Vocational Skills Contest

V29 Word processing

1. Task Assignment

Contestants will input, edit and save a text in English. They will use different text formatting functions (font style, paragraph, table insert, diagrams and files insert, footnote, predefined graphical shapes, etc.). Finally, they will establish the page layout and print they work for evaluation.

2. Allocated time: 2H30

2 hours and 30 minutes of competition.

2:30

3. Requirements

- Contestants will save the completed file in the hard drive for evaluation.

- The task will be completed using Microsoft Word 2013.

- Printing will be performed in color on A4 paper, portrait mode.

4. (Procedure)

Day -1 (March 24th): On the day before the competition, contestants will be welcomed on the stand "V29 Word Processing" by the members of the jury. A briefing about the organization of the contest and about the security rules will be arranged. Due to the large number of registered contestants, the contest will be organized in several

groups. Contestants from a same delegation will be inevitably placed in the same group. Each contestant will receive a schedule with the detailed working hours. Contestants will draw lots to be assigned to a work station, where they may drop off their equipment.

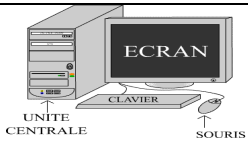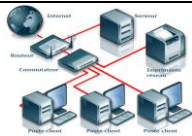**Day 1 or day 2 (March 25th or Mach 26th depending on the group):**

1) Contestants will verify the provided equipment and install their personal devices (keyboard, mouse, etc.). Allocated time: 15 minutes.

2) Contestants will receive the final task assignment. They will take the time to read the description and requirements, as well as the file to be completed.

3) Contestants will start inputting the text, formatting it and establish the page layout. They will print the final document and save it in the hard disk. Allocated time: 120 minutes.

- The jury will not take into account any problem coming from the contestants' personal devices.

- Points will be deduced on the final score if the task is not completed.

- Any contestant caught cheating, talking to someone from the public or using a communication device will suffer a penalty of 5 points for the first transgression. A second transgression will lead to an exclusion from the contest.

5. List of the provided equipment

N°	Equipment	Picture	Specifications	Qty per contestant	Qty for all
01	Central Unit, screen, keyboard and mouse		Processeur Core i5 RAM8 Go	1	
02	Network				1
03	Office Suite 2013			1	Version to be confirmed
04	OS		Windows 7	1	Version to be confirmed
05	Printer		A4 Printing Network Laser Color		1
06	Package of paper		A4	20 sheets	

6. List of tools to be brought for each contestant

N°	Tool	Picture	Specification	Note
01	Personal assisting devices (adapted keyboard, mouse)			For contestants with special needs and/or international contestants using a different type of keybord
02	Writing material		Pencils, pens, eraser…	

7. List of facilities installed at the contest site

N°	Equipment	Picture	Specifications	Qty
01	Worktable and chair			1
02	Document support		A4	1

8. Evaluation Criteria

N°	Items to be Evaluated	Scoring scale
01	Text input	40
02	Page layout and text format	60
	Total	100

Note: Points will be deduced of any non-finished task