

# CONTEST ADMINISTRATOR INSTRUCTIONS—TEST EVENTS

**Thank you** for administering a contest at our Regional Leadership Conference. The conference would not be possible without your efforts. As administrator, it is your responsibility to oversee the entire contest.

## **PRIOR TO THE TEST**

1. Administrators should report to the Grading Headquarters at least **20 minutes prior** to the contest to check in and pick up the administrator's packet.
2. The supplies you need will be determined by the contest you are administering. Your contest box will contain the following items: red pens or markers, No. 2 pencils (for own use), pocket calculator(s), stopwatch, pens, stapler/staples, paper clips, rubber bands. Style and Reference Manual (for all Administrative Support events).
3. Verify that the contest site is ready for the contest. Signs should already be posted outside your room.
4. Read all instructions for your contest.

## **TESTING**

1. Have each student initial his or her name on the Attendee (or Team) by Time Report. Put the total number of contestants in the upper right hand corner of the list. If a student's name is not on the contest list and the student believes he or she should be registered for the contest, allow the student to compete and discuss the situation with one of the Regional Advisors after the contest.
2. The door to the contest room should close at the scheduled time. Late contestants may compete, but must finish at the scheduled ending time. Contests **MUST** begin and end at the designated time. The contest room should **NEVER** be unattended by the administrators.
3. Handout tests keeping them upside down in front of the students. Review the test instructions (pg 2 of packet) with the students prior to the actual testing. If the contest is held in more than one room, be consistent in giving instructions. Inform students they are **NOT** to open the test until instructed to do so. Point out to students that tests have printing on both sides of the paper.
4. Instruct contestants to write their participation identification number on the scoring sheet. Contestants should **NOT** use their name or initials.
5. If a contestant arrives late because a prior contest ran over, he or she should have an "Assessment Event Pass" from that Contest Administrator stating the reason for being late. The contestant should be given the **full test time** with an Assessment Event Pass. Without a pass, late contestants will be given only the remaining contest time.
6. If a student violates the Business Professionals of America—Michigan Association Dress Code, ten percent (10%) of the student's total score should be deducted to determine the student's final score. Contest administrators must follow the **Dress Code Violation Procedures** (found in your administrator's packet). Wait until the student has completed his/her competition to address the dress code violation.
7. Be careful when answering contestants' questions after the contest starts. If a question is asked that affects all contestants, stop the contest and announce the question and answer to everyone.

8. Contestants may **NOT** share supplies and reference materials. Review the *Guidelines* to determine reference materials that are allowed in the contest room. **No previous contests are allowed.**
9. If a contestant completes the test before the end of the testing time, **record the contestant's completion time on the test booklet.** Time may be a determining factor in the event of a tie.
10. Be sure each test booklet has the student's participation number written in the proper location.
11. If for any reason you question whether a student should be allowed to compete in an event or whether a test should be disqualified, please describe the details in the space provided on the **Contest Administrator Checklist** and discuss the situation with one of the Regional Advisors.

### **TESTING—COMPUTER EVENTS**

1. If you are administering an Administrative Support event, you can use the provided QR code to access the **Professional Business Associates STYLE AND REFERENCE MANUAL** (from the Appendix of the Workplace Skills Assessment Program Guidelines).
2. Students may use any software program that is available for all computer events as long as they use the **type** of program designated for the event. For example, students must use a database program for Database Applications.
3. Students should practice printing during the warm-up time so problems can be identified and corrected before the contest begins.
4. Students who have problems during a contest with equipment that is provided should be given additional time to complete their contest. If necessary, they should be given an Assessment Event Pass (found in your administrator's packet) for the next contest. Remind students to save frequently so they don't lose too much information if there are problems.

### **WHEN TESTING IS COMPLETED**

1. Be sure that the participation number is on all materials and the students have submitted their completed work as a PDF in the online system following the instructions provided you.
2. Make sure you collect all test booklets. You may rubber band it all together.
3. Place all unused supplies back into the supply bag. Be sure all testing materials are placed back into the test box.
4. Complete the **Contest Administrator Checklist** and verify with the grading headquarters coordinator that all materials have been turned in and all paperwork has been completed properly.
5. Remove the test sign that was placed outside the classroom as you bring the test box back to Headquarters. Be sure to sign test box back in before leaving Headquarters

# CONTEST ADMINISTRATOR INSTRUCTIONS—JUDGED EVENTS

**Thank you** for administering a contest at our Regional Leadership Conference. The conference would not be possible without your efforts. As administrator, it is your responsibility to oversee the entire contest.

## **PRIOR TO THE EVENT**

1. Administrators should report to the Grading Headquarters at least **20 minutes prior** to the contest to check in and pick up the administrator's packet.
2. The supplies you need will be determined by the contest you are administering. Your contest box will contain the following items: red pens or markers, No. 2 pencils (for own use), pocket calculator(s), stopwatch, pens, stapler/staples, paper clips, rubber bands.
3. Verify that the contest site is ready for the contest. Signs should already be posted outside your room.
4. Read all instructions for your contest. Give necessary forms and the timer with instructions, which is provided in your contest box, to the judge(s). Judges will already have their log-in information for the Judge-Pro system where they will be completing their scores and ranking contestants.

## **PRESENTING**

1. Have each student initial his or her name on the Attendee (or Team) by Time Report. If this is a team event and one member of the team is missing, draw a line through the student's name using a red pen. When you return materials to Headquarters, please let the check-in person know if any team members were missing. Put the total number of contestants in the upper right hand corner of the Competition Report.
2. If a student's name is not on the contest list and the student believes he or she should be registered for the contest, allow the student to compete and discuss the situation with one of the Regional Advisors after the contest.
3. The door to the contest room should be closed when a student is presenting. Keep students in the hall quiet. The contest event table should be located in the hallway and NEVER be unattended by the administrator.
4. If a contestant arrives late because a prior contest ran over, he or she should have an "Assessment Event Pass" from that Contest Administrator stating the reason for being late. The contestant should be placed in the presentation schedule as you see best.
5. If a contestant arrives late without an "Assessment Event Pass", he/she will be placed at the end of the contest time. Late arrival should be noted to the Regional Advisor when materials are returned to Headquarters.
6. If a student violates the Business Professionals of America—Michigan Association Dress Code, ten percent (10%) of the student's total score should be deducted to determine the student's final score. Contest administrators must follow the **Dress Code Violation Procedures** (found in your administrator's packet). Wait until the student has completed his/her competition to address the dress code violation.
7. If for any reason you question whether a student should be allowed to compete in an event or whether a test should be disqualified, please describe the details in the space provided on the **Contest Administrator Checklist** and discuss the situation with one of the Regional Advisors.

## **WHEN EVENT IS COMPLETED**

1. Be sure that the participation number is on all materials.
2. Check with judges to make sure there are no ties. Be sure judges rectify scores if there are ties. When judging is completed, ensure that all judges have pressed the "Submit Event Evaluations" button in the Judge Pro Website.
3. Place all unused supplies back into the supply bag. Be sure all judged materials are placed back into the test box.
4. Complete the **Contest Administrator Checklist** and verify with the Headquarters check-in person that all materials have been turned in and all paperwork has been completed properly.
5. Remove the test sign that was placed outside the classroom as you bring the test box back to Headquarters. Be sure to sign test box back in before leaving Headquarters.