

Contestant ID: _____

Time: _____

Rank: _____



ADMINISTRATIVE SUPPORT TEAM (255)

REGIONAL 2026

PRODUCTION

Job 1: Task Delegation	_____ (100 points)
Job 2: Flyer	_____ (100 points)
Job 3: Agenda	_____ (100 points)
Job 4: Database and Form	_____ (100 points)
Job 5: Presentation	_____ (100 points)
TOTAL POINTS	_____ (500 points)

Test Time: 90 minutes

GENERAL GUIDELINES:

Failure to adhere to any of the following rules will result in disqualification:

1. Contestants must hand in this test booklet and all printouts if any. Failure to do so will result in disqualification.
2. No equipment, supplies, or materials other than those specified for this event are allowed in the testing area. No previous BPA tests and/or sample tests (handwritten, photocopied, or keyed) are allowed in the testing area.
3. Electronic devices will be monitored according to ACT standards.

EXAM GUIDELINES:

1. Ensure this test booklet contains Jobs 1-5.
2. Key all jobs according to the instructions given.
3. Correct any and all formatting, spelling or grammar errors. Use the formatting guide in the *Style & Reference Manual*.
4. Your name or initials should *not* appear on any work you submit. Use your Contestant ID in any occasion you would normally key your reference initials.
5. In the lower **right** hand corner of ALL work submitted (unless otherwise specified), key your Contestant ID and job number.
6. If you complete the event before the end of the time allotted, notify the proctor. Time may be considered a factor in determining a winner when there is a tie score.
7. Place your scoring sheet on top of your jobs. Jobs should be placed in numerical order.

PRODUCTION STANDARDS	
0 Errors	100 Points
1 Error	90 Points
2 Errors	70 Points
3 Errors	50 Points
4+ Errors	0 Points

JOB	CRITERIA	POINTS POSSIBLE	POINTS AWARDED
Job 1 Task Delegation 100 points	-5 for each typo/misspelling	25	
	Tasks are clearly defined (4 pts each job)	20	
	Each team member is assigned at least one task (4 pts each job)	20	
	Estimated and Completed times are keyed (1 pt each)	10	
	Status shows when a task is complete (1 pt each job)	5	
	Complete status is formatted distinctly (2 pts each job)	10	
	Notes are included for each job (1 pt each job)	5	
	Contestant ID(s) are included as instructed	5	
	Total	100	
Job 2 Flyer 100 points	-10 for each missing or incorrect item below: <ul style="list-style-type: none"> • Appropriate theme (Digital Solutions) • Design is creative/attractive and appropriate for Digital Solutions • Title is appropriate for the conference (includes something about AI) • Dates of conference, location • Highlights, Registration link • Early bird registration information 	100	
	-5 for each typo or misspelling		
	-5 for missing or incorrect Contestant ID/Job #		
	Total	100	
Job 3 Agenda 100 points	Production Standards <p>0 errors = 100 points 1 error = 90 points 2 errors = 70 points 3 errors = 50 points 4+ errors = 0 points</p>	100	
	Total	100	
Job 4 Database and Form 100 points	-10 for each incorrect or missing field -10 for each typo/misspelling -10 each for incorrect information in the form -10 each for incorrect form formatting or name	100	
	Total	100	
Job 5 Presentation 100 points	-10 for inappropriate design (Digital Solutions) -10 if information on slides is too small to be read at a distance -10 if printout is incorrect (all or nothing) -5 for each typo/misspelling/missing information in notes or slides -5 for missing or incorrect Contestant ID/Job #	100	
	Total	100	
TOTAL POINTS		500	

Congratulations! Your Administrative Support Team has been selected to complete a series of projects for the corporate headquarters of Digital Solutions, 1365 King Avenue, in Columbus, OH 43212. The team reports to Julie Smith in the Human Resources Department.

Job 1: Task Delegation Document

1. Review the jobs for this event. Break each job into tasks and create a table with borders using your word processing software that shows the following for each task.
 - Description of task (including job number that corresponds to the task)
 - Person(s) Assigned (use Contestant ID for each team member NOT their name)
 - Estimated Time to Complete
 - Actual Time to Complete
 - Status (include an option for complete)
 - Use distinct formatting for complete jobs under “Status”
 - Notes for each job to assist team members
2. Assign one or more members of your team to complete each of the tasks. As tasks and jobs are completed, indicate that on the document you are creating.
3. Be sure all members are assigned at least one task.
4. When a task is complete, “Status” is then shaded.
5. Be sure to insert Contestant ID and Job 1 in the footer, right aligned.
6. Print the updated task delegation information when you complete all jobs or before time expires.

Job 2: Flyer

Create a flyer for an upcoming conference hosted by Digital Solutions with topics covering the pros and cons of AI. The flyer’s theme should reflect the mission of Digital Solutions—to develop and sell software, hardware and services. Be sure to insert Contestant ID(s) and Job 2 at the bottom of the flyer, right aligned. Information for the conference is as follows:

- Title (come up with a creative title for this conference)
- This is a three-day conference that will begin six months from today
- The location is the Grand Hotel in Columbus, Ohio
- Highlights include keynote speakers, sessions, and special events
- The link to register is www.digitalsolconf.abc
- Include information about early bird registration ending four months from today

Job 3: Agenda

1. Create an agenda based on information you received from Julie Smith:

We will be meeting to coordinate an upcoming corporate conference. The meeting attendees will be the Human Resources Department and will be held one week from today in the Conference Room from 3-5 p.m. The following topics will need to be discussed. Julie Smith will call the meeting to order. We will dispense with all other agenda items after the meeting is called to order and proceed directly to the topics listed below. The date for the next meeting is two weeks from today.

- Schedule Conference
 - Determine dates
 - Send calendar invites
- Venue and Technology Coordination
 - Choice of venue
 - Book conference rooms equipped with necessary tech
 - Ensure room capacity fits the number of attendees
- Virtual Meeting Setup
 - Schedule video conferences using platforms like Zoom, Microsoft Teams, or Google Meet
 - Provide dial-in numbers and access codes if needed
- Test Equipment
 - Verify functionality of projectors, microphones, and internet connections

2. Print the agenda with your Contestant ID(s) and job number right aligned in the footer.

Job 4: Database and Form

1. Create a database named **DS Conference**. Create a table called **Conference** that includes the following fields (ID should be left as AutoNumber): Full Name, Job Title, Company, Email, Phone, Mailing Address, Networking Interests (this should be a drop-down list that includes Software, Hardware, Tech Services, and Professional Development).
2. Using the fields from the **Conference** table, create a form that allows attendees to register for the conference. The form should include all fields from the **Conference** table, should be columnar, and titled **Registration**.
3. Using the form, enter the following information:
 - Full Name is your 8-digit Contestant ID
 - Job Title is Job 4
 - Company is Digital Solutions
 - Email is AST@ds.abc
 - Phone number 555-781-5588
 - Mailing Address is P.O. Box 82, Columbus, OH 43231-4021
 - Networking Interest is Software
4. Print the form with your Contestant ID and job number right aligned in footer.

Job 5: Presentation

1. Create a six-slide presentation with notes using the following information. Be sure the presentation is themed appropriately for Digital Solutions' Conference.
2. Insert appropriate graphics on each slide.

Title Slide: Benefits of AI for Businesses

Slide Information	Notes Information
Enhanced Efficiency and Productivity	AI systems can automate routine tasks AI-powered analytics provide insights by processing vast amounts of data quickly
Better Customer Experience	AI analyzes customer data to offer personalized recommendations and services AI chatbots and virtual assistants provide round-the-clock customer support
Cost Savings	Automating tasks can reduce costs
Data Analysis	AI can offer real-time analyses and identify trends to forecast outcomes
Enhanced Security	Increased fraud detection and cybersecurity

3. Export the presentation to a Word handout with notes next to the slides. Adjust the margins and table row properties so all six slides fit on one page. In the Word document, enter your Contestant ID(s) and job number right aligned in the footer.