February 17, 2023.**
* The team is responsible for securing a signed [Release Form](https://members.bpa.org/download-center) from any person whose image is used in the project.
* Confirmation of receipt will be provided when the project is submitted.
* Individual confirmation of receipt *cannot* be provided.
* Member ID will be required for all submissions.
* No exceptions can be made for missed deadlines due to an incorrect email address for submission or technical difficulties.
* Multiple submissions *cannot* be accepted.
* **Only one (1) team member should complete the submission.**
* No fax or mailed copies will be accepted.
* Materials from non-registered members and/or those missing Member ID *cannot* be accepted.
* No changes can be made to the project after the date of submission.
* The printed promotion components, Works Cited*must* be submitted at the time of the presentation by the top 12 pre-judged teams at the Mid-Level State Competition on **February 23, 2023** @ the ODCTE.
* The team will give a presentation on how the graphics were developed and produced. A question- and-answer session will follow.
* Team printout and forms will *not* be returned.
* Appropriate use of grammar, spelling, and punctuation.
* The length of the presentation will be no more than ten (10) minutes, followed by no more than five (5) minutes of judges’ questions.
* All graphics must be computer generated. Only team member-prepared graphics may be used in the design. Originality and effectiveness will be given greater consideration.
* All written materials must follow the organization’s [Graphic Standards](https://members.bpa.org/download-center) and make proper use of the BPA logo and/or organization’s name. (Refer to the [Graphic Standards](https://members.bpa.org/download-center) in the [*Style & Reference*](https://members.bpa.org/download-center)[*Manual.*](https://members.bpa.org/download-center))
* 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 [https://www.copyright.gov/title17/title17.pdf.](http://www.copyright.gov/title17/circ92.pdf) The [*Style & Reference Manual*](https://members.bpa.org/download-center)contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
* All materials, other than the required submission materials, may *not* be left with judges.

**Method of evaluation**

Technical Scoring Rubric (top 12 teams will advance to Mid-Level State Competition for Presentation Scoring)

Presentation Scoring Rubric (top 12 teams based on pre-judged Technical Scoring, Feb. 23 @ ODCTE)

**Length of event**

No more than three (3) minutes for setup

No more than five (5) minutes for the presentation

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

Finals may be included at the national level

**Entries**

Each chapter is allowed three (3) entries

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

**(960) Visual Design Team - Pilot**

#### Judge Number Team Number \_\_\_\_\_\_\_\_\_\_\_\_

**Technical Scoring Rubric**

|  |  |  |
| --- | --- | --- |
| Team Violated the Copyright and/or Fair Use Guidelines | ☐ Yes (*Disqualification*)  | ☐ No |
| If yes, please stop scoring and provide a brief reason for the *disqualification* below: |
| Team followed topic  | ☐ Yes  | ☐ No (*Disqualification*)  |

|  |  |
| --- | --- |
| **Items to Evaluate** | **Points Awarded** |
| Team submitted the correct information and in the correct format.* [Signed Released Form(s)](https://members.bpa.org/download-center)
* Video game case cover - PDF, JPG or PNG Format
* At least 3 other components - PDF, JPG or PNG Format
* Works Cited formatted according to the BPA Style & Reference Guide
* ***All points or none are awarded by the Technical Judge.***
 | 20 |  |
| **Items to Evaluate** | **Below Average** | **Average** | **Good** | **Excellent** | **Points Awarded** |
| Design demonstrates awareness of target audience | 1-5 | 6-10 | 11-15 | 16-20 |  |
| Member-generated products 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 |  |
| All products complement each other but are different.  | 1-5 | 6-10 | 11-15 | 16-20 |  |
| Center of interest apparent in all three products | 1-5 | 6-10 | 11-15 | 16-20 |  |
| Composition of all three designs have balance, unity, and harmony | 1-5 | 6-10 | 11-15 | 16-20 |  |
| Aesthetic use of colors and fonts.  | 1-5 | 6-10 | 11-15 | 16-20 |  |
| Utilizes whitespace appropriately (uses negative and positive space) | 1-5 | 6-10 | 11-15 | 16-20 |  |
| Placement of design elements, rule of thirds, and emphasis of design. | 1-5 | 6-10 | 11-15 | 16-20 |  |
| **TOTAL TECHNICAL POINTS (200 points maximum)** |  |

**(960) Visual Design Team - Pilot**

#### Judge Number Team Number \_\_\_\_\_\_\_\_\_\_\_\_

**Presentation Scoring Rubric**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Items to Evaluate** | **Below Average** | **Average** | **Good** | **Excellent** | **Points****Awarded** |
| Oral presentation/stage presence/delivery (Including: Maintaining eye contact, voice inflection, well-spoken, etc.) | 1-5 | 6-10 | 11-15 | 16-20 |  |
| Explain the development and design process (pre-production phase, target audience, etc.) | 1-5 | 6-10 | 11-15 | 16-20 |  |
| Explanation of technology and software used | 1-5 | 6-10 | 11-15 | 16-20 |  |
| Demonstrates clear connection between all the designs components  | 1-5 | 6-10 | 11-15 | 16-20 |  |
| Explanation of roles of team members | 1-5 | 6-10 | 11-15 | 16-20 |  |
| Effectiveness of oral presentation | 1-5 | 6-10 | 11-15 | 16-20 |  |
| Answers to judges’ questions | 1-5 | 6-10 | 11-15 | 16-20 |  |
| All points or none are awarded per item below. |  |
| Setup lasted no longer than three (3) minutes | 5 |  |
| Presentation lasted no longer than five (5) minutes | 5 |  |
| Documentation submitted at time of check-in: video game case cover (front, back and spine) and other items (1 copy of each) and Works Cited (1 copy)***Must have copies for Mid-Level State Competition presentation.*** | 10 |  |
| At least two original team members in attendance at time of presentation | 10 |  |
|  **TOTAL PRESENTATION POINTS (170 points maximum)**  |  |

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

**PRESENTATION WILL BE STOPPED AT FIVE (5) MINUTES**

**MAXIMUM POSSIBLE POINTS = 370**

(970) Entrepreneurship Exploration

**Description**

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

**Eligibility**

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

**Topic**

You will be presenting to potential investors your innovative idea for a new product/service. Your research paper must include the following elements:

* 1. What is your product/service? What makes it unique? What need does it fill?
	2. Who are the customers?
	3. Why do they want/need your product/service?
	4. What are the customer demographics?
	5. What is your cost? What is your revenue?

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

**Member must supply**

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

Carry-in and setup of equipment must be done solely by the members and must take place within the time allotted

No Internet access will be provided on site at the Mid-Level State Competition; however, members may provide their own access to be used only for their presentation to the judges

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

Props or visual aids are allowed in this competition.

|  |
| --- |
| **Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.****Props and visual aids are allowed in this competition.****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
* Create a plan of action. Include items such as
	+ Customer base
	+ Consumer demographics
	+ Organizational markets
	+ SWOT analysis
	+ Financial terminology and plans
	+ Marketing concepts and practices
	+ Individual resources
* Demonstrate effective written and oral communication skills
* Identify and utilize internal and external resources
* Demonstrate effective persuasive and informative communication and presentation skills

**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*](https://members.bpa.org/download-center)](http://www.bpa.org/sdownload/2019-20_ML_Style_Reference_Manual.pdf). Each research paper must also include a Title Page and Works Cited which follow the [[*Style & Reference Manual*](https://members.bpa.org/download-center)](http://www.bpa.org/sdownload/2019-20_ML_Style_Reference_Manual.pdf) format.
* Any research paper submitted beyond the maximum number of pages will be *disqualified.*
* Works Cited and research paper must be submitted as a PDF file must be submitted at <https://presubmit.bpa.org> no later than **5:00 p.m. Central Time, on February 17, 2023**.
* Member IDs will be required for all submissions.
* Individual confirmation of receipt *cannot* be provided.
* 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 members and/or those missing Member IDs will *not* be accepted.
* No changes can be made to the project after the date of submission.
* One (1) copy of the research paper and Works Cited, *must* be submitted by the top 12 pre-judged contestants at the time of the presentation at the Mid-Level State Competition on **February 23, 2023** @ the ODCTE.
* Member will present before a panel of judges and a timekeeper. No audience will be allowed.
* Setup will be stopped at three (3) minutes to begin the presentation.
* The member will be given warnings via flash cards when there is two (2) minutes remaining and when there is one (1) minute 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 [https://www.copyright.gov/title17/title17.pdf](http://www.copyright.gov/title17/circ92.pdf). The [[*Style & Reference Manual*](https://members.bpa.org/download-center)](http://www.bpa.org/sdownload/2019-20_ML_Style_Reference_Manual.pdf) 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 (top 12 will advance to Mid-Level State Competition for Presentation Scoring)

Presentation Scoring Rubric (top 12 based on pre-judged Technical Scoring, Feb. 23 @ ODCTE)

**Length of event**

No more than three (3) minutes setup

No more than ten (10) minutes oral presentation

No more than five (5) minutes judges’ questions

Finals may be included at the national level

**Entries**

Each chapter is allowed three (3) entries

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

**(970) Entrepreneurship Exploration**

#### Judge Number Member ID \_\_\_\_\_\_\_\_\_\_\_\_

**Technical Scoring Rubric**

|  |  |  |
| --- | --- | --- |
| Member Violated the Copyright and/or Fair Use Guidelines | ☐ Yes (*Disqualification*)  | ☐ No |
| If yes, please stop scoring and provide a brief reason for the *disqualification* below: |
| Member followed topic  | ☐ Yes  | ☐ No (*Disqualification*)  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Report Evaluation** | **Below****Average** | **Average** | **Good** | **Excellent** | **Points Awarded** |
| Member submitted the correct information and in the correct format.* Research Paper (using Report Format) - PDF format
* Works Cited - PDF format

***All points or none are awarded by the technical judge.*** | 10 |  |
| Introduction | 1-5 | 6-10 | 11-15 | 16-20 |  |
| Production information | 1-5 | 6-10 | 11-15 | 16-20 |  |
| Customer information | 1-5 | 6-10 | 11-15 | 16-20 |  |
| Marketing information | 1-5 | 6-10 | 11-15 | 16-20 |  |
| Financial information  | 1-5 | 6-10 | 11-15 | 16-20 |  |
| Conclusion | 1-5 | 6-10 | 11-15 | 16-20 |  |
| Overall appearance, conciseness, and completeness  | 1-5 | 6-10 | 11-15 | 16-20 |  |
| All points or none are awarded per item below. |  |
| Research paper format according to Report Format found in the [[*Style & Reference Manual*](https://members.bpa.org/download-center)](http://www.bpa.org/sdownload/2019-20_ML_Style_Reference_Manual.pdf). | 10 |  |
| Title Page and Works Cited formatted according to the [[*Style & Reference Manual*](https://members.bpa.org/download-center)](http://www.bpa.org/sdownload/2019-20_ML_Style_Reference_Manual.pdf) | 10 |  |
| **TOTAL TECHNICAL POINTS (170 points maximum)** |  |

**(970) Entrepreneurship Exploration**

#### Judge Number Member ID \_\_\_\_\_\_\_\_\_\_\_\_

**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 |  |
| All points or none are awarded per item below. |  |
| Setup lasted no longer than three (3) minutes | 5 |  |
| Presentation lasted no longer than ten (10) minutes | 5 |  |
| Documentation submitted at time of check-in: Research Paper (1 copy) and Works Cited (1 copy)***Must have copies for Mid-Level State Competition presentation.*** | 10 |  |
| **TOTAL PRESENTATION POINTS (120 points maximum)** |  |

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

**PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES**

**TOTAL MAXIMUM POINTS = 290**

(975) 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. Member may *not* enter both Extemporaneous Speech and Prepared Speech in the same year.

**Member must supply**

Sharpened No. 2 pencils, pens

|  |
| --- |
| **Props and visual aids are NOT allowed in this competition.****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 member 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 member 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 member 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 member who adheres to the timing rule. Points will be awarded per speech, *not* per judge.
* The member 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 the Mid-Level State Competition and also national levels.
* No props or visual aids are allowed in this competition.

**Method of evaluation**

Presentation Scoring Rubric (February 23, 2023)

**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

**Members will be stopped at the end of the allotted time**

**Equipment/supplies provided**

Three (3) note cards for preparation of presentation

**Entries**

Each chapter is allowed three (3) entries

**(975) Extemporaneous Speech**

#### Judge Number Member ID \_\_\_\_\_\_\_\_\_\_\_\_

**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 |  |
| All points or none are awarded per item below. |  |
| 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 PRESENTATION POINTS (150 points maximum)** |  |

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

**PRESENTATION WILL BE STOPPED AT FOUR (4) MINUTES**

**MAXIMUM POSSIBLE POINTS = 150**

(980) 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*. Members may *not* enter Extemporaneous Speech, Presentation Team, and Prepared Speech in the same year.

**Member may supply**

Easel (optional)

Props (optional)

|  |
| --- |
| **Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.****Props and visual aids are allowed in this competition.****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**

* This is a **pre-submitted event for Oklahoma BPA ONLY**, with the top 12 advancing to the Mid-Level State Competition on February 23, 2023 @ the ODCTE.
* For pre-judging, the complete (videotaped) speech presentation should be compressed and uploaded to a video/file sharing site (Vimeo, YouTube, or Dropbox, etc.). It is recommended to set the access level of the project to one of BPA’s recommended settings. See [Cloud Storage / File Sharing Guidelines](#CLOUDSTORAGEFILESHARINGGUIDELINES) for settings recommendations.
* **Submit the URL to the Prepared Speech, Speech Outline, and Works Cited in a combined PDF file to:** [**https://presubmit.bpa.org**](https://presubmit.bpa.org)**, no later than 5:00 p.m. Central Time, on February 17, 2023.**
* The Works Cited and Speech Outline must be formatting according to the[[*Style & Reference Manual*](https://members.bpa.org/download-center)](http://www.bpa.org/sdownload/2017-18_SPS_Style_Reference_Manual.pdf).
* Members must place their Member 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*](https://members.bpa.org/download-center)](http://www.bpa.org/sdownload/2017-18_SPS_Style_Reference_Manual.pdf).](https://members.bpa.org/download-center))
* Individual confirmation of receipt *cannot* be provided.
* Member ID will be required for all submissions.
* Members will receive an automated response confirmation, at the time of submission.
* 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.
* Materials from non-registered members and/or those missing Member ID *cannot* be accepted.
* No changes can be made after the date of submission.
* Each member 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 setup will be no more than three (3) minutes.
* Setup 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 member’s speech must be the result of his/her own efforts.
* Prior to speaking at the ML State Competition, the top 12 pre-judged members must provide:
	+ 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*](https://members.bpa.org/download-center)](http://www.bpa.org/sdownload/2019-20_ML_Style_Reference_Manual.pdf).
	+ Members must place their Member 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*](https://members.bpa.org/download-center)](http://www.bpa.org/sdownload/2019-20_ML_Style_Reference_Manual.pdf).)
	+ All copies must be printed in black ink on 8½”x11” plain white paper. The copies should be collated and stapled as separate sets. No binders will be accepted.
* The member may use notes or note cards.
* The member will speak before a panel of judges and a timekeeper.
* No audience will be allowed.
* No time warnings will be given; however, members will be stopped at the end of the allotted time.
* A topic may *not* be repeated.
* Props or visual aids are allowed in this competition.
* No materials (props, displays, samples, gifts, etc.), other than the required submission, may 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 [https://www.copyright.gov/title17/title17.pdf](http://www.copyright.gov/title17/circ92.pdf). The [[*Style & Reference Manual*](https://members.bpa.org/download-center)](http://www.bpa.org/sdownload/2019-20_ML_Style_Reference_Manual.pdf) contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
* Business Professionals of America grants permission for the use of the copyrighted logo and tagline.

**Method of evaluation**

Presentation Scoring Rubric (top 12 contestants based on Pre-Judged Oral Presentation Scoring Rubric advance to the Mid-Level State Competition on Feb. 23 @ the ODCTE). Pre-judged scores **DO NOT** carry forward and are **NOT** calculated into Mid-Level State Competition presentation scoring.

**Length of event**

No more than three (3) minutes setup/preparation

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

No time is allotted for judges’ questions

Finals may be included at the national level

**Members will be stopped at the end of the allotted time**

Entries

Each chapter is allowed three (3) entries

**Materials submitted for competition will *not* be returned.**

**(980) Prepared Speech**

#### Judge Number Member ID \_\_\_\_\_\_\_\_\_\_\_\_

**Pre-Judged Presentation Scoring Rubric**

|  |  |  |
| --- | --- | --- |
| Member Violated the Copyright and/or Fair Use Guidelines | ☐ Yes (*Disqualification*)  | ☐ No |
| If yes, please stop scoring and provide a brief reason for the *disqualification* 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 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 |  |
| **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 decide, to impress, to inform, to persuade) | 1 - 5 | 6 - 10 | 11 - 15 | 16 - 20 |  |
| All points or none are awarded per item below. |  |
| Presentation lasted no less than three (3) minutes and no longer than five (5) minutes | 10 |  |
| Shared video file URL, Works Cited, and signed [[[Release Form](http://www.bpa.org/sdownload/2018-19_RELEASE_FORM.pdf)](http://www.bpa.org/sdownload/2017-18_SPS_Release_Form.pdf)](http://www.bpa.org/sdownload/2015-16_NLC_Release_form.pdf)(s) in one combined PDF file. *All points or none are awarded by the technical judge.* | 10 |  |
| Outline followed the [[*Style & Reference Manual*](https://members.bpa.org/download-center)](http://www.bpa.org/sdownload/2019-20_ML_Style_Reference_Manual.pdf)format. | 10 |  |
| Works Cited followed the [[*Style & Reference Manual*](https://members.bpa.org/download-center)](http://www.bpa.org/sdownload/2019-20_ML_Style_Reference_Manual.pdf) format. | 10 |  |
| **TOTAL PRESENTATION POINTS (200 points maximum)** |  |

***Top 12 pre-judged individual presentations advance to ML State Competition.***

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

**(980) Prepared Speech**

#### Judge Number Member ID \_\_\_\_\_\_\_\_\_\_\_\_

**Presentation Scoring Rubric**

|  |  |  |
| --- | --- | --- |
| Member Violated the Copyright and/or Fair Use Guidelines | ☐ Yes (*Disqualification*)  | ☐ No |
| If yes, please stop scoring and provide a brief reason for the *disqualification* 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 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 |  |
| **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 decide, to impress, to inform, to persuade) | 1 - 5 | 6 - 10 | 11 - 15 | 16 - 20 |  |
| All points or none are awarded per item below. |  |
| Presentation lasted no less than three (3) minutes and no longer than five (5) minutes | 10 |  |
| Documentation submitted at check-in: outline (1 copy) and Works Cited (1 copy). ***Must have copies for Mid-Level State Competition Presentation.*** | 10 |  |
| Outline followed the [[*Style & Reference Manual*](https://members.bpa.org/download-center)](http://www.bpa.org/sdownload/2019-20_ML_Style_Reference_Manual.pdf)format. | 10 |  |
| Works Cited followed the [[*Style & Reference Manual*](https://members.bpa.org/download-center)](http://www.bpa.org/sdownload/2019-20_ML_Style_Reference_Manual.pdf) format. | 10 |  |
| **TOTAL PRESENTATION POINTS (200 points maximum)** |  |

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

**PRESENTATION WILL BE STOPPED AT FIVE (5) MINUTES**

**TOTAL MAXIMUM POINTS = 200**

(985) Presentation 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. Members may *not* participate in Presentation Team and Prepared Speech in the same year. Previous submissions may *not* be used for presentations.

**Topic**

You are being asked to develop a plan to honor a deserving person from your town, county, or state. Your plan must include how you plan to honor your chosen person, why they should be honored, what would you need budget wise, and how you plan to raise those funds. Your presentation must also include the positive impact this honor will have on the local community. Your proposal must convince the local chamber of commerce to approve this plan.

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

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

Carry-in and setup 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 Mid-Level State Competition; however, teams may provide their own access to be used only for their presentation to the judges

Notes or note cards for oral presentation (optional)

|  |
| --- |
| **Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.****Props and visual aids are allowed in this competition.****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**

* 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**

* This is a pre-submitted event for Oklahoma BPA ONLY, with the top 12 advancing to the Mid-Level State Competition.
* For pre-judging, the complete (videoed) multimedia presentation should be compressed and 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 [Cloud Storage / File Sharing Guidelines](#CLOUDSTORAGEFILESHARINGGUIDELINES) for settings recommendations.
* Submit the URL to the presentation, Works Cited, and signed Release Form(s) in a combined PDF file to: https://presubmit.bpa.org, no later than **5:00 p.m. Central Time, on February 17, 2023**.
* Format of Works Cited must be according to the Style & Reference Manual.
* Contestants will receive an automated response confirmation at the time of submission.
* Individual confirmation of receipt cannot be provided.
* 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 numbers, or those uploaded after the pre-submission deadline cannot be accepted.
* No changes can be made after the date of submission.
* 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](https://members.bpa.org/download-center)](http://www.bpa.org/sdownload/2019-20_ML_Graphic_Standards.pdf) and make proper use of the logo and/or organization’s name. (Refer to the [[Graphic Standards](https://members.bpa.org/download-center)](http://www.bpa.org/sdownload/2019-20_ML_Graphic_Standards.pdf) in the [[[*Style & Reference Manual*](https://members.bpa.org/download-center)](http://www.bpa.org/sdownload/2015-16_SPS_Style_Reference_Manual.pdf).)](http://www.bpa.org/sdownload/2019-20_ML_Style_Reference_Manual.pdf)
* All members of the team must participate in the “live” presentation.
* One (1) copy of the word-processed Works Cited *must* be submitted by the top 12 pre-judged teams at the time of the presentation at the Mid-Level State Competition on February 23, 2023 @ the ODCTE.
* 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 [https://www.copyright.gov/title17/title17.pdf](http://www.copyright.gov/title17/circ92.pdf). The [[*Style & Reference Manual*](https://members.bpa.org/download-center)](http://www.bpa.org/sdownload/2019-20_ML_Style_Reference_Manual.pdf) contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
* Business Professionals of America grants permission for the use of the copyrighted logo and tagline.

**Method of evaluation**

Presentation Scoring Rubric (top 12 teams based on Pre-Judged Presentation Scoring Rubric advance to ML State Competition presentation on February 23, 2023 @ the ODCTE).

Pre-judged scores **DO NOT** carry forward and are **NOT** calculated into Mid-Level State Competition presentation scoring.

**Length of event**

No more than three (3) minutes preparation/setup

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 chapter is allowed three (3) entries

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

**(985) Presentation Team**

#### Judge Number Team Number \_\_\_\_\_\_\_\_\_\_\_\_

**Pre-Judged Presentation Scoring Rubric**

|  |  |  |
| --- | --- | --- |
| Team Violated the Copyright and/or Fair Use Guidelines | ☐ Yes (*Disqualification*)  | ☐ No |
| If yes, please stop scoring and provide a brief reason for the *disqualification* below: |
| Team followed topic  | ☐ Yes  | ☐ 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 advertising campaign  | 1-5 | 6-10 | 11-15 | 16-20 |  |
| Content covering the chosen topic | 1-5 | 6-10 | 11-15 | 16-20 |  |
| Persuasion to use chosen topic  | 1-5 | 6-10 | 11-15 | 16-20 |  |
| Stage presence and delivery  | 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 |  |
| All points or none are awarded per item below. |  |
| Setup lasted no more than three (3) minutes | 5 |  |
| Presentation was no less than five (5) minutes and lasted no more than seven (7) minutes | 5 |  |
| Shared video file URL, Works Cited, and signed [[[Release Form](http://www.bpa.org/sdownload/2018-19_RELEASE_FORM.pdf)](http://www.bpa.org/sdownload/2017-18_SPS_Release_Form.pdf)](http://www.bpa.org/sdownload/2015-16_NLC_Release_form.pdf)(s) in one combined PDF file. *All points or none are awarded by the technical judge.* | 10 |  |
| Works Cited provided and formatted according to the [[*Style & Reference Manual*](https://members.bpa.org/download-center)](http://www.bpa.org/sdownload/2019-20_ML_Style_Reference_Manual.pdf) | 10 |  |
| At least two original team members in attendance at time of presentation | 10 |  |
| **TOTAL PRESENTATION POINTS (300 points maximum)** |  |

***Top 12 pre-judged team presentations advance to Mid-Level State Competition.***

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

**(985) Presentation Team**

#### Judge Number Team Number \_\_\_\_\_\_\_\_\_\_\_\_

**Presentation Scoring Rubric**

|  |  |  |
| --- | --- | --- |
| Team Violated the Copyright and/or Fair Use Guidelines | ☐ Yes (*Disqualification*)  | ☐ No |
| If yes, please stop scoring and provide a brief reason for the *disqualification* below: |
| Team followed topic  | ☐ Yes  | ☐ 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 advertising campaign  | 1-5 | 6-10 | 11-15 | 16-20 |  |
| Content covering the chosen topic | 1-5 | 6-10 | 11-15 | 16-20 |  |
| Persuasion to use chosen topic  | 1-5 | 6-10 | 11-15 | 16-20 |  |
| Stage presence and delivery  | 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 |  |
| All points or none are awarded per item below. |  |
| Setup lasted no more than three (3) minutes | 5 |  |
| Presentation was no less than five (5) minutes and lasted no more than seven (7) minutes | 5 |  |
| Documentation submitted at time of check-in: Works Cited (1 copy) and signed[[Release Form](https://members.bpa.org/download-center)](https://members.bpa.org/download-center)(s) (1 copy). ***Must have copies for Mid-Level State Competition presentation.*** | 10 |  |
| Works Cited provided and formatted according to the [[*Style & Reference Manual*](https://members.bpa.org/download-center)](http://www.bpa.org/sdownload/2019-20_ML_Style_Reference_Manual.pdf) | 10 |  |
| At least two original team members in attendance at time of presentation | 10 |  |
| **TOTAL PRESENTATION POINTS (300 points maximum)** |  |

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

**PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES**

**TOTAL MAXIMUM POINTS = 300**

## (990) Human Resource Exploration

**Description**

Assess proficiency in career exploration and interview situations. Competitors will create a job shadow request letter and conduct a live interview focused on the competitor’s career interests and requested job shadow department.

**Eligibility**

This event may be repeated. Members participating in state level competition must be registered for the event prior to the submission deadline for technical judging. Members *must* participate in both parts of the competition to be ranked.

**Member must supply**

One (1) copy of the job shadow request letter at the Mid-Level State Competition on February 23, 2023 @ the ODCTE.

|  |
| --- |
| **Props (i.e., business cards, thank you notes, etc.) are NOT allowed in this competition.****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 writing skills to produce cover letter for job shadow experience
* Identify future career interests
* Demonstrate quality grooming through proper dress
* Demonstrate interpersonal skills
* Demonstrate effective communication skills
* Utilize nonverbal gestures as needed

**Specifications**

* This is a pre-submitted event. See instructions for submissions.
* Job shadow request letter requirements:
	+ The cover letter must be addressed as follows:

Ms. Julie Smith, Manager

Human Resources Department

Digital Solutions

700 Morse Road, Suite 201

Columbus, OH 43214

* + Paragraph 1: Member will write an opening salutation and indicate the position for which he/she is applying for a job shadow experience and indicate his/her current career interests.
	+ Paragraph 2: Member will write a personal statement (100 words or less) that includes a description of current abilities, skill sets, and goals.
	+ Paragraph 3: Member will write a conclusion (summary) of job shadow request letter with closing salutation.
* Job shadow experiences are available in all departments of Digital Solutions shown on the Organizational Chart found in the [[[*Style & Reference Manual*](https://members.bpa.org/download-center)](http://www.bpa.org/sdownload/2017-18_SPS_Style_Reference_Manual.pdf)*.*](https://members.bpa.org/download-center)
* Member may interview for any position listed on the organizational chart for which he/she would like to job shadow.
* Information in the cover letter must be authentic; however, members may choose to use a fictitious personal address and telephone number.
* **Submit the job shadow request letter as a PDF file to** [**https://presubmit.bpa.org**](https://presubmit.bpa.org) **no later than 5:00 p.m. Central Time, on February 17, 2023.**
* Individual confirmation of receipt *cannot* be provided.
* Member ID will be required for 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 members, those missing Member ID and/or projects received after the deadline *cannot* be accepted.
* No changes can be made after the date of submission.
* Materials previously submitted to the website will *not* be available at the time of interview.
* One (1) copy of the job shadow request letter must be submitted by the top 12 pre-judged individuals at the time of the interview at the Mid-Level State Competition on February 23, 2023 @ the ODCTE.

**Method of evaluation**

Technical Scoring Rubric (top 12 will advance to ML State Competition for HR Presentation Scoring)

HR Presentation Scoring Rubric (top 12 based on pre-judged Technical Scoring, Feb. 23 @ ODCTE)

**Length of event**

No more than ten (10) minutes for interview

Finals may be included at the national level

**Entries**

Each chapter is allowed three (3) entries

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

**(990) Human Resource Exploration**

#### Judge Number Member ID

**Technical Scoring Rubric**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Below Average** | **Average** | **Good** | **Excellent** | **Points Awarded** |
| Member submitted the correct information and in the correct format.* Job Shadow Request Letter with Personal Statement (100 words or less) in 2nd paragraph - PDF format

***All points or none are awarded by the technical judge.*** | 10 |  |
| **Job Shadow Request Letter (Must follow business letter format in the** [[*Style & Reference Manual*](https://members.bpa.org/download-center)](https://members.bpa.org/download-center)*)* |
| Addressed correctly and formatted according to Style & Reference Manual Letter format. | 1-5 | 6-10 | 11-15 | 16-20 |  |
| Correct grammar and spelling | 1-5 | 6-10 | 11-15 | 16-20 |  |
| Paragraph 1: Introduction |
| Position to job shadow and career interests are identified. | 1-5 | 6-10 | 11-15 | 16-20 |  |
| Paragraph 2: Personal Statement |
| Statement is 100 words or less | 20 |  |
| Highlights current abilities and skill sets | 1-5 | 6-10 | 11-15 | 16-20 |  |
| Description of goals | 1-5 | 6-10 | 11-15 | 16-20 |  |
| Paragraph 3: Conclusion |
| Closing statements and salutation | 1-5 | 6-10 | 11-15 | 16-20 |  |
| **TOTAL TECHNICAL POINTS (150 points maximum)** |  |

**(990) Human Resource Exploration**

####

#### Judge Number Member ID

**Interview Rubric**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Below Average** | **Average** | **Good** | **Excellent** | **Points Awarded** |
| **Applicant’s Greeting:** * Proper introduction
* Positive first impression
 | 1-5 | 6-10 | 11-15 | 16-20 |  |
| **Applicant’s Appearance:**Neat, well-groomed, and appropriately attired | 1-5 | 6-10 | 11-15 | 16-20 |  |
| **Personality and Poise:*** Positive, courteous, sincere, and confident
* Good posture, gestures, and eye contact
 | 1-5 | 6-10 | 11-15 | 16-20 |  |
| **Communication Skills:*** Proper grammar
* Good pronunciation and enunciation
* Pleasant voice and tone
 | 1-5 | 6-10 | 11-15 | 16-20 |  |
| **Responses:** |
| Responded with appropriate answers | 1-5 | 6-10 | 11-15 | 16-20 |  |
| Showed knowledge of potential position | 1-5 | 6-10 | 11-15 | 16-20 |  |
| Volunteered information | 1-5 | 6-10 | 11-15 | 16-20 |  |
| Demonstrated initiative and enthusiasm | 1-5 | 6-10 | 11-15 | 16-20 |  |
| Asked appropriate questions | 1-5 | 6-10 | 11-15 | 16-20 |  |
| **Close of Interview:*** Expressed a thank you
* Concluded interview effectively
 | 1-5 | 6-10 | 11-15 | 16-20 |  |
| All points or none are awarded per item below. |  |
| Documentation submitted at time of check-in: Job Shadow Request Letter (1 copy)***Must have copies for Mid-Level State Competition presentation.*** | **10** |  |
| **TOTAL INTERVIEW POINTS (210 points maximum)** |  |

**INTERVIEW WILL BE STOPPED AT TEN (10) MINUTES**

**TOTAL MAXIMUM POINTS = 360**

##

## (995) 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.

**Member 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 (online state testing Feb. 1-17, 2023 @ 5:00 p.m.) - ***Reference materials are not allowed***

**Equipment/Supplies provided**

Plain paper

**Length of event**

No more than sixty (60) minutes testing time

Entries

Unlimited

(996) 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.

**Member must supply:**

Sharpened No. 2 pencils

Cordless calculator: electronic devices will be monitored according to ACT standards. See [[Calculator Guidelines](https://members.bpa.org/download-center)](https://members.bpa.org/download-center). Members 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 (online state testing Feb. 1-17, 2023 @ 5:00 p.m.) - ***Reference materials are not allowed***

**Equipment/Supplies provided**

Plain paper

**Length of event**

No more than sixty (60) minutes testing time

**Entries**

Unlimited

(997) 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.

**Member must supply**

Sharpened No. 2 pencils

Cordless calculator: electronic devices will be monitored according to ACT standards. See [[Calculator Guidelines](https://members.bpa.org/download-center)](https://members.bpa.org/download-center). Members 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 (online state testing Feb. 1-17, 2023 @ 5:00 p.m.) - ***Reference materials are not allowed***

**Length of event**

No more than sixty (60) minutes testing time

**Entries**

Unlimited

(998) 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.

**Member 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 digital literacy concepts, operating systems, and technology concerns
* 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 (online state testing Feb. 1-17, 2023 @ 5:00 p.m.) - ***Reference materials are not allowed***

**Length of event**

No more than sixty (60) minutes testing time

**Entries**

Unlimited

**OKLAHOMA STATE EVENTS**

(001) Oklahoma BPA Promotional Video

**(001) Oklahoma BPA Promotional Video**

**Description**

Create a three to five (3:00-5:00) minute video production, based upon the assigned topic.

**Eligibility**

Any student member may enter this team event. A team will consist of 1-4 members. Members participating in state 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**

Create a video that local chapters can use to promote Oklahoma BPA to their prospective members. Some topics you should cover in your video: introduction of the organization, opportunities within the organization at a local/state/national level, community service, competition, conferences, soft skills, leadership, how to make the most of your membership experience, what you can do after graduation, and/or how the organization is co-curricular.

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

**Team must supply**

Digital display

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 Mid-Level State Competition; 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 member.** **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 video editing applications
* Develop a storyline 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 lighting techniques
* Perform nonlinear editing techniques utilizing various editing tools
* Demonstrate knowledge of transitions and audio editing techniques
* Demonstrate proper use in placement of titles and visual effects
* Demonstrate teamwork skills needed to function in a video editing environment
* Demonstrate an understanding of developing for a target audience

**Specifications:**

* This is a pre-submitted event. See instructions for submissions.
* The team will develop a video using various software applications related to video production.
* The final project components, including, but *not* limited to, storyboard, script, and video should be compressed in Zip format and uploaded to a video/file sharing site (Dropbox, etc.)
* 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 14 for settings recommendations.
* **Submit the URL to the final project files, Works Cited, and signed** [**Release Form(s)**](https://members.bpa.org/download-center) **in a combined PDF file to:** [**https://presubmit.bpa.org**](https://presubmit.bpa.org)**, no later than 5:00 p.m. Central Time, on February 17, 2023.**
* Member ID will be required for all submissions.
* Members will receive an automated response confirmation at the time of submission.
* Individual confirmation of receipt *cannot* be provided.
* No fax or mailed copies will be accepted.
* No exceptions can be made for missed deadlines due to an incorrect email address for submission or technical difficulties
* Multiple submissions will *not* be accepted.
* Only one (1) team member should complete the submission.
* Materials from non-registered members and/or those missing Member IDs *cannot* be accepted.
* No changes can be made to the project after the date of submission.
* One (1) copy of Works Cited must be submitted at the time of the presentation at SLC.
* The member may utilize audio, text, video, graphics, and animation.
* Use of transitions and continuity must exist in the production.
* The team is responsible for securing a signed [Release Form](https://members.bpa.org/download-center) from any person whose image is used in the production.
* The length of the presentation will be no more than ten (10) minutes, followed by no more than five (5) minutes of judges’ questions.
* All text/graphics materials must follow the organization’s [Graphic Standards](https://members.bpa.org/download-center) and make proper use of the logo and/or organization’s name. (Refer to the [Graphic Standards](https://members.bpa.org/download-center) in the [*Style & Reference Manual*.](https://members.bpa.org/download-center))
* 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 [https://www.copyright.gov/title17/title17.pdf](http://www.copyright.gov/title17/circ92.pdf). The [*Style & Reference Manual*](https://members.bpa.org/download-center) contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
* National Business Professionals of America grantspermission for the use of the copyrighted logo and tagline.
* All materials, other than the required submission materials may *not* be left with judges.
* Videos may be used by Oklahoma BPA after the 2023 SLC.

**Method of evaluation**

Technical Scoring Rubric (top 12 will advance to SLC for Presentation Scoring)

Presentation Scoring Rubric (top 12 based on pre-judged Technical Scoring)

**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

**Entries**

Each chapter is allowed two (2) entries | There is NO ADVANCEMENT to NLC for this event.

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

**(001) Oklahoma BPA Promotional Video (S | PS)**

**Judge Number**   **Team Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Technical Scoring Rubric**

|  |  |  |
| --- | --- | --- |
| Team Violated the Copyright and/or Fair Use Guidelines | ☐ Yes (*Disqualification*)  | ☐ No |
| If yes, please stop scoring and provide a brief reason for the *disqualification* below: |
| Team followed topic | ☐ Yes  | ☐ No (*Disqualification*)  |
| **Items to Evaluate** | **Points Awarded** |
| **Required Elements** |  |
| * Title
 | ☐ Y | ☐ N | 10  |  |
| * Included more than one camera angle or motion
 | ☐ Y | ☐ N | 10  |  |
| * Included one voice over
 | ☐ Y | ☐ N | 10  |  |
| * Included ending credits
 | ☐ Y | ☐ N | 10 |  |
| * Production free of typos
 | ☐ Y | ☐ N | 10 |  |
| * At least 75% of video footage by team members
 | ☐ Y | ☐ N | 10 |  |
| **Total Required Elements (60 points maximum)** |  |
| **Items to Evaluate** | **Below Average** | **Average** | **Good** | **Excellent** | **Points Awarded** |
| **Content** |
| Team submitted the correct information and in the correct format.* Storyboard, Script, Works Cited and signed [Release Form](https://members.bpa.org/download-center)(s) in one combined PDF file

***All points or none are awarded by the technical judge.*** | 10 |  |
| * Creativity and originality of content
 | 1–5 | 6–10 | 11–15 | 16-20 |  |
| * Developed and portrayed theme
 | 1–5 | 6–10 | 11–15 | 16-20 |  |
| * Effectiveness of video message
 | 1–5 | 6–10 | 11–15 | 16-20 |  |
| * Music and tone (mood)
 | 1–5 | 6–10 | 11–15 | 16-20 |  |
| **Total Content (90 points maximum)** |  |
| **Quality** |
| * Focus/Steadiness
 | 1–5 | 6–10 | 11–15 | 16-20 |  |
| * Lighting
 | 1–5 | 6–10 | 11–15 | 16-20 |  |
| * Color relating to theme
 | 1–5 | 6–10 | 11–15 | 16-20 |  |
| * Audio quality (effective use of fades, normalizing, and/or use of sounds, & foley sound)
 | 1–5 | 6–10 | 11–15 | 16-20 |  |
| **Total Quality (80 points maximum)** |  |
| **TOTAL TECHNICAL POINTS (230 points maximum)**  |  |

**(001) Oklahoma BPA Promotional Video (S | PS)**

**Judge Number**   **Team Number \_\_\_\_\_\_\_\_\_\_\_\_**

**Presentation Scoring Rubric**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Items to Evaluate** | **Below Average** | **Average** | **Good** | **Excellent** | **Points Awarded** |
| Oral presentation/stage presence/delivery (Including: Maintaining eye contact, voice inflection, well-spoken, etc.) | 1-5 | 6-10 | 11-15 | 16-20 |  |
| Explain the development and design process | 1–5 | 6–10 | 11–15 | 16-20 |  |
| Explanation of technology & software used | 1–5 | 6–10 | 11–15 | 16-20 |  |
| Explain the use and development of media elements (graphics, special effects, video, audio, etc.) | 1–5 | 6–10 | 11–15 | 16-20 |  |
| Explanation of roles of team members | 1–5 | 6–10 | 11–15 | 16-20 |  |
| Effectiveness of presentation  | 1-5 | 6-10 | 11-15 | 16-20 |  |
| Answers to judges’ questions | 1-2 | 3-5 | 6-8 | 9-10 |  |
| **TOTAL PRESENTATION POINTS (130 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, *not* per judge. | **Points Awarded** |
| Set-up lasted no longer than three (3) minutes – 5 pointsPresentation lasted no longer than ten (10) minutes – 5 points | 10 |  |
| Documentation submitted at time of check-in: One (1) copy Works Cited at time of presentation ***Must have copies for SLC presentation.*** | 10 |  |
| At least one original member in attendance at time of presentation  | 10 | 10 |
| **TOTAL SPECIFICATION POINTS (30 points maximum)**  |  |

**TOTAL MAXIMUM POINTS = 390**

**PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES**