

OKLAHOMA
**BUSINESS
PROFESSIONALS**
of AMERICA

Giving Purpose to Potential

State Leadership Conference

March 4-6, 2024

Mid-Level Competition Day: February 23, 2024

Workplace Skills Assessment Program



Business Professionals of America 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.

2023-2024 Competitive Events

What's New!!

Welcome to the 2023-2024 membership year. Here's what's new for the Middle Level Guidelines:

General WSAP Updates (applicable to multiple competitive events)

- The deadline for any national registration or pre-submission has been changed from **11:59 p.m. to 5:00 p.m.** on the specified date.
- All competitive events with a required certification will receive 0 points (fail) or 50 points (pass) added to the BPA portion of the test.
- (915) Administrative Support Team has increased the number of qualifiers from 2 teams to 3 teams at the national level. Refer to your state association for any state specific guidelines.
- 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.
- At the national level, all pre-submitted and on-site projects will be submitted electronically.

Virtual Events

- V13 Esports Team – Pilot has been added as a new virtual competition.
- V14 Ethical Leadership & Decision-Making Team - Pilot has been added as a new virtual competition.

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 dues to be paid no later than February 1, 2024.

Advisors are able to verify national membership online or by contacting the National Center. Be sure to check your State Association membership deadline to ensure eligibility at the regional and state levels.

Please refer to event guidelines for further details regarding 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 and/or state only events do *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” 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 (January 19 -February 3, 2024). 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.

Workplace Skills Assessments/Contest Review

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

Proofreader's Marks

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

Style & Reference Manual

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

Business Ethics

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

Human Relations

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

Communications

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

Use of Previous or Sample Tests

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. 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 Forms](#) are required, any student included in the project must submit a [Release Form](#); this includes individuals and all team members. [Release Forms](#) may be handwritten. Illegible forms will *not* be accepted.

Student-Provided Equipment

Some events permit 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.

Artificial Intelligence

Utilization of AI, such as ChatGPT, to complete submitted work(s) must adhere to BPA's Academic Integrity Policy, with transparent attribution for generated content. Proper citation of AI-generated work is essential to uphold intellectual honesty and respect for original authorship.

Academic Integrity Policy

The use of ChatGPT (or other AI tools) to complete any submitted work must be properly documented and sourced on the works cited document.

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 *another* student's calculator.



NATIONAL BPA 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 NLC.

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

Item	Deadline	Websites
(940) Digital Game Design Team	Submitted by 5:00 p.m. Eastern Time, April 1, 2024	https://upload.bpa.org
(945) Graphic Design Promotion	Submitted by 5:00 p.m. Eastern Time, April 1, 2024	https://upload.bpa.org
(950) Video Production Team	Submitted by 5:00 p.m. Eastern Time, April 1, 2024	https://upload.bpa.org
(955) Website Design Team	Submitted by 5:00 p.m. Eastern Time, April 1, 2024	https://upload.bpa.org
(960) Visual Design Team - Pilot	Submitted by 5:00 p.m. Eastern Time, April 1, 2024	https://upload.bpa.org
(970) Entrepreneurship Exploration	Submitted by 5:00 p.m. Eastern Time, April 1, 2024	https://upload.bpa.org
(990) Human Resource Exploration	Submitted by 5:00 p.m. Eastern Time, April 1, 2024	https://upload.bpa.org
Virtual Events (V01 - V14)	Submitted by 5:00 p.m. Eastern Time, January 15, 2024	https://upload.bpa.org
NLC Competitive Events Registration	Online registration by April 1, 2024	http://www.bpa.org/nlc/registration
NLC Registration	Early registration by 2/28 – 3/29	http://www.bpa.org/nlc/registration
NLC Hotel Reservations	Online by March 29, 2024	http://www.bpa.org/nlc/registration
NLC Registration Refund Requests	Submitted by April 26, 2024	http://www.bpa.org/nlc/registration
BPA Cares Awards	Submitted by March 8, 2024	Submitted as outlined in BPA Cares Awards Handbook
Torch Award - Ambassador	Submitted by March 8, 2024	https://members.bpa.org/torch-awards

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.

Item	Deadline	Websites
(001) OKBPA Promotional Video	Submitted by 5:00 p.m. CT, Feb. 3, 2024	https://presubmit.bpa.org
(940) Digital Game Design Team	Submitted by 5:00 p.m. CT, Feb. 3, 2024	https://presubmit.bpa.org
(945) Graphic Design Promotion	Submitted by 5:00 p.m. CT, Feb. 3, 2024	https://presubmit.bpa.org
(950) Video Production Team	Submitted by 5:00 p.m. CT, Feb. 3, 2024	https://presubmit.bpa.org
(955) Website Design Team	Submitted by 5:00 p.m. CT, Feb. 3, 2024	https://presubmit.bpa.org
(960) Visual Design Team - Pilot	Submitted by 5:00 p.m. CT, Feb. 3, 2024	https://presubmit.bpa.org
(970) Entrepreneurship Exploration	Submitted by 5:00 p.m. CT, Feb. 3, 2024	https://presubmit.bpa.org
(980) Prepared Speech	Submitted by 5:00 p.m. CT, Feb. 3, 2024	https://presubmit.bpa.org
(985) Presentation Team	Submitted by 5:00 p.m. CT, Feb. 3, 2024	https://presubmit.bpa.org
(990) Human Resource Exploration	Submitted by 5:00 p.m. CT, Feb. 3, 2024	https://presubmit.bpa.org
Virtual Events (V01 - V14)	See individual event for specifications	https://presubmit.bpa.org
SLC Competitive Events Registration	Opens: Jan. 5, 2024 Closes: Jan. 19, 2024	https://register.bpa.org
SLC Hotel Reservations	TBD	https://bpaok.org/SLC for details
SLC Registration Refund Requests	January 25, 2023	Email Paxton Cavin at Paxton.Cavin@careertech.ok.gov
SLC Online State Testing	Opens: Jan. 19, 2024 Closes: Feb. 3, 2024 (5:00 pm)	
State Officer Candidate Application	December 1, 2023	Submit as outlined in the BPA State Officer Candidate Handbook
State Officer Candidate Screening	December 6, 2023	Oklahoma Dept. of CareerTech
Recognition Awards & Scholarship	February 7, 2024	See https://bpaok.org/ SLC for details
Oklahoma BPA Cares Awards	February 12, 2024	Handbook https://bpa.org/students/bpa-cares/
Torch Award—Statesman	February 12, 2024	http://bpa.org/torch-awards/
Quality Chapter Award	February 12, 2023	https://bpa.org/students/scholarships-and-awards/quality-chapter-distinction/
Oklahoma BPA Mid-Level Competitions	February 23, 2024	Oklahoma Dept. of CareerTech
Oklahoma BPA SLC	March 4-6, 2024	Tulsa Hyatt Regency

OKLAHOMA BPA MID-LEVEL PRE-SUBMISSION GUIDELINES

2024 State Leadership Conference

Submission Deadline: February 3, 2024, by 5:00 p.m. Central Time

Event	What to Submit at 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 format Logo - PDF or JPG or PNG format Works Cited - PDF format	GDP-MemberID-Flyer GDP-MemberID-Logo GDP-MemberID-WorksCited.pdf	1 copy of Flyer 1 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 Storyboard 1 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 design elements 1 copy of Works Cited
Management, Marketing & Communication			
(970) Entrepreneurship Exploration	Research Paper - PDF format Works Cited - PDF format	ENT-MemberID.pdf	1 copy of Research Paper 1 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 Cited 1 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 Cited 1 copy of Release Forms
(990) Human Resource Exploration (ML)	Job Shadow Request Letter – PDF Format	HRE-MemberID.pdf	1 copy of Job Shadow Request 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

SLC 2024 COMPUTER SOFTWARE LIST

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

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

<i>Event</i>	<i>Software Packages</i>
(915) Administrative Support Team	MS Word 2021, MS Excel 2021, MS PowerPoint 2021, MS Access 2021, and MS Publisher 2021
(925) Word Processing	MS Word 2021
(930) Spreadsheet Applications	MS Excel 2021

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 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.

<u>FUTURE NLC SITES</u>			<u>FUTURE SLC SITES</u>		
Year	Location	Date	Year	Location	Date
2025	Orlando, FL	May 7-11	2024	Tulsa, OK	March 4-6
2026	Nashville, TN	May 6-10	2025	Tulsa, OK	March 3-5
2027	Denver, CO	May 5-9	2026	Tulsa, OK	March 2-4
2028	Orlando, FL	May 10-14	2027	Tulsa, OK	March 8-10
2029	Washington D.C.	May 9-11	2028	Tulsa, OK	March 6-8

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 Events

(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

Events that utilize images (photographs, video, or audio) require a [Release Form](#) for each individual represented in the project, even if the individual is a participating student in the event. ***For pre-submitted events, physical [Release Forms](#) do not need to be provided at the time of presentation at Mid-Level State Competition on February 23, 2024 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\(s\)](#) (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 (ML) – (for ML State Competition ONLY)
- (990) Human Resource Exploration

Judges' Comments

Judges' comments will be returned digitally through the online judging system at the national level.

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 <i>not</i> 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 <i>not</i> show up on channels or in searches.	No

Vimeo®

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

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

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

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

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

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

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

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

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 50 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 fifty (50) 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](#) 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](#) 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](#) is located on the next page and can be obtained as a PDF file on the [WSAP 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.



Certiport, A Pearson VUE Business
1276 South 820 East, Suite 200
American Fork, UT 84003 USA

Telephone: 1-888-999-9830
International: (801) 847-3100
www.certiport.com

Parent / Legal Guardian Consent Form

I am the parent/legal guardian of _____ (please print)
(the "Certiport Candidate") and I understand that my permission and authorization is required for the collection, use, and disclosure of the Certiport Candidate's personal information by Certiport, a business of NCS Pearson, Inc. ("Certiport"). I further understand that the Certiport Candidate will not be permitted to register for or take a Certiport exam unless I provide my permission by signing this form.

I understand and acknowledge that all individuals, including the Certiport Candidate, planning to take a Certiport exam are required to:

- A) Provide to Certiport, personal information, such as his or her, first and last name, street address, e-mail address, and demographic information ("Candidate Information"); and
- B) Agree to all of the terms and conditions contained on the Certiport website at www.certiport.com and in Certiport's test registration agreement, which together with the terms and conditions are legally binding.

In my capacity as the parent/legal guardian of the Certiport Candidate, I hereby understand, agree, authorize, and provide my consent for the Candidate to:

- 1) To allow the Certiport Candidate to take or retake any Certiport exam(s); and
- 2) That I have had an opportunity to review the Certiport terms and conditions and privacy policy available at www.certiport.com, including but not limited to, those provisions relating to testing, privacy policies; all the collection, processing, use, and transmission to the United States of the Certiport Candidate's personally identifiable information and that I authorize the Certiport Candidate to use and agree to abide by the terms and conditions and policies; and
- 3) To Certiport or the retention and disclosure of any or all Candidate's personal information to the Certiport exam sponsor(s), its authorized third parties and service providers, and others as may be necessary to prevent unlawful activities or as required by law; and
- 4) That the Certiport Candidate and I will comply with any of the Certiport testing rules and procedures.
- 5) To allow Certiport to disclose to Business Professionals of America (BPA) the Candidate's Name, City, State, and score should my Certiport Candidate be one of the top fifteen winners in MOS Word, PowerPoint, Excel, and Access at the BPA 2021 National Leadership Conference.

I, the undersigned, certify that I am the parent or legal guardian of the child/legal ward (named above) and that I have the right to make decisions for my child/legal ward that effect his/her wellbeing.

I CERTIFY THAT I AM 18 YEARS OF AGE OR OLDER AND THAT I HAVE READ, FULLY UNDERSTAND AND AGREE TO THE TERMS OF THIS AGREEMENT, AND I SIGN IT VOLUNTARILY WITH FULL KNOWLEDGE OF ITS SIGNIFICANCE.

Name of Parent/Legal Guardian

Signature of Parent/Legal Guardian

Date



Certiport, A Pearson VUE Business
1276 South 820 East, Suite 200
American Fork, UT 84003 USA

Telephone: 1-888-999-9830
International: (801) 847-3100
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Parent / Legal Guardian Consent Form

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(the "Certiport Candidate") and I understand that my permission and authorization is required for the collection, use, and disclosure of the Certiport Candidate's personal information by Certiport, a business of NCS Pearson, Inc. ("Certiport"). I further understand that the Certiport Candidate will not be permitted to register for or take a Certiport exam unless I provide my permission by signing this form.

I understand and acknowledge that all individuals, including the Certiport Candidate, planning to take a Certiport exam are required to:

A) Provide to Certiport, personal information, such as his or her, first and last name, street address, e-mail address, and demographic information ("Candidate Information"); and

B) Agree to all of the terms and conditions contained on the Certiport website at www.certiport.com and in Certiport's test registration and delivery system and that these terms and conditions are legally binding.

In my capacity as the parent/legal guardian of the Certiport Candidate, I hereby understand, agree, authorize, and provide my consent, as the case may be:

- 1) To allow the Certiport Candidate to take or retake any Certiport exam(s); and
- 2) That I have had an opportunity to review the Certiport terms and conditions and privacy policy available at www.certiport.com, including, but not limited to, those provisions relating to testing; privacy policies; and the collection, processing, use and transmission to the United States of the Certiport Candidate's personally identifiable information and that I and the Certiport Candidate understand and agree to abide by these terms and conditions and policies; and
- 3) To Certiport for the retention and disclosure of any of the Candidate's personal information to the Certiport exam sponsor(s), its authorized third parties and service providers, and others as may be necessary to prevent unlawful activities or as required by law; and
- 4) That the Certiport Candidate and I will comply with any of the Certiport testing rules and procedures.
- 5) To allow Certiport to disclose to Business Professionals of America (BPA) the Candidate's Name, City, State, and score should my Certiport Candidate be one of the top fifteen winners in MOS Word, PowerPoint and Excel at the BPA National Leadership Conference.

I, the undersigned, certify that I am the parent or legal guardian of the child/legal ward (named above) and that I have the right to make decisions for my child/legal ward that effect his/her wellbeing.

I CERTIFY THAT I AM 18 YEARS OF AGE OR OLDER AND THAT I HAVE READ, FULLY UNDERSTAND AND AGREE TO THE TERMS OF THIS AGREEMENT, AND I SIGN IT VOLUNTARILY WITH FULL KNOWLEDGE OF ITS SIGNIFICANCE.

NAME OF PARENT/LEGAL GUARDIAN

SIGNATURE OF PARENT/LEGAL GUARDIAN

DATE





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 _____

WORKPLACE SKILLS ASSESSMENT STANDARDS

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

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

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

Essential Skills

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

Finance Workplace Skills

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

Business Administration Workplace Skills

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

Management Information Systems Workplace Skills


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

Digital Communication & Design Workplace Skills

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

Management, Marketing & Communication Workplace Skills

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

 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		3
Digital Communication & Design																		
(945) Graphic Design Promotion (ML)	ML	3			Y	12		5	2	5	Y	N	N	N	Y	N		3
(950) Video Production Team (ML)	ML	3	2-4		Y	12	3	5	2	5	Y	N	Y	N	Y	Y		3
(955) Website Design Team (ML)	ML	3	2-4		Y	12	3	5	2	5	Y	N	Y	N	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		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			Y	12	3	5-7	2	5	Y	N	N	N	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			Y	12	3	10	2	5	Y	N	N	N	Y	Y		0

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

- * Rating sheets are provided in the *Guidelines*.
- ** At the national level, states may vary.

MIDDLE LEVEL COMPETITIVE EVENTS

- (900) [Financial Literacy](#)
- (915) [Administrative Support Team](#)
- (920) [Digital Citizenship](#)
- (925) [Word Processing](#)
- (930) [Spreadsheet Applications](#)
- (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](#)
- (975) [Extemporaneous Speech](#)
- (980) [Prepared Speech](#)
- (985) [Presentation Team](#)
- (990) [Human Resource Exploration](#)
- (995) [Business Communication Skills Concepts - Open](#)
- (996) [Business Fundamentals Concepts - Open](#)
- (997) [Business Math Concepts - Open](#)
- (998) [Computer Literacy Concepts - Open](#)

(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](#). 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 SLC Testing) | January 19, 2024 – February 3, 2024 | Top 20 Advance

Application Test | February 23, 2024 | ODCTE Stillwater, OK

Reference materials are allowed for all portions of this competition

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*](#)
- 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 Test | February 23, 2024 | ODCTE Stillwater, OK

Reference materials are allowed for all portions of this competition

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 three (3) 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 50 points to their final score. All persons planning to take a certification test MUST register with Certiport (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>

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 SLC Testing) | January 19, 2024 – February 3, 2024

Reference materials are allowed for all portions of this competition

Length of event

No more than sixty (60) minutes testing time

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

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*
- 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 | February 23, 2024 | ODCTE Stillwater, OK

Reference materials are allowed for all portions of this competition

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 | February 23, 2024 | ODCTE Stillwater, OK

Reference materials are allowed for all portions of this competition

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 a game that utilizes “Interactive Storytelling” that emphasizes narrative-driven gameplay. Empower players to make choices that shape the story and its final outcome. The story can be a twist on real life or entirely fictional. Remember that all elements of the game must be appropriate for a school setting. Please include at least a minimum of 4 “choice” opportunities for players within the game.

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](#)(s) in a combined PDF file to <https://presubmit.bpa.org> no later than 5:00 p.m. Central Time on February 3, 2024.
- Member ID will be required for all submissions.
- Individual confirmation of receipt *cannot* be provided.
- No fax or mailed copies will be accepted.

Business Professionals of America Workplace Skills Assessment Program

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- No exceptions can be made for missed deadlines due to an incorrect e-mail address for submission or technical difficulties.
- Multiple submissions *cannot* be accepted.
- No changes can be made to the project after the date of submission.
- One (1) copy of any concept art/prototypes and Works Cited *must* be presented at the time of the presentation at the Mid-Level Competition Day on February 23, 2024.
- 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](#) and make proper use of the logo and/or organization's name. Refer to the [Graphic Standards](#) in the [Style & Reference Manual](#).
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at <https://www.copyright.gov/title17/title17.pdf>. The [Style & Reference Manual](#) 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 Mid-Level Competition Day

Presentation Scoring Rubric | Mid-Level Competition | February 23, 2024

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

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Team submitted the correct information and in the correct format. <ul style="list-style-type: none"> Works Cited and Release Form(s) (do <i>not</i> have to be keyed but must be signed for pre-submission) in one combined PDF file <i>All points or none are awarded by the technical judge.</i>				10	
Gameplay Mechanics <ul style="list-style-type: none"> Core mechanics are innovative Empowers players to make choices Not driven solely by luck; elements of chance are used appropriately. 	1-5	6-10	11-15	16-20	
	1-5	6-10	11-15	16-20	
	1-5	6-10	11-15	16-20	
Rules <ul style="list-style-type: none"> Clearly communicated. Application of rules are logical. Rules have been tested for multiple situations that arise in normal play. 	1-5	6-10	11-15	16-20	
	1-5	6-10	11-15	16-20	
	1-5	6-10	11-15	16-20	
Narrative Elements <ul style="list-style-type: none"> Game uses narrative elements where applicable. 	1-5	6-10	11-15	16-20	
Balance <ul style="list-style-type: none"> Amount of time required to play the game is appropriate. Players are given a fair chance to win the game. As the game progresses, the level of difficulty increases. 	1-5	6-10	11-15	16-20	
	1-5	6-10	11-15	16-20	
	1-5	6-10	11-15	16-20	
Educational Components <ul style="list-style-type: none"> Game does a good job of educating the player about the topic. Game's educational aspects reflect research conducted by the design team. 	1-5	6-10	11-15	16-20	
	1-5	6-10	11-15	16-20	
Overall <ul style="list-style-type: none"> Conditions for winning or losing the game are clearly defined. Design of game is visually appealing, follows theme, and meaningful. 	1-5	6-10	11-15	16-20	
	1-5	6-10	11-15	16-20	
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) <i>Must have copies for Mid-Level Competition presentation.</i>				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 2025.

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 theme, flyer, and logo promoting the Business Professionals of America National Leadership Conference in Orlando, FL – May 7 – 11, 2025.

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 Orlando, FL - May 7-11, 2025.
- Theme must be 30 characters or less including spaces.
- Dimensions of flyer must be 8½"x11 ". It is recommended that you use at least 300 dpi.
- Dimensions of the contestant-generated logo must *not* exceed 4"x4". It is recommended that you use at least 300 dpi. Contestant-generated logo must be presented on a separate 8½"x11" 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 to <https://presubmit.bpa.org> no later than 5:00 p.m. Central Time on February 3, 2024. 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 the Mid-Level Competition on February 3, 2024.
- Members may also bring one additional 8½"x11" flyer and one additional logo for use during the presentation 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](#) and make proper use of the BPA logo and/or organization's name. (Refer to the [Graphic Standards](#) in the [Style & Reference Manual](#).)
- 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>. The [Style & Reference Manual](#) 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 individuals will advance to Mid-Level Competition Day
Presentation Scoring Rubric | Mid-Level Competition | February 23, 2024

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 NLC.

(945) Graphic Design Promotion

Judge Number _____

Team Number _____

Technical Scoring Rubric

Member Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes <i>(Disqualification)</i>	<input type="checkbox"/> No			
If yes, please stop scoring and provide a brief reason for the <i>disqualification</i> below:					
Member followed topic	<input type="checkbox"/> Yes	<input type="checkbox"/> No <i>(Disqualification)</i>			
Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Member submitted the correct information in the correct format. <ul style="list-style-type: none"> Flyer -.JPG, PNG, or PDF format Logo -. JPG, PNG, or PDF format Works Cited - PDF format Release Form(s) (do <i>not</i> have to be keyed but must be signed for pre-submission) <p style="text-align: center;"><i>All points or none are awarded by the technical judge.</i></p>				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 as outlined in the Style & Reference Manual	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 <i>not</i> 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 <i>not</i> 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). <i>Must have copies for Mid-Level Competition presentations.</i>				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 “hype” promotional video to highlight either your local BPA Chapter or your BPA State Association. You are encouraged to highlight what BPA encompasses, how to get involved, educational benefits, competitions to be involved in, community service opportunities and personal development.

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 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 page 20 for settings recommendations.
- Submit the URL to the project, 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 3, 2024.
- Member IDs will be required for all submissions.
- Individual confirmation of receipt *cannot* be provided by the National Center.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.
- Multiple submissions *cannot* be accepted.
- 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 Competition
- All team members may confer on the judges' questions and are encouraged to share in the responses.
- The team is responsible for securing a [Release Form](#) from any person whose image is used in the production.
- All text/graphics/written materials must follow the organization's [Graphic Standards](#) and make proper use of the logo and/or organization's name. (Refer to the [Graphic Standards](#) in the [Style & Reference Manual](#).)
- 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](#) 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 Mid-Level Competition Day
Presentation Scoring Rubric | Mid-Level Competition | February 23, 2024

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

Items to Evaluate					Points Awarded
Team submitted the correct information and in the correct format. <ul style="list-style-type: none">Works Cited and Release Form(s) (do <i>not</i> have to be keyed but must be signed for pre-submission) in one combined PDF file <i>All points or none are awarded by the technical judge.</i>			10		
Required Elements					
<ul style="list-style-type: none">Included more than one camera angle	Y/N		10		
<ul style="list-style-type: none">Included at least one demonstration	Y/N		10		
<ul style="list-style-type: none">Included one voice over	Y/N		10		
<ul style="list-style-type: none">Included ending credits	Y/N		10		
<ul style="list-style-type: none">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					
<ul style="list-style-type: none">Originality of content (at least 50% of video must be footage shot by the team)	1-5	6-10	11-15	16-20	
<ul style="list-style-type: none">Developed and portrayed theme	1-5	6-10	11-15	16-20	
<ul style="list-style-type: none">Effectiveness of production	1-5	6-10	11-15	16-20	
<ul style="list-style-type: none">Production free of typos	1-5	6-10	11-15	16-20	
Total Content Points (80 points maximum)					
Quality					
<ul style="list-style-type: none">Focus and steadiness	1-5	6-10	11-15	16-20	
<ul style="list-style-type: none">Visual effects and transitions	1-5	6-10	11-15	16-20	
<ul style="list-style-type: none">Color and lighting	1-5	6-10	11-15	16-20	
<ul style="list-style-type: none">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 signed Works Cited (1 copy) <i>Must have copies for Mid-Level Competition presentations.</i>				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 will design a website that will serve as a “Community Service Hub” for your area. Promote volunteer opportunities and community service ideas with resources and links to local organizations. Provide background and contact information for students to connect and get active in their community. Be sure to highlight at least three (3) organizations with strong community service ties to your community, on your website.

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 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](#)(s) in a combined PDF file to: <https://presubmit.bpa.org> no later than 5:00 p.m. Central Time on February 3, 2024.
- 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 NLC at both the Preliminary and Final Competition.
- The team is responsible for securing a [Release Form\(s\)](#) from any individual whose name, photograph, music snippet (30 seconds or less), and/or other information is included on the website.
- The website must be available for viewing on the Internet on February 3, 2024, by 5:00 PM 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 the Mid-Level Competition.
- The top 12 pre-judged teams will administer and present their website at the Mid-Level Competition on February 23, 2024
- 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](#) and make proper use of the logo and/or organization's name. Refer to the [Graphic Standards](#) in the [Style & Reference Manual](#).
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at <https://www.copyright.gov/title17/title17.pdf>. The [Style & Reference Manual](#) 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.
- 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 Competition Day

Presentation Scoring Rubric | Mid-Level Competition | February 23, 2024

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 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.

Business Professionals of America Workplace Skills Assessment Program

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(955) Website Design Team

Judge Number _____

Team Number _____

Technical Scoring Rubric

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

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Team submitted the correct information and in the correct format. <ul style="list-style-type: none"> Works Cited and Release Form(s) (do <i>not</i> have to be keyed but must be signed for pre-submission) in one combined PDF file <i>All points or none are awarded by the technical judge.</i>				10	
Page Layout <ul style="list-style-type: none"> Visual organization is easily understood Aesthetic use of colors and fonts Consistent format page to page 	1-5	6-10	11-15	16-20	
	1-5	6-10	11-15	16-20	
	1-5	6-10	11-15	16-20	
Navigational Theme <ul style="list-style-type: none"> Links present and working Links show consistent formatting Navigational path is clear and logical 	1-5	6-10	11-15	16-20	
	1-5	6-10	11-15	16-20	
	1-5	6-10	11-15	16-20	
Graphic Media Use <ul style="list-style-type: none"> Enhances topic Creativity through graphic design Originality of graphics Effective use of innovative technology 	1-5	6-10	11-15	16-20	
	1-5	6-10	11-15	16-20	
	1-5	6-10	11-15	16-20	
Content <ul style="list-style-type: none"> Well developed Portrays the topic Effectiveness of site 	1-5	6-10	11-15	16-20	
	1-5	6-10	11-15	16-20	
	1-5	6-10	11-15	16-20	
Technical <ul style="list-style-type: none"> 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: signed Works Cited (1 copy) <i>Must have copies for Mid-Level State Competition presentations.</i>				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 tasked with designing a set of vintage-inspired items promoting a contemporary school or community event in your area. The team must create a minimum of four (4) items, and one must be a poster outlining the specifics of the event, including name, date, time and location. Other items could include event logos, programs, tickets, event merchandise, 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\(s\)](#), and Works Cited must be submitted

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in JPG, PNG, or PDF formats at <https://presubmit.bpa.org>, no later than 5:00 p.m. Central Time on February 3, 2024.

- The team is responsible for securing a signed [Release Form](#) 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 by the National Center.
- 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, 2024 at the Oklahoma Department of Career and Technology Education.
- 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](#) and make proper use of the BPA logo and/or organization's name. (Refer to the [Graphic Standards](#) in the [Style & Reference Manual](#).)
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at <https://www.copyright.gov/title17/title17.pdf>. The [Style & Reference Manual](#) 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 Competition Day

Presentation Scoring Rubric | Mid-Level Competition | February 23, 2024

Length of event

No more than three (3) minutes for setup

No more than ten (10) minutes for the presentation

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

Finals may be included at state and state level

Entries

Each chapter is allowed three (3) entries

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

(960) Visual Design Team - Pilot

Judge Number _____

Team Number _____

Technical Scoring Rubric

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

Items to Evaluate	Points Awarded
Team submitted the correct information and in the correct format. <ul style="list-style-type: none"> Signed Released Form(s) Team created a minimum of 4 (four) items At least 3 other components - PDF, JPG or PNG Format Works Cited formatted according to the BPA Style & Reference Guide <i>All points or none are awarded by the Technical Judge.</i> 	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) <i>Must have copies for Mid-Level State Competition presentation.</i>				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 are trying to decide between starting a new business or joining one of the gig economy businesses in your city (ex: Uber, Babysitting, Paper Route, etc.). Create a presentation that discusses the pros and cons of each idea.

- What are the benefits of starting your own business or running a current business as an independent contractor?
- How would you discover your target audience?
- Which business would be more beneficial and why?
- Which one would cost more? Which one would pay more?

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

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- 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](#). Each research paper must also include a Title Page and Works Cited which follow the [Style & Reference Manual](#) format.
- Any research paper submitted beyond the maximum number of pages will be *disqualified*.
- 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 3, 2024.
- Member IDs will be required for all submissions.
- Individual confirmation of receipt *cannot* be provided by the National Center.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.
- Multiple submissions *cannot* be accepted.
- Materials from non-registered 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 pre0judged contestants at the time of the presentation at the Mid-Level State Competition on February 23, 2024.
- 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>. The [Style & Reference Manual](#) 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 Mid-Level Competition Day
Presentation Scoring Rubric | Mid-Level Competition | February 23, 2024

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 state and state level

Entries

Each chapter is allowed three (3) entries

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

(970) Entrepreneurship Exploration

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Judge Number _____

Member ID _____

Technical Scoring Rubric

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

Report Evaluation	Below Average	Average	Good	Excellent	Points Awarded
Member submitted the correct information and in the correct format. <ul style="list-style-type: none"> Research Paper (using Report Format) - PDF format Works Cited - PDF format <i>All points or none are awarded by the technical judge.</i>				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 .				10	
Title Page and Works Cited formatted according to the Style & Reference Manual				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) <i>Must have copies for Mid-Level State Competition presentation.</i>				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 national level.
- No props or visual aids are allowed in this competition.

Method of evaluation

Presentation Scoring Rubric (February 23, 2024)

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

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(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, 2024 @ 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](#) 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>, no later than 5:00 p.m. Central Time, on February 3, 2024.**
- The Works Cited and Speech Outline must be formatting according to the [Style & Reference Manual](#).
- 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](#).)
- 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](#).
 - 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](#).)
 - 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>. The [Style & Reference Manual](#) 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

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 state and national levels

Members will be stopped at the end of the allotted time

Entries

Each state 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	<input type="checkbox"/> Yes (Disqualification)	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the <i>disqualification</i> below:		

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Introduction	1 - 5	6 - 10	11 - 15	16 - 20	
Voice: Pitch, tempo, volume, enthusiasm	1 - 5	6 - 10	11 - 15	16 - 20	
Platform 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 (s) in one combined PDF file. <i>All points or none are awarded by the technical judge.</i>				10	
Outline followed the Style & Reference Manual format.				10	
Works Cited followed the Style & Reference Manual 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	<input type="checkbox"/> Yes (Disqualification)	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the <i>disqualification</i> below:		

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Introduction	1 - 5	6 - 10	11 - 15	16 - 20	
Voice: Pitch, tempo, volume, enthusiasm	1 - 5	6 - 10	11 - 15	16 - 20	
Platform 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).				10	
Outline followed the Style & Reference Manual format.				10	
Works Cited followed the Style & Reference Manual 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've been tasked to prepare a presentation for a foreign exchange student who will attend your school to explain basic cultural differences between U.S. students and a student from another country (for example: a student from Germany vs an American student). Presentation may include (but not limited to): language differences, educational opportunities, food, travel, entertainment, athletics and traditions/holidays.

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](#) 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, 2024**.
- 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](#) and make proper use of the logo and/or organization's name. (Refer to the [Graphic Standards](#) in the [Style & Reference Manual](#).)
- All members of the team must participate in the "live" presentation.
- One (1) copy of the 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, 2024 @ 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>. The [Style & Reference Manual](#) 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

Pre-Judged Scoring Rubric | Top 12 teams will advance to Mid-Level Competition Day

PRE-JUDGED SCORES DO NOT CARRY FORWARD AND ARE NOT FACTORED INTO FINAL SCORE

Presentation Scoring Rubric | Mid-Level Competition | February 23, 2024

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

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Opening and summary	1-5	6-10	11-15	16-20	
Description of the 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 (s) in one combined PDF file. <i>All points or none are awarded by the technical judge.</i>				10	
Works Cited provided and formatted according to the Style & Reference Manual				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	<input type="checkbox"/> Yes (Disqualification)	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the <i>disqualification</i> below:		
Team followed topic	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Disqualification)

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Opening and summary	1-5	6-10	11-15	16-20	
Description of the 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(s) (1 copy) Must have copies for Mid-Level State Competition presentation.				10	
Works Cited provided and formatted according to the Style & Reference Manual				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, 2024.

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*](#).
- 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://presubmite.bpa.org> no later than 5:00 p.m. Central Time on February 3, 2024.**
- 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, 2024.

Method of evaluation

Technical Scoring Rubric | Top 12 teams will advance to Mid-Level Competition Day

Presentation Scoring Rubric | Mid-Level Competition | February 23, 2024

Length of event

No more than ten (10) minutes for interview

Finals may be included at national level

Entries

Each chapter is allowed three (3) entries

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

(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. <ul style="list-style-type: none"> Job Shadow Request Letter with Personal Statement (100 words or less) in 2nd paragraph - PDF format <i>All points or none are awarded by the technical judge.</i>				10	
Job Shadow Request Letter (Must follow business letter format in the Style & Reference Manual)					
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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> Positive, courteous, sincere, and confident Good posture, gestures, and eye contact 	1-5	6-10	11-15	16-20	
Communication Skills: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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) <i>Must have copies for Mid-Level State Competition presentation.</i>				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 – January 19, 2024 – February 3, 2024

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 [NLC Calculator Guidelines](#). 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 – January 19, 2024 – February 3, 2024

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 [NLC Calculator Guidelines](#). 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 – January 19, 2024 – February 3, 2024

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 – January 19, 2024 – February 3, 2024

Reference materials are not allowed

Length of event

No more than sixty (60) minutes testing time

Entries

Unlimited

OKLAHOMA STATE-ONLY EVENTS

(005) Oklahoma BPA Promotional Video

(010) Oklahoma BPA Drone Service Provider Team

(015) Oklahoma BPA Digital Photography

**ALL State-ONLY Events will be held in
Tulsa during SLC 2024. These competitions
will NOT be judged at ML Day in Stillwater.**

(005) 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

Presentation device and software

External speakers (optional)

Projection system (optional)

Props (optional)

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

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

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

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.)
- It is recommended to set the access level of your project to one of BPA's recommended settings. See the Cloud Storage / File Sharing Guidelines for more information.
- **Submit the URL to the final project files, Works Cited, and signed [Release Form\(s\)](#) in a combined PDF file to: <https://upload.bpa.org>, no later than 5:00 p.m. Central Time, on February 3, 2024.**
- 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](#) 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](#) and make proper use of the logo and/or organization's name. (Refer to the [Graphic Standards](#) in the [Style & Reference Manual](#).)
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at <https://www.copyright.gov/title17/title17.pdf>. The [Style & Reference Manual](#) contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- National Business Professionals of America grants permission for the use of the copyrighted logo and tagline.
- All materials, other than the required submission materials may *not* be left with judges.
- Videos may be used by Oklahoma BPA after the 2024 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.

(005) Oklahoma BPA Promotional Video

Judge Number _____

Team Number _____

Technical Scoring Rubric

Team Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes (Disqualification)	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the <i>disqualification</i> below:		
Team followed topic	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Disqualification)
Items to Evaluate		Points Awarded
Required Elements		
● Title	<input type="checkbox"/> Y <input type="checkbox"/> N	10
● Included more than one camera angle or motion	<input type="checkbox"/> Y <input type="checkbox"/> N	10
● Included one voice over	<input type="checkbox"/> Y <input type="checkbox"/> N	10
● Included ending credits	<input type="checkbox"/> Y <input type="checkbox"/> N	10
● Production free of typos	<input type="checkbox"/> Y <input type="checkbox"/> N	10
● At least 75% of video footage by team members	<input type="checkbox"/> Y <input type="checkbox"/> 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.		10
<ul style="list-style-type: none"> Storyboard, Script, Works Cited and signed Release Form(s) in one combined PDF file <p style="text-align: center;"><i>All points or none are awarded by the technical judge.</i></p>		
● Creativity and originality of content	1–5	6–10
● Developed and portrayed theme	1–5	6–10
● Effectiveness of video message	1–5	6–10
● Music and tone (mood)	1–5	6–10
Total Content (90 points maximum)		
Quality		
● Focus/Steadiness	1–5	6–10
● Lighting	1–5	6–10
● Color relating to theme	1–5	6–10
● Audio quality (effective use of fades, normalizing, and/or use of sounds, & foley sound)	1–5	6–10
Total Quality (80 points maximum)		
TOTAL TECHNICAL POINTS (230 points maximum)		

(005) Oklahoma BPA Promotional Video

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	
All points or none per item are awarded per item below.					
Set-up lasted no longer than three (3) minutes				5	
Presentation lasted no longer than ten (10) minutes				5	
Documentation submitted at time of check-in: Works Cited (1 copy) and signed Release Form (s) (1 copy) at time of presentation <i>Must have copies for SLC presentation.</i>				10	
Works Cited formatted according to the Style & Reference Manual				10	
At least one original member 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.

TOTAL MAXIMUM POINTS = 400

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

(010) Oklahoma BPA Drone Service Provider Team

Description

The team will conduct a UAS mission and create the deliverable product. They will present their experience and the deliverable product to judges in an oral presentation and respond to questions from a panel of judges.

Eligibility

Any secondary or post-secondary division student member may enter this team event. A team will consist of 2-4 members. At least one (1) member should have a drone technology background. Members will comply with all local, state, and federal regulations.

Team must supply

Presentation device and software

External speakers (optional)

Projection system (optional)

Props (optional)

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

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

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

Business Professionals of America assumes no responsibility for hardware/software provided by the team.

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 Federal Aviation Regulations
- Apply knowledge of relevant safety guidelines.
- Apply real world UAS operational skills.
- Identify risks that affect UAS operations.
- Communicate in a clear, courteous, concise, and professional manner.
- Prepare the deliverable product.

Topic:

Drone Service Provider Mission: Your team has been hired by your municipality to produce and present a non-georeferenced orthomosaic of a city park (at least 1 acre in size). This orthomosaic should have a scale of approximately 1 cm per pixel. The team will plan and execute the mission complying with all applicable regulations and safety guidelines. The team will present their experience including the following items:

1. How they prepared for the day (or days) of flying including:
 - a. Regulatory Compliance
 - b. Equipment preparation and use
 - c. Safety of flight
 - d. Team safety
 - e. Team duty assignments
2. How they produced the non-georeferenced orthomosaic including:
 - a. Flight planning software used
 - b. Orthomosaic processing software used
 - c. How did the team ensure that the scale was as specified?

A team will be *disqualified* for violations of the [Copyright and Fair Use Guidelines](#). A team will be *disqualified* for violations of applicable regulations and safety guidelines. Teams who do *not* submit an entry that follows this topic will be *disqualified*.

Specifications

- This is a pre-submitted event. See instructions for submissions.
- The team will create and upload an orthomosaic image based on the provided Drone Service Provider Mission.
- The final project orthomosaic should be compressed in Zip format and uploaded to a video/file sharing site (Dropbox, etc.)
- It is recommended to set the access level of your project to one of BPA's recommended settings. See the Cloud Storage / File Sharing Guidelines for more information.
- **Submit the URL to the orthomosaic image, Works Cited, and signed [Release Form\(s\)](#) in a combined PDF file to: <https://upload.bpa.org>, no later than 5:00 p.m. Central Time, on February 3, 2024.**
- 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 team is responsible for securing a signed [Release Form](#) 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.
- 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](#) contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- No materials other than the required submission may be left with judges.
- The team will present before a panel of judges and a timekeeper. No audience will be allowed.

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 three (3) entries. There is NO ADVANCEMENT to NLC for this event.

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

(010) Oklahoma BPA Drone Service Provider Team

Judge Number _____

Team Number _____

Technical Scoring Rubric

Team Violated the Copyright and/or Fair Use Guidelines			<input type="checkbox"/> Yes (Disqualification)	<input type="checkbox"/> No	
If yes, please stop scoring and provide a brief reason for the <i>disqualification</i> below:					
Team Violated Federal Aviation Regulations or CBO Safety Guidelines			<input type="checkbox"/> Yes (Disqualification)	<input type="checkbox"/> No	
If yes, please stop scoring and provide a brief reason for the <i>disqualification</i> below:					
Team followed topic			<input type="checkbox"/> Yes	<input type="checkbox"/> No (Disqualification)	
Criteria	Below Average (1-5 points)	Average (6-10 points)	Good (11-15 points)	Excellent (16-20 points)	Points Awarded
Image Clarity	The image is pixelated and unclear, making it difficult to discern details.	The image is somewhat clear, but lacks sharpness and some details are fuzzy.	The image is reasonably clear, most details are visible, but minor blurriness is present.	The image is exceptionally clear, sharp, and detailed. All features are distinguishable with high clarity.	
Geometric Accuracy	Severe distortion, misalignment, or warping is present, making accurate measurements impossible.	Noticeable distortion or misalignment, affecting measurements to some extent.	Slight distortion or misalignment, but measurements can still be made with reasonable accuracy.	Virtually no distortion or misalignment, ensuring accurate measurements and mapping.	
Coverage	Significant gaps or missing areas in the orthomosaic, leaving critical parts of the area unmapped.	Some gaps or missing areas, impacting the overall coverage and completeness of the orthomosaic.	Minimal gaps or missing areas, ensuring comprehensive coverage of the mapped area.	Complete coverage without any gaps, providing a comprehensive and detailed representation of the entire area.	
Overlap	Insufficient overlap between images, leading to visible seams/inconsistencies in the orthomosaic.	Adequate overlap, but some areas show visible seams or mismatches.	Good overlap, with minimal visible seams, creating a mostly seamless orthomosaic.	Excellent overlap, resulting in a perfectly seamless orthomosaic without any visible inconsistencies.	
Overall Presentation	The orthomosaic lacks proper annotation, scale, or legend, making it challenging to interpret or use.	Basic annotation and scale are included, but additional context or detailed information is lacking.	Clear annotation, scale, and legend are provided, enhancing the usability of the orthomosaic.	Comprehensive annotation, scale, legend, and additional context are present, enhancing the usability and understanding of the orthomosaic.	
Artifact Reduction	Numerous artifacts (such as clouds, shadows, or distortions) present, significantly affecting image quality.	Some artifacts present, moderately impacting the overall image quality.	Few artifacts present, minimally affecting the image quality and interpretation.	Virtually no artifacts, ensuring a clean and artifact-free orthomosaic image.	
TOTAL TECHNICAL POINTS (120 points maximum)					

(010) Oklahoma BPA Drone Service Provider Team

Judge Number _____

Team Number _____

Presentation Scoring Rubric

Team Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes (Disqualification)	<input type="checkbox"/> No			
If yes, please stop scoring and provide a brief reason for the <i>disqualification</i> below:					
Team Violated Federal Aviation Regulations or CBO Safety Guidelines	<input type="checkbox"/> Yes (Disqualification)	<input type="checkbox"/> No			
If yes, please stop scoring and provide a brief reason for the <i>disqualification</i> below:					
Team followed topic	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Disqualification)			
Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Oral presentation <i>Opening and summary</i>	1-5	6-10	11-15	16-20	
Organization of content <i>(Presentation flowed in a logical sequence)</i>	1-5	6-10	11-15	16-20	
Demonstrated knowledge of applicable regulations	1-5	6-10	11-15	16-20	
Demonstrated knowledge of UAS operations	1-5	6-10	11-15	16-20	
Applied real world UAS operational skills	1-5	6-10	11-15	16-20	
Created a deliverable that met specifications	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: Works Cited (1 copy) and signed Release Form(s) (1 copy) at time of presentation - <i>Must have copies for SLC presentation.</i>				10	
Works Cited formatted according to the Style & Reference Manual				10	
At least two (2) original team members in attendance at time of presentation				10	
TOTAL PRESENTATION POINTS (180 points maximum)					

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

TOTAL MAXIMUM POINTS = 300

PRESENTATION WILL BE STOPPED AT TEN MINUTES

Business Professionals of America Workplace Skills Assessment Program

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(015) Oklahoma BPA Digital Photography

Description

Students will demonstrate their skill and creative vision using a DSLR camera and image editing. This state-only event will be submitted and judged at the Oklahoma Spring Leadership Conference. Only the top 12 students based on objective test scores will be eligible to compete in the hands-on application portion on-site at SLC.

Eligibility

Any student member may enter this individual event. Members participating in state-level competition must be registered for the event, prior to participating in the objective test portion. Individuals must participate in both the objective test and on-site application parts of the competition to be ranked.

Topic

For the on-site application portion of this event, a theme will be given to the contestants on-site at SLC and they will follow the theme during the location shoot.

Members who do *not* submit an entry following the provided theme will be *disqualified*

Member Must Supply

Digital Camera

Computers/Laptops

Related software for video editing and word processing

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

No Internet access will be provided on-site at SLC

Members 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 basic camera techniques
- Demonstrate technical proficiency in the areas of proper focus
- Demonstrate knowledge of lighting techniques
- Demonstrate knowledge of exposure
- Demonstrate the ability to use creative compositional techniques
- Demonstrate knowledge of digital editing
- Apply knowledge of software, equipment, and skills related to photography
- Demonstrate knowledge of copyright laws
- Demonstrate an understanding of developing a final product for a target audience

Specifications

- The member will submit one (1) original photo and one (1) corrected photo in JPEG or JPG format and (1) contact sheet containing 5 images in PDF format.
- The member is responsible for securing a signed [Release Form](#) from anyone whose likeness is used in the production.
- Member ID will be required for all submissions.
- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.
- Multiple submissions cannot be accepted.
- No advisor contact will be allowed between the time of receiving the topic and the delivery.
- The length of the application portion at SLC will include 30 minutes of on-site application time after the theme is provided to members, followed by 30 minutes of on-site editing.
- Materials from non-registered members, those missing Member ID, and/or projects received after the deadline will not be accepted.
- Photos with any type of text on the photo will not be accepted.
- Photographs must be in digital format. The photograph must be taken with a digital camera; no scans of negatives, transparencies, or photographic prints are acceptable. Each file must be an 8x10 with a resolution of 300.
- The photograph, in its entirety, must be an original work of art by the contestant.
- Only minor burning, dodging, and/or color correction is acceptable, as are hand tinting and cropping.
- Photographs must not constitute copyright infringement or fraud.
- Watermarks are not acceptable.
- Photos may not be taken using a mobile device or edited using mobile app software.
- 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 contains guidelines for Copyright and Fair Use. Participant(s) will be disqualified for violations of the guidelines.

Method of evaluation

Objective Test (online state testing Jan. 22-Feb. 3, 2024 @ 5:00 p.m.; top 12 advance to SLC for Technical Scoring)

Technical Scoring Rubric (top 12 based on Objective Test scores)

No reference materials are allowed for this competition.

Length of application event

30 minutes utilized for online objective test

No more than five (5) minutes orientation @ SLC

No more than sixty (60) minutes testing time @ SLC (30 minutes for theme application; 30 minutes editing)

Equipment/Supplies Provided

Theme

Jump drive

Entries

Each chapter is allowed five (5) 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.

(015) Oklahoma BPA Digital Photography

Judge Number _____

Member ID _____

Technical Scoring Rubric

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

Items to Evaluate PHOTOGRAPHY	Below Average	Average	Good	Excellent	Points Awarded
Member submitted the correct information and in the correct format: <ul style="list-style-type: none"> Signed Release Form(s) - PDF format One (1) original photo and one (1) corrected photo in JPEG or JPG format One contact sheet with 5 theme images <p><i>All points or none are awarded by the technical judge.</i></p>				10	
Photos show imagination, creativity, and originality	1-5	6-10	11-15	16-20	
Photos are sharp and well-focused	1-5	6-10	11-15	16-20	
Photos gains attention and have eye appeal	1-5	6-10	11-15	16-20	
Photos shows use of proper lighting and exposure	1-5	6-10	11-15	16-20	
Photos deliver a selection and arrangement within the frame (i.e. rule of thirds)	1-5	6-10	11-15	16-20	
Photos show proper image manipulation techniques (only minor burning, dodging, and/or color correction are acceptable)	1-5	6-10	11-15	16-20	
Overall Effectiveness of Composition	1-5	6-10	11-15	16-20	
TOTAL TECHNICAL POINTS (150 points maximum)					

