

# Production Tests with Objective Tests

## Individual

**Overview:** These events consist of two parts: a production test and a 60-minute objective test. No calculators are allowed to be used on the production test. Students must provide their own non-graphing calculators for the objective test portion of this event. Cell phone and PDA calculators are not allowed. Number 2 pencils are required for the objective test portion of this event.

- **Computer Applications**
- **Database Design & Application**
- **Spreadsheet Applications**
- **Word Processing**

### Regulations

- *Refer to National Competitive Event Guidelines for description and procedures.*

### Eligibility

- A member may enter only one individual or team event and one chapter event. A member may enter only one individual or team event and one chapter event. Who's Who in FBLA and Future Business Educator does not count as an event.
- **Refer to the Wisconsin FBLA Calendar for RLC and SLC Testing Windows.** If the production test is not completed during the testing window, then participant is disqualified.
- If objective test is not taken at the conference, then the participant is disqualified.
- **An onsite testing administrator will need to be submitted with the chapter's registration.**
- Completed production test materials must arrive at the **RLC Host School by the third Friday in January for RLC or the State Office by the first Wednesday in March for SLC.**

### Judging

- The production problem will be used to break a tie.
- All decisions of the judges are final.

## Production Tests with Objective Tests (Continued)

### Individual

<b>Event Name</b>	<b>Production Test Time</b>	<b>Production Test Competencies</b>	<b>Objective Test Competencies</b>
<b>Computer Applications</b>	2 hours	Creating, searching, and querying databases   spreadsheet functions and formulas   text slide graphics and presentations   business graphics   word processing	Basic computer terminology and concepts   presentation, publishing, and multimedia applications   email   integrated and collaboration applications   netiquette and legal issues   spreadsheet and database applications   security   formatting, grammar, punctuation, spelling, and proofreading
<b>Database Design &amp; Application</b>	1 hour	Multiple table database design   table creation, inserting data into tables   table SQL statements   creation of forms/reports	Data definitions/terminology   query development   table relationships   form development   reports and forms
<b>Spreadsheet Applications</b>	1 hour	Basic mathematical concepts   data organization concepts   creating formulas   functions   generate graphs for analysis purposes   pivot tables   create macros   filter and extract data	Formulas   functions   graphics, charts, reports   purpose for spreadsheets   pivot tables and advanced tools   macros and templates   filters and extraction of data   format and print options
<b>Word Processing</b>	1 hour	Production of all types of business forms   letters and mail merge   memos   tables   reports (including statistical)   materials from rough draft and unarranged copy   email messages	Related application knowledge   advanced applications   document formatting rules and standards   grammar, punctuation, spelling, and proofreading   printing

# Spreadsheet Applications

## Eligibility

- Individual event.
- Each local chapter may enter one (1) member to compete in this event at the RLC.
- Participants must not have competed in this event at a NLC.

## Procedure

- One (1) hour is allowed for the production portion of this event. Additional time will be allowed for general directions and warm-up. The time allowed for the administration of the exam must run continuously once the exam is started and cannot be broken into multiple sessions.
- Competitors may bring prepared templates to the production portion of this event.
- Advisers may accompany participants to the testing site and may assist in equipment set-up.
- Advisers must leave the site prior to the testing.

## Administration of Events

RLC	SLC
Production test administered <b>at home school</b> worth 85% of competitor's overall score.	Production test administered <b>at home school</b> worth 85% of competitor's overall score..
<b>No reference materials or calculators are allowed on the production exam.</b>	<b>No reference materials or calculators are allowed on the production exam.</b>
Completed production test materials must be submitted to RLC Host School and arrive by <b>the third Friday in January.</b>	Completed production test materials must be submitted to the State Office and arrive by <b>the first Wednesday in March.</b>
Written objective test taken at RLC makes up 15% of total score.	Written objective test taken at SLC makes up 15% of total score.
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition.

## Judging

- Judging will be based on accuracy of printed copy, as related to the Format Guide (see *FBLA-PBL Chapter Management Handbook*) and formulas (if applicable).
- Points will be deducted for typographical errors on all problems.