



Today's students. Tomorrow's business professionals.

Montana Association  
Proctor, Grader, and Judging Guidelines

**INSTRUCTIONS FOR COMPUTER LAB AND WSAP EVENTS**

**Proctors:**

1. Report to headquarters 30 minutes prior to contest to pick up test materials. Headquarters at the College of Technology will be TECH Room B2 on Sunday and the Spruce Room at the Holiday Inn Grand Montana on Monday and Tuesday.
2. Materials will include tests, Scantron forms, and a list of contestants. *Note: Proctors are responsible for supplying a stapler.*
3. Have contestants sign in using the contestant list. If students are missing on the contestant list, they need to talk to Julie O'Dell or Elaine Stedman at conference headquarters (Sunday at the College of Technology: TECH Room B2; Monday and Tuesday at the Holiday Inn Grand Montana: Spruce Room) to check the original registration before they can continue with the contest.
4. Review contest instructions located in the front section of the test with the contestants. Answer questions and then begin the allotted time for testing. **No minutes allotted for orientation/wrap-up.**
5. If any part of your test can be scored by the Scantron, please use a Scantron scoring sheet.
6. Place a piece of paper next to each computer station for placement of contestant number.
7. Record start and finish times on the cover sheets of the test. This may be a determining factor for placement.
8. Deliver test printouts to contestants. Refrain from allowing contestants to pick up their own jobs (printouts). Printing time is not part of testing time; contestants may print during or after contest.
9. The contest site should NEVER be left unattended.
10. Contestants may NOT share individual supplies and reference materials. Strictly follow the WSAP Guidelines to determine reference materials that are allowed in the contest room. **No previous contests are allowed.**
11. Carefully check for graphing calculators. These are not allowed.
12. Have contestants check to be sure contestant numbers are on each page/printout. Have contestants assemble testing materials in the order indicated in the test.
13. Collect all tests.
14. **Tests should not be administered 30 minutes before the contest site is closed. Sunday the contest site will close at 5 p.m.**
15. You are responsible for making sure the completed materials and tests get back to the headquarters for grading.

## INSTRUCTIONS FOR JUDGED EVENTS

### Proctors:

1. Report to headquarters 30 minutes prior to contest.
2. Materials will include event description/problem, scoring sheets, timing devices, ranking sheets and a list of contestants and their scheduled reporting times. *Note: Proctors are responsible for supplying a stapler and calculator.*
3. Place contest signs outside the entrance of the room.
4. Have contestants sign on contestant sign-up sheet. If you have a student/team missing on sign-up sheet, they need to talk to Julie O'Dell, Elaine Stedman, Molly Barta, Becky DePuydt or Eric Swenson at conference headquarters (Sunday at the College of Technology: TECH Room B2; Monday and Tuesday at the Holiday Inn Grand Montana: Spruce Room) to check the original registration before they can continue with the event.
5. Students should remove their nametags when entering judged events.
6. When the contest is complete, double-check score sheets for accuracy. Add all of the judges' scores together and transfer totals to the ranking sheets. **BE SURE THERE ARE NO TIES BEFORE JUDGES LEAVE THE CONTEST ROOM.**
7. Return ALL materials to headquarters.
8. All contest information and results should be kept confidential.

## INSTRUCTIONS FOR GRADING EVENTS

1. All grading will take place in the Advisors Work Room (Holiday Inn Grand Montana, Cottonwood Room). For consistency, one person must grade the same problem for all contestants. If a question comes up about the KEY, direct it to Competitive Events Coordinator Julie O'Dell in conference headquarters. Do not change the key without authorization.
2. The first step in grading is to check contestant materials in the packet and be sure that the contestant number is on all materials. Scantron scoring sheets should have both contestant number and contest name on them. Place all Scantron scoring sheets in one pile to be machine scored.
3. Upon completion of grading, scores should be totaled and verified on grading/scoring sheets. Next transfer the student's TOTAL POINTS, TIME COMPLETED (if applicable), and RANK to each cover/scoring sheets. Transfer rank info onto a Ranking Sheet.
4. Events should be ranked to the Top 20 for all individual events and Top 10 for all team events.
5. All material should be checked in with the Competitive Events Coordinator Julie O'Dell before you leave your assignment.

Thank you for your help! If you have any questions, please contact conference headquarters.

## **JUDGE'S ORIENTATION**

Business Professionals of America is one of the ten Career and Technical Student Organizations recognized by the U.S. Department of Education. The mission of Business Professionals of America is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.

The contests are a component of the Workplace Skills Assessment Program and an integral part of Business Professionals of America. It has been developed to provide vocational business and office students the opportunities to develop and demonstrate:

- Occupational/career competencies;
- Workplace knowledge, skills, attitudes;
- Leadership and human relation skills;
- Positive competitive spirit; and
- Receive recognition for their efforts.

To become eligible to compete at the state level, students have already received top place finishes at the regional contests. Only the best have earned the privilege to compete at this level.

It is important to accurately record contestants' numbers on the rating sheets. There can be no ties in the top ten contestants/teams and it is the judges' responsibility to break any ties.

Thank you for your assistance. If you have questions or need assistance, please contact the Proctor of the event.