

CROWDER **COLLEGE**

BUSINESS CONTEST

GUIDELINES

Wednesday, March 26, 2014
8:30 a.m. – 2:00 p.m.

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Business Contest Guidelines

Please Read Carefully

ELIGIBILITY

1. It is very important that you check in between 8:00 – 8:30 a.m. and attend the General Session at 8:30 a.m. in order for your students to know which room to report to for taking their tests and to receive any last-minute instructions.
2. Students must be currently enrolled in high school.
3. Each student may enter a maximum of three (3) events, including team events.
4. A student cannot take the same test more than once during the contest.
5. Scantron sheets will be provided and must be correctly filled out in order to be graded. Scantron sheets without a student's name, school, and test name **WILL NOT BE SCORED.**

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PROCEDURES

1. Each student may enter a maximum of three (3) events, including team events.
2. Each school may enter five (5) students in the following events:
 - a. Beginning Accounting
 - b. Business Communications
 - c. Business Computer Applications
 - d. Business Math
 - e. General Business
 - f. Marketing
 - g. Office Procedures
 - h. Personal Finance
3. Each school may enter two (2) students in the following events:
 - a. Advanced Keyboarding (11-12)
 - b. Beginning Keyboarding (9-10)
 - c. Impromptu Speaking
4. Each school may enter one (1) team consisting of two-three students (2-3) in the following team event:
 - a. Management Decision Making
5. Testing time will be 35 minutes.
6. In case of a tie, five selected questions will be used as a tie breaker.
7. Students must report to their assigned room on time.
8. Students need to bring a No. 2 pencil for all written tests. Pencils will be provided.
9. Students need to bring their own battery-operated calculator. Calculators will NOT be provided.
10. Cell phones must be turned off and put away while tests are being administered.
11. Students will use one Scantron score sheet for each written test. Scantron sheets will be provided and must include the student's name, school, and test name.

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AWARDS AND SCORING PROCEDURES

1. **DIVISIONS**: There will be two or three divisions depending on participation
 - a. Divisions may change each year and are determined by enrollment in grades 9-12. The schools attending are divided evenly among the divisions as much as possible.
2. **1st, 2nd, 3rd PLACE MEDALS**: Individual medals will be awarded for 1st through 3rd place in each event and division. The student receiving the highest score in each written test in each division will get the first place award. The student receiving the second highest score will get the second place award. The student receiving the third highest score will get the third place award. Five selected questions will be used as a tie breaker.
3. **EVENT TROPHIES**: Event Trophies will be awarded for each division. All the points earned by the total number of students from each school will be calculated, and the school with the highest number of points in each division will receive the event trophy.
4. **SWEEPSTAKES TROPHIES**: A Sweepstakes Trophy will be awarded in each division. The raw scores of each student will be totaled. The school with the highest total will determine the Sweepstakes Trophy winner.