

# Understanding and Avoiding Penalty Points In Ontario

# What are Penalty Points?

- Points deducted from a written report because the report did not follow the criteria established on the Written Entry Checklist.

# What is the Purpose of the Written Entry Checklist?

- Ontario Checklist is →
- Ensures fairness
- Maintains a level/equal playing field for all competitors
- Allows for consistent evaluation by judges

## Ontario Specific Rules



ONTARIO CHECKLIST, 2019 2020

Participant Name(s): \_\_\_\_\_

Event Code: \_\_\_\_\_ Event Name (in full): \_\_\_\_\_

Chapter (not just the acronym): \_\_\_\_\_

Please refer to *Format Guidelines for the Written Entry* for a more detailed explanation of these items.

	Checked	Penalty Points Assessed	Page No.
1. The Written Event Statement of Assurances and Academic Integrity must be signed and submitted on behalf of your Advisor On behalf of the entire school. ONE form to be signed and submitted.			<b>Papers from the Chapter will not be timetabled unless the form is completed and submitted by the Chapter Advisor. Blanket chapter form will be emailed out first week of January.</b>
2. The body of the paper uses 1" margins (top, bottom, left and right)	___	15	___
3. Arial font, size 11 (size may vary only in items in the Appendix, Tables or Financial Statements)	___	15	___
4. Limited to the number of pages specified in the guidelines (plus title page and the table of contents).	___	5 (per page)	___
5. All pages are numbered in sequence starting with the executive summary and ending with the final page of the appendix. Do not use separate sheets between sections or as title pages for sections.	___	5	___
6. Entry must be typed/word processed. Handwritten corrections, Notes, charts and graphs will be penalized.	___	5	___
7. Standard letter size paper size is used: 8 1/2 inches x 11 inches.	___	5	___
8. The written entry follows the outline in the Written Entry Guidelines for the event. Additional subsections are permitted in the body of the written entry.	___	5	___

Total Penalty Points Assessed \_\_\_\_\_

A check indicates that the item has been examined.  
A circled number indicates that an infraction has been noted.  
A page number indicates the location of the infraction.

# 1. The Written Event Statement of Assurances and Academic Integrity must be signed and submitted with the entry. 15 Points

## ONE Written Event Statement of Assurances for the entire chapter

- A copy of this for the entire school must be signed by advisor for all participants for the written events

**DECA**

**WRITTEN EVENT STATEMENT OF ASSURANCES AND ACADEMIC INTEGRITY**

Research and report writing are important elements of modern business activities. Great care must be taken to assure that the highest ethical standards are maintained by those engaging in research and report writing. To reinforce the importance of these standards, all written entries in DECA's Competitive Events Program must submit this statement as part of the entry. The statement **must** be signed by the DECA member(s) and the chapter advisor.

I understand the following requirements are set forth by DECA Inc. for all Competitive Event entries containing a written component. These requirements are additional to the general rules and regulations published by DECA Inc. By signing this statement, I certify that all are true and accurate as they relate to this entry.

1. The contents of this entry are the results of my work or, in the case of a team project, the work of current members of this DECA chapter.
2. No part of this entry has previously been entered in competition.
3. This entry has not been submitted in another DECA competitive event.
4. Credit for all secondary research has been given to the original author through the project's bibliography, footnotes or endnotes.
5. All activities or original research procedures described in this entry are accurate depictions of my efforts or, in the case of team projects, the efforts of my team.
6. All activities or original research described in this entry took place between the 2019 Chartered Association Career Development Conference and the 2020 Chartered Association Career Development Conference.
7. I understand that DECA has the right to publish all or part of this entry. Should DECA elect to publish the entire entry, I will receive an honorarium from DECA. Chapters or individuals with extenuating circumstances may appeal the right to publish the entry to the executive committee of the board of directors prior to April 1.

This statement of assurances must be signed by all participants and the chapter advisor, and submitted with the entry, or the entry will be given 15 penalty points.  
Note: punch and place in front of the written entry. Do not count as a page.

Participant's Signature	Participant's Signature	Participant's Signature
Participant's Name	Participant's Name	Participant's Name
Competitive Event	School	Chartered Association (State/Province)

To the best of my knowledge, I verify that the above statements are true and that the student's (students') work does not constitute plagiarism.

Chapter Advisor's Name	Chapter Advisor's Signature
Chapter Advisor's Email	

2. One inch margins all the way around!
3. Use Arial size 11 or 12 is fine
  - Can use a smaller font for the financials

## 4. Limited to the number of pages specified in the guidelines

- The Number of pages does not include the title page and table of contents but **does** include the bibliography and appendix pages.
- Remember that the bibliography must start at the top of a new page!
- 5 Points/Page

# Pages allowed

- 10 pages
- EIP ESB
- IMCE IMCP IMCS
- 20 pages
- BMOR BOR FOR HTOR SEOR
- EFB EIB IBP
- PMBS PMCA PMCD PMCG PMFL PMSP

# 5. All pages are numbered in sequence starting with the executive summary and ending with the final page of the appendix. 5 Points penalty

- Title Page and Table of Contents should **not** be numbered
- Executive Summary should be page #1
- Click on link for page numbering tutorial
- Ensure graphics don't cover page numbers

CONTENTS	
I. EXECUTIVE SUMMARY.....	1
II. INTRODUCTION .....	2
Subsection A: Description of the Local DECA Chapter .....	2
Subsection B: Description of School and Community .....	2
III. MANAGEMENT OF ACTIVITIES TARGETED AT OUTSIDE AUDIENCE.....	4
Subsection A. Purpose of the Activities .....	4
Subsection B. Planning and Organization of Activities .....	8
Subsection C. Implementation of the Activities .....	17
IV. EVALUATION AND RECOMMENDATIONS.....	24
Subsection A. Evaluation of Campaign.....	24
Subsection B. Recommendations for Additional Future Campaigns .....	27
V. BIBLIOGRAPHY .....	29
VI. APPENDIX .....	29

<https://www.youtube.com/watch?v=iMW9fOB9btk&t=7s>



## 6. Entry must be typed/word processed.

### 5 Points

- No handwritten corrections
- Only charts and graphs may be handwritten
- No handwritten page numbers

### A note on Line Spacing

- Everything may be single spaced, but in Ontario we suggest that the body be in 1.15 or 1.5

## 7. Paper is 8½ inches by 11 inches (standard letter size) 5 Points

- Nothing should extend past the dimensions of the paper



# 8. The written entry follows the format guidelines. 5 Points

- Be sure to use this year's guidelines
- Each section should be addressed and titled
- Additional subsections are permitted

I. EXECUTIVE SUMMARY	One- to three-page description of the project
II. INTRODUCTION	A. Description of the business or organization B. Description of the community (economic, geographic, demographic and socioeconomic factors) C. Overview of the business or organization's current culture and employee engagement strategies
III. RESEARCH METHODS USED IN THE STUDY	A. Description and rationale of research methodologies selected to conduct the research study B. Process used to conduct the selected research methods
IV. FINDINGS AND CONCLUSIONS OF THE STUDY	A. Findings of the research study B. Conclusions based on the findings
V. PROPOSED STRATEGIC PLAN	A. Objectives and rationale of the proposed plan B. Proposed activities and timelines C. Proposed metrics or key performance indicators to measure plan effectiveness
VI. PROPOSED BUDGET	Costs associated with proposed strategies
VII. BIBLIOGRAPHY	
VIII. APPENDIX	An appendix is optional. If additional material is appended, all pages must be numbered as noted previously. Include in an appendix any exhibits appropriate to the written entry, but not important enough to include in the body. These might include sample questionnaires used, letters sent and received, general background data, minutes of meetings, etc.

# DECA Ontario Provincials in February

- When you present in front of the Judge, you may bring a copy of your paper with you.
- It may be printed double sided.
- The judge may or may not keep it after your presentation to reference during their evaluation period.

# Common Reasons Penalty Points are Assigned

- Not using the current year's event guidelines
  - Guidelines change from year to year
- Copied same project as last year
- Advisor not signing the Statement of Assurances
- Leaving out sections in the body of the written entry
- Too many pages