

CONTENT GUIDELINES FOR FASTEST ENCODING

COMPONENT AREA	INFORMATION AND COMMUNICATION TECHNOLOGY
<i>Grade Level</i>	GRADE 4, 5 and 6
<i>Event Package</i>	Fastest Encoding
<i>No. of Participant</i>	One (1) per school (District Level) Three (3) per district (Congressional Level) Three (3) per congressional (Division Level)
<i>Time Allotment</i>	10 minutes
<i>Description</i>	Encoding as well as organizing documents makes information analysis much easier. <b>Using Typing Master 7 Pro (downloadable)</b>
<i>Criteria for Assessment</i>	
	Accuracy - 50%  Time Management / Speed (Gross) - 50%
<i>Event Rules and Mechanics</i>	<ol style="list-style-type: none"><li>1. Participants shall be the First (1st) place winners in the District Level.</li><li>2. Participants must bring their own laptop (14 inches) with pre-installed TYPING MASTER 7 (downloadable)</li><li>3. The Host School shall be in-charge of the contest venue.</li><li>4. Briefing of participants shall be done fifteen (15) minutes before the start of the contest.</li><li>5. Only the contestant shall be allowed inside the room and coaches are not allowed within 10 meters of the contest venue.</li><li>6. The Contest Administrator and Facilitators shall provide the pre-need data and files.</li><li>7. Only data and files provided by the contest administrator shall be used in the contest.</li><li>8. There will be a 5 minutes warm-up using the typing master before the event start.</li><li>9. Only the contestant shall be allowed inside and coaches are not allowed within 10 meters of the contest venue.</li><li>10. Contest will be in paragraph form in all grade level.</li><li>11. In case of tie, the net speed of each contestant shall be used to determine the winner.</li><li>12. The decision of the board of judges is FINAL and Irrevocable, therefore no question, verification and protest will be entertained.</li><li>13. The Top 3 shall be proclaimed as winners in the Division Level.</li></ol>