



FUNDAMENTAL DESKTOP PUBLISHING (400)

State 2025

Production:

Job 1: Loyalty Punch Card	_____ (110 points)
Job 2: Report Card	_____ (150 points)
Job 3: Invoice	_____ (145 points)
<i>TOTAL POINTS</i>	_____ (405 points)

Test Time: 90 minutes

GENERAL GUIDELINES:

Failure to adhere to any of the following rules will result in disqualification:

1. Member must hand in this test booklet and all printouts if any. Failure to do so will result in disqualification.
2. No equipment, supplies, or materials other than those specified for this event are allowed in the testing area. No previous BPA tests and/or sample tests (handwritten, photocopied, or keyed) are allowed in the testing area.
3. Electronic devices will be monitored according to ACT standards.

EXAM GUIDELINES:

1. Ensure this test booklet contains Jobs 1-3.
2. Key all jobs according to the instructions given.
3. Correct any and all formatting, spelling or grammar errors. Use the formatting guide in the *Style & Reference Manual*.
4. Your name or initials should *not* appear on any work you submit. Use your Member ID in any occasion you would normally key your reference initials.
5. In the lower **right** hand corner of ALL work submitted (unless otherwise specified), key your Member ID and job number.
6. If you complete the event before the end of the time allotted, notify the proctor. Time may be considered a factor in determining a winner when there is a tie score.
7. Place your scoring sheet on top of your jobs. Jobs should be placed in numerical order.

Job 1: Loyalty Punch Card			
TECHNICAL SPECIFICATION POINTS (All points or none are awarded for each technical requirement).			
	<i>Points</i>	<i>Score</i>	<i>Total</i>
Loyalty Punch Card shown as 3.5"x2".	10		
Loyalty Punch Card includes Refined Retreat Pet Services' Logo	10		
Loyalty Punch Card Refined Retreat Pet Services' business information	10		
Loyalty Punch Card includes a way to keep track of visits	10		
Accurate spelling, punctuation, and grammar	5		
Printed on an 8.5 x 11 sheet of paper member ID and job # in the lower right corner of the full page	5		
DESIGN ELEMENTS TO EVALUATE (Points awarded may range from 0 and up for each design element)			
Loyalty Punch Card is distinctive, effectively using fonts, typeface and sizing.	0-20		
Loyalty Punch Card applies principles of design and rules for proper layout.	0-20		
Loyalty Punch Card Overall design reflects Emily's love for animals and her business's commitment to providing top-notch services.	0-20		
Total points possible	110		

Job 2: Report Card			
TECHNICAL SPECIFICATION POINTS (All points or none are awarded for each technical requirement).			
	<i>Points</i>	<i>Score</i>	<i>Total</i>
Report Card shown as 5"x7".	10		
Report Card includes Refined Retreat Pet Services' Logo	10		
Report Card includes Refined Retreat Pet Services' business information	10		
Report Card includes space for pet information	10		
Report Card includes space for person providing service	10		
Report Card includes a creative way to indicate pet performance	10		
Report Card includes service(s) provided	10		
Report Card includes space for comments	10		
Accurate spelling, punctuation, and grammar	5		
Printed on an 8.5 x 11 sheet of paper member ID and job # in the lower right corner of the full page	5		
DESIGN ELEMENTS TO EVALUATE (Points awarded may range from 0 and up for each design element)			
Report Card is distinctive, effectively using fonts, typeface and sizing.	0-20		
Report Card applies principles of design and rules for proper layout.	0-20		
Report Card Overall design reflects Emily's love for animals and her business's commitment to providing top-notch services.	0-20		
Total points possible	150		

Job 3: Invoice for Services			
TECHNICAL SPECIFICATION POINTS (All points or none are awarded for each technical requirement).			
	<i>Points</i>	<i>Score</i>	<i>Total</i>
Invoice includes: Refined Retreat Pet Services' Logo	10		
Invoice includes: Refined Retreat Pet Services business information	10		
Invoice includes: Space to enter pet/owner information	10		
Invoice includes: Space to enter date(s) of service	5		
Invoice includes: In table format: services rendered, cost, total.	20		
Invoice replicated so that four invoices are displayed on one 8.5'x11" sheet.	20		
Accurate spelling, punctuation, and grammar	5		
Printed on an 8.5 x 11 sheet of paper member ID and job # in the lower right corner of the full page	5		
DESIGN ELEMENTS TO EVALUATE (Points awarded may range from 0 and up for each design element)			
Invoice is distinctive, effectively using fonts, typeface and sizing.	0-20		
Invoice applies principles of design and rules for proper layout.	0-20		
Invoice Overall design reflects Emily's love for animals and her business's commitment to providing top-notch services.	0-20		
Total points possible	145		