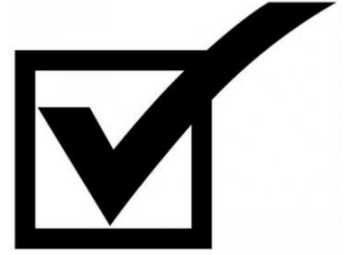


**BUSINESS
PROFESSIONALS**
of AMERICA
Giving Purpose to Potential



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: Spreadsheet | _____ (100 points) |
| Job 5: Presentation | _____ (100 points) |
| <i>TOTAL POINTS</i> | _____ (500 points) |

Test Time: 90 minutes

GENERAL GUIDELINES:

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

1. Contestant must hand in this test booklet and all printouts if any.
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 clearly 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 | |
| | Missing or incorrect Contestant ID/Job # | 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 # | | |
| | Total | 100 | |
| | TOTAL POINTS | 500 | |

Job 1: Task Delegation

Grader: There is no formatting for this document in the *Style & Reference Manual*. The team uses word processing to create the table. The subtitle section is optional as it is not included in the student directions. The document should include each job, a description of the job, team member(s) assigned, estimated time to complete (with times included), actual time to complete (with times included), status (with distinct formatting for complete status), and a notes section.

Below is an example but students' responses may vary. Contestant IDs should be used in lieu of team members' names, and the Contestant ID and job # should be right aligned in the footer of the document.

Administrative Support Team Task Delegation

| Job | Description | Assigned to | Estimated Time to Complete | Actual Time to Complete | Status | Notes |
|-----|-------------------|-------------|----------------------------|-------------------------|--------|-----------------------------------|
| 1 | Task Delegation | XXXXXXXXX | | | | Print before time expires |
| 2 | Flyer | XXXXXXXXX | | | | Appropriate theme |
| 3 | Agenda | XXXXXXXXX | | | | Follow Style and Reference Manual |
| 4 | Database and Form | XXXXXXXXX | | | | Print form |
| 5 | Presentation | XXXXXXXXX | | | | Appropriate design |

XXXXXXXXX - Job 1

Job 2: Flyer

Grader: Below is an example but students' response may vary.



XXXXXXXXXX – Job 2

Job 3: Agenda

Grader: Formatting should follow *Style & Reference Manual* for an Agenda. Margins are 1" all around.

DIGITAL SOLUTIONS

Agenda

Meeting to Coordinate Upcoming Corporate Conference (verbiage may vary)

Actual date one week from today, 3-5 p.m.

Conference Room

1. Call to Order—Julie Smith, Human Resources Department
2. Schedule Conference
 - Determine Dates
 - Send Calendar Invites
3. Venue and Technology Coordination
 - Choice of Venue
 - Book Conference Rooms Equipped with Necessary Tech
 - Ensure Room Capacity Fits the Number of Attendees
4. Virtual Meeting Setup
 - Schedule Video Conferences Using Platforms like Zoom, Microsoft Teams, or Google Meet
 - Provide Dail-In Numbers and Access Codes if Needed
5. Test Equipment
 - Verify Functionality of Projectors, Microphones, and Internet Connections
6. Date of Next Meeting, (Two weeks from today)
7. Adjournment

XXXXXXXXX – Job 3

Job 4: Database and Form

Registration

| | |
|----------------------|---|
| ID | <input type="text" value="1"/> |
| Full Name | <input type="text" value="XXXXX"/> |
| Job Title | <input type="text" value="Job 4"/> |
| Company | <input type="text" value="Digital Solutions"/> |
| Email | <input type="text" value="AST@ds.abc"/> |
| Phone | <input type="text" value="555-781-5588"/> |
| Mailing Address | <input type="text" value="P.O. Box 82 Columbus, OH"/> |
| Networking Interests | <input type="text" value="Software"/> |

Job 5: Presentation

Grader: Handout should fit on one page. Graphics and theme may vary—they should be appropriate for a Digital Solutions Conference. All slides should include appropriate graphics.

Slide 1

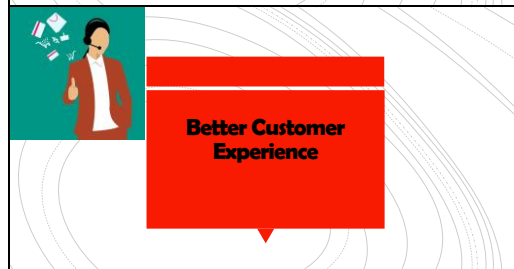


Slide 2



AI systems can automate routine tasks
AI-powered analytics provide insights by processing vast amounts of data quickly

Slide 3



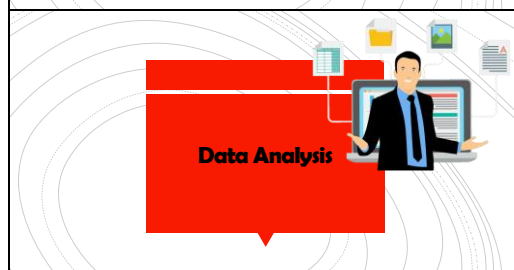
AI analyzes customer data to offer personalized recommendations and services
AI chatbots and virtual assistants provide round-the-clock customer support

Slide 4



Automating tasks can reduce costs

Slide 5



AI can offer real-time analyses and identify trends to forecast outcomes

Slide 6



Increased fraud detection and cybersecurity

XXXXXXXXX – Job 5