



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

# WSAP COMPETITION GUIDEBOOK

---

2023 National Leadership Conference

Release – 4-01-2023 version 1.0

# Table of Contents

<b>General Information &amp; Purpose.....</b>	<b>1</b>
<b>Informational Webinar.....</b>	<b>1</b>
<b>BPA Academic Integrity Policy.....</b>	<b>2</b>
<b>National Showcase Best in Show – (V01 – V12 Only).....</b>	<b>4</b>
<b>National Showcase Best in Show – Judge Rubric (V01 – V12 Only).....</b>	<b>7</b>
<b>Important Note to All Advisors and Competitors.....</b>	<b>8</b>
<b>Competition Testing General Guidelines.....</b>	<b>9</b>
<b>Competitions with Required Certification Components.....</b>	<b>11</b>
<b>Industry Certification Registration Information.....</b>	<b>12</b>
<b>Open Event / National Merit Scholar Testing Instructions.....</b>	<b>12</b>
<b>Finals Round Competition Information.....</b>	<b>13</b>

## General Information & Purpose

### Purpose

The purpose of this WSAP Competition Guidebook is to provide all advisors and competitors with the detailed competitive event process for the 2023 National Leadership Conference.

### Email Support

If you have any questions regarding any components of the NLC, please send all inquiries to [support@bpa.org](mailto:support@bpa.org).

## Informational Webinar

### WSAP Competitive Event Process Walkthrough and Q&A Information Session

Advisors/Competitors are welcome to attend as the Director of Education and Professional Learning, Sheila K. Morris, provides an overview of the 2023 WSAP Competitive Event process, including time for Q&A. To attend this event, click on the Zoom link below:

Date: **Wednesday, April 19, 2023, at 8:00PM Eastern Time**

URL: <https://us02web.zoom.us/j/81744150320>

Meeting ID: 817 4415 0320

One tap mobile

+16465588656,,81744150320# US (New York)

+16469313860,,81744150320# US

## BPA Academic Integrity Policy

Academic integrity is at the center of Business Professionals of America's educational mission. It is imperative that all work submitted by our membership be a true reflection of that individual's and/or team's effort and ability. This includes, but is not limited to:

- Workplace Skills Assessment Program (WSAP) competitive event project submissions and all online assessments.
- Application submissions for the BPA Cares, Torch Awards or scholarship programs.

Any member (including, but not limited to, advisors, students, alumni, volunteers) who has demonstrated unacceptable academic behavior by violating the National BPA Academic Integrity Policy is subject to disciplinary action.

Intentional or unintentional violations of the Academic Integrity Policy, include but are not limited to:

- Not citing a source in text and/or in a Works Cited when:
  - Using another individual's work, idea or opinion
  - Using information from any source or reference material
  - Using any charts, infographics, pictures, sounds or any other media elements
  - Using quotations from an individual's actual spoken or written words
  - Paraphrasing (putting into your own words) an individual's work
- Allowing advisors, alumni, parents, friends or any other individual to create content for the competitor(s)
- Attempting to cheat on any objective online or offline assessment exam (example: using online resources and/or old BPA tests during the event)
- Removing and/or sharing any event-specific information from the event (such as the test, application tasks, objective test questions, speech prompts, etc.)
- Fabricating signatures on entry forms and/or release forms
- Fabricating sources (such as creating fictitious articles or authors)
- Re-using your own projects from previous years (self-plagiarism)

## **National BPA Academic Integrity Violation Procedures**

The following guidelines will be adhered to if a member has demonstrated a violation of the National BPA Academic Integrity Policy:

1. Any individual who discovers sufficient information to substantiate an academic integrity violation should immediately (within one hour) complete an Academic Integrity Violation Form and submit to the BPA Director of Education & Professional Learning at the Competitive Events Headquarters if during NLC, or via email if occurring prior to NLC (pre-judged materials, BPA Cares applications, Torch Award resumes, scholarship applications, etc.).
2. Upon receipt and review of the Academic Integrity Violation Form, the Director of Education & Professional Learning will notify the Grievance Committee of the alleged violation (including a detailed synopsis and proof to substantiate the violation via the Academic Integrity Violation Form).
3. The Grievance Committee will review the Academic Integrity Violation Form and, if the violation is substantiated, determine an appropriate course of disciplinary sanction(s) based on proof and the severity of the violation, which may include:
  - a reduced score on any scorable item/entry
  - a grade of "zero" on any scorable item/entry
  - immediate disqualification from the related competitive event, BPA Cares program, Torch Awards program, scholarship and/or any other related event in the BPA Platform, and/or
  - membership suspension.
4. The respective member, local advisor, and state advisor or designee will be notified of the Academic Integrity Violation and given the opportunity to respond/appeal the decision if disciplinary action is taken.

State associations may follow these violation procedures for their regional and state leadership conferences and/or may enforce additional penalties.

## National Showcase Best in Show – (V01 – V12 Only)

The instructions in this section only apply to the following National Virtual events:

- V01 – Virtual Multimedia and Promotion Individual
- V02 – Virtual Multimedia and Promotion Team
- V03 – Software Engineering Team
- V04 – Web Application Team
- V05 – Mobile Applications
- V06 – Promotional Photography
- V07 – Cybersecurity / Digital Forensics
- V08 – Start-Up Enterprise Team
- V09 – Financial Portfolio Management Team
- V10 – Virtual Branding Team
- V11 – 2D Animation Team – Pilot
- V12 – Social Media Marketing Campaign Team – Pilot

Congratulations to the competitors who earned a spot in the Top 10 in the nation! The National Showcase is the culminating event of months of hard work in the National Virtual Events (V01 – V12). This year the National Showcase is back in person, and competitors will show off their individual/team project to compete for the Best in Show award in each National Virtual Event.

### **NATIONAL SHOWCASE SCHEDULE OF EVENTS**

- National Showcase Setup – Marquis Ballroom Center - Friday, April 28, 7:30 AM - 9:00 AM
  - Booth Information
    - Each individual/team will receive a single six (6) foot table to create the booth space during the showcase.
    - Power will be included for each table/booth.
    - Internet will not be provided by National BPA and hotel free/paid Wi-Fi is not guaranteed within the Ballroom space.
    - Competitors are not allowed to project any video or images on the ballroom ceiling or walls.
    - Competitor(s) are expected to remain at the assigned booth for the entire time unless there is a direct conflict with another BPA NLC event.
    - The use of audio and visual technologies, props, giveaways, etc. are allowed (within reason) if the competitor(s) are not encroaching on showcase booths in all directions.
    - A "within reason" example would be having audio and video to play or a presentation to listen to, but include headphones to listen to instead of a loudspeaker.
- National Showcase Business Panel - Marquis Ballroom Center - Friday, April 28, 9:00 – 10:00 a.m.
  - All Virtual Event competitors are also HIGHLY RECOMMENDED to attend the Business Panel to ask questions of business leaders from multiple industries.

- National Showcase (Open to conference attendees) - Marquis Ballroom Center - Friday, April 28, 10:00a.m. - 1:00 p.m.
  - Share your project and potentially be named the "Best in Show"
  - Open to all conference attendees (over 6,000)!
  - The Best in Show awards (200 points max total) will be determined via the following:
    - 25% (50 points max) - Conference attendees will have the opportunity to view all projects and submit their vote to determine the Best in Show for each virtual event competition using the Conference Mobile App. Each conference attendee will be allowed to cast one (1) and only one (1) vote for each virtual event competition. Points will be awarded based on the following (assuming the Top 10 competitors from each competition and division are in attendance):
      - Highest number of votes (1st) - 50 points
      - 2nd – 50 Points
      - 3rd – 40 Points
      - 4th – 40 Points
      - 5th – 30 Points
      - 6th – 30 Points
      - 7th – 20 Points
      - 8th – 20 Points
      - 9th – 10 Points
      - 10th – 10 Points
    - 75% (150 points max) - A panel of industry judges will be on-site during the Showcase to review and meet with each individual/team using the [National Showcase Best in Show Rubric](#).
    - A panel of industry judges will review the submitted videos for each respective Virtual Event (V01 – V12) and complete the Virtual National Showcase Best in Show Rubric (see next page).
  - Best in Show Awards will be announced at conclusion of the National Showcase (12:30 PM estimated).
  - NATIONAL SHOWCASE BOOTH EXAMPLES
    - Create a display highlighting the project created (i.e., tri-fold board).
    - Utilize display, presentation, computer, or tablet technology to share the final product (video, video game, mobile app, presentation, etc.).
    - Decorate the booth table with a banner or cloth.
    - NOTE: The Best in Show award rubric is heavily weighted on professionalism and presentation, not solely on props, decorations, giveaways, etc.
  - FOR PROMOTIONAL PHOTOGRAPHY ONLY (IMPORTANT CHANGE FROM WSAP GUIDELINES)
    - Mount or print the single submitted photo on a poster board or foam board no larger than 18" x 24".
    - The photo may be mounted on the board horizontally or vertically.
    - The photo may be printed in glossy or matte.
    - The photo must be mounted on one board that will fit on a tabletop

easel.

- Mount the photo ONLY on the board. Please do not include any text or names, borders, stickers, etc.

*Reminder: The National Showcase does not have any effect at all on the Top 10 finalist rankings. The National Showcase is an opportunity for all conference attendees to gain insight into Virtual Event projects and to determine the Best in Show awards on-site.*



## National Showcase Best in Show – Judge Rubric (V01 – V12 Only)

<b>Virtual Event:</b>		<b>Competitor(s) Member #</b>			
<b>Evaluation Item</b>	<b>Not Demonstrated</b>	<b>Does Not Meet Expectations</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>	<b>Points Earned</b>
<b>Booth</b>					
Content – names, logos, and graphic are appropriate for a school-related function  Required elements: <ul style="list-style-type: none"> <li>Company name (if applicable)</li> <li>Logo (if applicable)</li> <li>Product Information (if applicable)</li> <li>Design features and booth components do not extend beyond the booth space and drape height.</li> </ul>	0	1 - 7	8 - 14	15 - 20	
Presentation: <ul style="list-style-type: none"> <li>Booth area is neat and clean.</li> <li>Attention-grabbing.</li> <li>Efficient use of resources.</li> </ul>	0	1 - 7	8 - 14	15 - 20	
Effective use of promotional materials, such as: <ul style="list-style-type: none"> <li>Flyers, brochures, banners, etc.</li> <li>Sample merchandise</li> <li>Technology (computers, mobile devices, etc.)</li> </ul>	0	1 - 7	8 - 14	15 - 20	
<b>Professionalism</b>					
Competitor(s) are available for the entire time.	0			10	
Competitor(s) are professional and courteous to conference attendees	0	1 - 7	8 - 14	15 - 20	
Exhibit Hall attendees are encouraged to visit booth.	0	1 - 7	8 - 14	15 - 20	
<b>Communication</b>					
Clearly explains project to conference attendees.	0	1 - 7	8 - 14	15 - 20	
Correctly answers conference attendee questions.	0	1 - 7	8 - 14	15 - 20	
<b>Disqualifications</b>					
<ul style="list-style-type: none"> <li>Booth materials outside of booth area (including height)</li> <li>Inappropriate images or media</li> <li>Copyright violations of any kind (per BPA copyright rules)</li> </ul>	Violation ____ Yes ____ No Notes Regarding Violation:				
<b>Final Score (150 max)</b>					

## IMPORTANT NOTE TO ALL ADVISORS AND COMPETITORS

All competitors must know their BPA Member ID (8-digits) and password at the time of testing, or they will be turned away to obtain it.

### INSTRUCTIONS FOR OBTAINING MEMBER ID AND PASSWORDS

1. Visit the Member Registration System ([register.bpa.org](https://register.bpa.org)).
2. Locate all Student Member IDs under the **Members** tab.
3. View/reset the Default Student Password under the **Chapter Information** tab.



# Download the Conference App

## Make sure you stay up to date!

- Access the conference schedule
- Learn about conference speakers
- Receive updates and notifications
- Connect with other members



**Search for "BPA Org" on Google Play or the App Store.**

App Store® is a registered trademark of Apple Inc. Google Play and the Google Play logo are trademarks of Google LLC.

## Competition Testing General Guidelines

### COMPETITION SCHEDULES

- Competition schedules (when released) may be accessed in the following ways:
  - Advisors
    - Visit the **Conferences** tab in the Membership Registration System ([register.bpa.org](https://register.bpa.org))
  - Students
    - Visit the **Student Member** portal in the Membership Registration System ([register.bpa.org/members](https://register.bpa.org/members)) and click on the **Conferences** tab.
  - Conference Mobile App
    - Download the Conference Mobile App (powered by Guidebook) and click on either the Advisor or Student portal login tabs.

### WHAT IS ALLOWED DURING TESTING?

- Competitors will be allowed to use calculators during their exam as stated in the WSAP Competitive Event Guidelines.

### WHAT IS NOT ALLOWED DURING TESTING?

- Competitors may not receive assistance from anyone else during the exam. Any violation will result in a National BPA Academic Integrity Policy Violation.
- Reference materials are not permitted for use during a competition unless stated otherwise in the WSAP Competitions Guidelines.
- Competitors may not use any previous BPA tests as a resource.

### TEST BOOKLETS

- A printed test booklet will be provided to all competitors.
- Based on the different competition components, additional instructions will be provided to competitors within each test booklet.

### COMPETITIONS WITH OBJECTIVE TEST QUESTIONS (MULTIPLE CHOICE/TRUE FALSE)

- All competitions that contain an objective portion (multiple choice/true false), whether partial or full test, will have highlighted instructions in the test booklet and will use the AnswerWrite testing engine.
- When required during a competition, test booklets will instruct competitors to visit [compete.bpa.org](https://compete.bpa.org) to select the appropriate membership division testing link.
  - Competitors' will use the following credentials for all test logins:
    - Username (National BPA Member ID)
    - Password (National BPA Password)
    - *NOTE: Competitors must know their National BPA Username (8-Digit Member ID) and Password.*
    - *NOTE: Advisors can view/reset the Default Student Password for their chapter in the Member Registration System ([register.bpa.org](https://register.bpa.org)) under the **Chapter Information** tab.*
- A timer will be shown with the remaining testing time.
- No feedback or answers will be provided to competitors upon completion of the test.
- Questions will be presented in randomized order.

- All questions will appear on the screen at once.
- When the test is completed, competitors can log out of AnswerWrite and continue the rest of their test in the competition booklet (if applicable).
- When all items in the competition booklet are completed, competitors will follow the instructions to either print their completed projects (jobs) or copy them to the provided flash drives (if applicable).

### COMPETITIONS WITH REQUIRED FILES

- When required during a competition, test booklets will instruct competitors to visit [compete.bpa.org](https://compete.bpa.org) to download any required files (graphics or data files).
  - After visiting [compete.bpa.org](https://compete.bpa.org), competitors will click on the button "Download Required Competition Files" to be redirected to the competition file download site (JudgePro).
  - Competitors' will use the following credentials to download competition files:
    - Username (National BPA Member ID)
    - Password (National BPA Password)
    - *NOTE: Competitors must know their National BPA Username (8-Digit Member ID) and Password.*
    - *NOTE: Advisors can view/reset the Default Student Password for their chapter in the Member Registration System ([register.bpa.org](https://register.bpa.org)) under the **Chapter Information** tab.*

### COMPETITOR FEEDBACK FROM JUDGES

- *NOTE: Self-Addressed envelopes ARE NOT REQUIRED* to receive feedback from Judges.
- All judging will take place electronically and feedback will be emailed directly to Chapter Advisors the week after the NLC concludes.

**COMPETITIONS WITH REQUIRED CERTIFICATION COMPONENTS (see table below)**

- Competitors will complete all required certification tests during the scheduled competition time block.
- The following industry certifications are required and provided (free of charge) for all competitors at the national level in each competition listed below. The certification testing will count towards 100 points to the final score for each of the aligned BPA competitive events.

<b>BPA Competitive Event Name</b>	<b>Industry Certification Offered by Certiport</b>
Advanced Spreadsheet Applications (S   PS) (235)	Microsoft Office Specialist Excel 2019 Expert
Advanced Word Processing (S   PS) (210)	Microsoft Office Specialist Word 2019 Expert
*Computer Network Technology (S   PS) (300)	IT Specialist – Networking
*Computer Security (S   PS) (320)	IT Specialist – Network Security
*C# Programming (S   PS) (330)	IT Specialist – Software Development
Database Applications (S   PS) (240)	Microsoft Office Specialist Access 2019 Expert
*Device Configuration & Troubleshooting (S   PS) (305)	IT Specialist – Device Configuration and Management
Entrepreneurship (S   PS) (505)	Entrepreneurship and Small Business (ESB)
*Fundamentals of Web Design (S   PS) (405)	IT Specialist – HTML and CSS
Fundamental Spreadsheet Applications (S   PS) 230	Microsoft Office Specialist Excel 2019 Associate
Integrated Office Applications (S   PS) (215)	Microsoft Office Specialist PowerPoint 2019 Associate
Intermediate Word Processing (S   PS) 205	Microsoft Office Specialist Word 2019 Associate
Java Programming (S   PS) (340)	IT Specialist – Java
Python Programming (S   PS) (355)	IT Specialist – Python
SQL Database Fundamentals (S   PS) (345)	IT Specialist – Databases
Digital Citizenship (ML) (920)	IC3 Global Standard 6 Level 1

<b>BPA Competitive Event Name</b>	<b>Industry Certification Offered by TestOut</b>
Linux Operating System Fundamentals (S   PS) (350)	TestOut Linux Pro
<b>BPA Competitive Event Name</b>	<b>Industry Certification Offered by Precision Exams</b>
Fundamental Word Processing (S   PS) (200)	Word Processing I

\*Note: Competitors who have certified in the aligned IT Specialist exam may choose from one of the following two options:

1. The competitor will be given the opportunity to take another certification exam within the event subject area in place of the previously passed exam. If the competitor passes their chosen exam, they will receive 100 points towards the final score of the BPA competitive event. If the member fails their chosen exam, they will receive zero (0) points towards the final score of the BPA competitive event.
2. The competitor may share their previously passed test scores with NLC staff. If this option is selected, the competitor will be required to log in to their Certiport account and share the previously earned score.

**SPECIAL NOTE REGARDING MOS CERTIFICATIONS**

All competitors who have previously been certified in Microsoft Office Specialist (MOS) exams will be required to retake the exam.

**SPECIAL NOTES FOR 505 ENTREPRENEURSHIP (S | PS)**

- Competitors in (505) Entrepreneurship must complete the Entrepreneurship and Small Business (ESB) certification in the Certiport Certification Lab on Thursday, April 27 between 10:00 am and 4:00 pm.
- Competitors may share their previously passed test scores with NLC staff. If this option is selected, the competitor will be required to log in to their Certiport account and share the previously earned score.

**SPECIAL NOTES FOR 350 LINUX OPERATING SYSTEM FUNDAMENTALS (S | PS)**

- Competitors may share their previously passed test scores with NLC staff. If this option is selected, the competitor will be required to log in to their TestOut account and share the previously earned score.

## Industry Certification Registration Information

### Certiport Certifications (WSAP Competition Required or Open Certification Lab)

- All competitors must register for an account on <https://www.certiport.com/>
- Options for consent forms:

- All competitors must bring a Parent Consent Form to their event or
- Upload the form here: <https://bpa.org/nlc/competitions/parental-consent-form/>

### Precision Exams by YouScience (Open Certification Lab)

- All conference attendees will be pre-registered with Precision Exams and will need their BPA Member ID (8-digits).
- Certification tests will require a passcode (which will be provided on-site in the Open Certification Lab).

## Open Event / National Merit Scholar Testing Instructions

- All Open Event competitions will use the AnswerWrite testing engine.
- Competitors will navigate to [compete.bpa.org](https://compete.bpa.org) and click on the correct membership division Open Events button to be directed to the Open Event Testing System.
- Competitors' will use the following credentials to download competition files:
  - Username (National BPA Member ID)
  - Password (National BPA Password)
  - *NOTE: Competitors must know their National BPA Username (8-Digit Member ID) and Password.*
  - *NOTE: Advisors can view/reset the Default Student Password for their chapter in the Member Registration System ([register.bpa.org](https://register.bpa.org)) under the **Chapter Information** tab.*
- Once logged in, competitors will be presented with the full competition listing and they will need to select the correct Open Event competition.
- When the test is completed, competitors can log out of AnswerWrite.
- Competitors may be asked to leave the Open Events Lab between tests depending on the wait queue. If they are asked to leave, they can proceed to the back of the queue if they wish to take an additional Open Event test.

## Finals Round Competition Information

### Finals Round Posting Information

Finalists (those advancing to the finals round of competitions) will be notified in the following ways:

- Finalists will be posted on [compete.bpa.org](https://compete.bpa.org).
- Finalists will be posted to the Conference Mobile App.
- Finalists will be posted outside of the Conference Headquarters.

### Finals Round Scheduling Information

Finalists' scheduled time slots will not be rescheduled for any conflicts with tours, or any other NLC activity.