## CONTENT GUIDELINES FOR FASTEST ENCODING

<table>
<thead>
<tr>
<th>COMPONENT AREA</th>
<th>INFORMATION AND COMMUNICATION TECHNOLOGY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grade Level</strong></td>
<td>GRADE 4, 5 and 6</td>
</tr>
<tr>
<td><strong>Event Package</strong></td>
<td>Fastest Encoding</td>
</tr>
<tr>
<td><strong>No. of Participant</strong></td>
<td>One (1) per school (District Level)  Three (3) per district (Congressional Level)  Three (3) per congressional (Division Level)</td>
</tr>
<tr>
<td><strong>Time Allotment</strong></td>
<td>10 minutes</td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>Encoding as well as organizing documents makes information analysis much easier. <strong>Using Typing Master 7 Pro (downloadable)</strong></td>
</tr>
</tbody>
</table>

### Criteria for Assessment
- **Accuracy** - 50%
- **Time Management / Speed (Gross)** - 50%

### Event Rules and Mechanics
1. Participants shall be the First (1st) place winners in the District Level.
2. Participants must bring their own laptop (14 inches) with pre-installed TYPING MASTER 7 (downloadable)
3. The Host School shall be in-charge of the contest venue.
4. Briefing of participants shall be done fifteen (15) minutes before the start of the contest.
5. Only the contestant shall be allowed inside the room and coaches are not allowed within 10 meters of the contest venue.
6. The Contest Administrator and Facilitators shall provide the pre-need data and files.
7. Only data and files provided by the contest administrator shall be used in the contest.
8. There will be a 5 minutes warm-up using the typing master before the event start.
9. Only the contestant shall be allowed inside and coaches are not allowed within 10 meters of the contest venue.
10. Contest will be in paragraph form in all grade level.
11. In case of tie, the net speed of each contestant shall be used to determine the winner.
12. The decision of the board of judges is FINAL and Irrevocable, therefore no question, verification and protest will be entertained.
13. The Top 3 shall be proclaimed as winners in the Division Level.