

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

Event Name	Production Test Time	Production Test Competencies	Objective Test Competencies
Computer Applications	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
Database Design & Application	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
Spreadsheet Applications	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
Word Processing	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

Word Processing

Eligibility

- Individual event.
- Each local chapter may enter one (1) member.
- 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.
- 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 at home school worth 85% of competitor's overall score.	Production test administered at home school worth 85% of competitor's overall score.
Written objective test taken at RLC makes up 15% of total score.	Written objective test taken at SLC makes up 15% of total score.
Participants MAY use a dictionary, Standards of Mailability and the Format Guide at the production test site, but not on the objective test.	Participants MAY use a dictionary, Standards of Mailability and the Format Guide at the production test site, but not on the objective test.
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.