

2023 2024 Ontario DECA Provincials Written Event Submissions

SUBMISSION PROCEDURE

PART A **MONDAY, JANUARY 15, 2024 by 5:00pm**

Student Project Submission Link: <https://judgepro.registerychapter.com/org/jpon-pro/conf/written-provincials/student>

- **Only the STUDENT LEAD is to log into Judge Pro as assigned by Ontario DECA**
- **DO NOT wait until the last minute to electronically submit. Excuses of technical difficulties, server issues, and power outages will not be accepted as reasons for not submitting on time.**
- **Failure to follow instructions will lead to a penalty deduction.**

Students enrolled in DECA Writtens Events will be sent their invitation with password from Judge Pro **January 1, 2024**. If the students are in a team, only one of them has access to the program, the one who is **alphabetically first** by last name. Please ask them to check and make sure that they have received it; have them check their junk or spam folders as well.

Students in ALL Written events are expected to upload the following:

1. presentation slide deck saved as PDF (for FCE, HTPS and PSE events)
2. a paper submission saved as PDF (for all other written events)

Students may re-upload their Project as often as they want, until January 15; **highly recommended**.

If the student who was first in the alpha list resigns from the team, you can still upload the paper using the Team Captain's email address to upload it onto Judge Pro.

Naming Convention: SCHOOL - LAST NAMES

[i.e. East York CI – Plagianakos, Smith]

When you are ready to upload and submit a FINAL entry, BEFORE you log off, VERIFY you are uploading the CORRECT and FINAL version of your paper/slide deck.

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PART B Business papers will be read and marked online through Judge Pro. The Written Business Papers that are submitted online before the Provincial Competition will be assessed for plagiarism and adherence to the Ontario DECA's Competitive Event Checklist.

ALL ONLINE SUBMISSION OF PAPERS MUST USE:

- a) 1" margins (top, bottom, left and right); portrait NOT landscape
- b) Minimum of 1 ½ or double spacing for papers; single space where appropriate
- c) Arial font, size 11 (size may vary only in items in the Appendix, Tables or Financial Statements)
- c) 8 ½ X 11 letter-size; legal not permitted
- d) IMCE, IMCS, IMCP are 100% presentations BUT you still must submit papers. See DECA guide for outlines.
- e) FCE, HTPS and PSE do not have a paper requirement BUT MUST upload their slide decks.*

NOTE

- FCE will be writing the **Finance Cluster Exam** for Provincials
- HTPS will be writing the **Hospitality Cluster Exam** for Provincials
- IMCS, IMCE, IMCP, PSE will be writing the **Marketing Cluster Exam** for Provincials

WRITTEN EVENT STATEMENT OF ASSURANCES AND ACADEMIC INTEGRITY, 2023 2024

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 **2023 Chartered Association Career Development Conference** and the **2024 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.

The statement of assurances will be signed electronically by the LEAD Chapter Advisor using the Judge Pro portal. A listing of all the participants, their event code and file uploads/submissions will be viewable. As the Lead chapter advisor, you will verify that the above statements are true and that the student's (students') work does not constitute plagiarism. **Additionally, in case of the Written Events, the papers have been vetted by you and that you can certify that the students' papers follow DECA's formatting guidelines.**

Log into the Judge Pro Advisor Portal and sign off on each of the papers by CLICKING the link next to each paper upload verifying that you are signing the Statement of Assurances.

Advisor Project Submission Link:

Advisor Project Submission Link: <https://judgepro.registernychapter.com/org/jpon-pro/conf/written provincials>

PROJECT ORIGINALITY

Plagiarism of projects judged previously will automatically disqualify the team from competition.

ONTARIO CHECKLIST, 2023 2024

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 school by the Advisor in the Judge Pro portal.			
Papers from the Chapter will not be timetabled unless the form is completed and submitted by the Chapter Advisor.			
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. Standard letter size paper size is used: 8 ½ inches x 11 inches.	_____	5	_____
7. Written entry must be printed single-sided.	_____	5	_____
8. No sheet protectors, fold outs, attachments or tabs used.	_____	5	_____
9. 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	_____
10. The entry must be typed and use a page size of 8 ½ inches x 11 inches/ Handwritten corrections, notes, charts and graphs will be penalized.	_____	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.*