

## Competition Brief

### Competition title and level

Word Processing: Copy Typing and Formatting Text – Entry Level

### Entry requirements

Learners working at Entry Level 2 (EL2) within ICT and English are invited to take part in the competition 3 per organisation

### Competition outline

Competitors will undertake

1. Copying Text
2. Formatting and editing of the text. i.e. changing font size, using bold, italics & underline text
3. Finding and deleting text
4. Choosing and inserting appropriate images

### Marking and assessment

Marking Criteria: A total of 50 marks will be made up of

- Accuracy
- Word spacing
- Text/paragraph spacing
- Formatting Text
- Inserting appropriate images from internet

Work will be marked by college tutors from opposing colleges and verified by a member of Skills Competition Wales



## Competition rules

- Students will be provided with a set task and relevant ICT equipment
- Any specialist equipment required to meet individual needs of the competitor must be provided by the competitor entering organisation
- No group work will be accepted
- Competitors will have 1 hour 30 minutes to complete their task in the live competition
- Competitors who arrive late for the event will not receive additional time
- Competitors will start and finish work as instructed by the judges
- If there is a power stoppage, breakdown of equipment or accident, the competitors must act accordingly to the instruction of the organiser.
- If during the completion a competitor feels they must leave their work (e.g. Medical reasons, toilet break) they will have the time recorded on a 'time out' sheet by a member of staff
- No mobile telephones are allowed in the competition room
- The judges' decision is final
- Photographs may be taken during the event that maybe used for marketing/publicity purposes – of the competitor/support staff cannot have their photo please notify the organisers beforehand and at the event
- Competitors must only receive agreed support that is outlined in their support statement. Support that is deemed to be outside that given in support statement could result in the competitor being disqualified.

## Contact details

### Lead Contact

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