INTERNATIONAL ABILYMPICS HELSINKI 2027

Technical Description

English Word Processing

Skill 08



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1 Skill Overview

1.1 Skill Name and Category

English Word Processing, Media

1.2 Number of Competitors

This is an individual Skill Competition with one competitor.

1.3 Competition Time

The total competition time is 2 hours and consists of the following module:

• Module A: English Word Processing – 2 hours

Competitors have an additional 15 minutes before the competition to check the equipment and prepare permitted personal equipment, followed by 15 minutes to read the Task Assignment and instructions. These periods are not included in the competition time.

1.4 Description of the Skill

English Word Processing focuses on accurately reproducing and formatting documents using Microsoft Word based on a provided sample. Competitors demonstrate their ability to enter, structure, and format content efficiently, apply appropriate layouts and styles, and produce a final document that accurately matches the reference in both content and appearance.

Attention to detail, typing accuracy, and proficient use of Microsoft Word are essential for success in this skill.

2 Task Assignment Overview

2.1 Task Assignment Description and Familiarisation Session

The Task Assignment is the main competition task used to assess the competitors' skills. It defines what the competitors must complete during the competition and forms the basis for all assessments. The final result is evaluated only on the finished work produced during the official competition time.

A familiarisation session is organised on C-1. During this session, competitors may enter the workshop, see the workspace, check the available tools and materials, and ask questions about procedures or practical arrangements. Competitors are not allowed to practise, start, or rehearse any part of the Task Assignment during this session.

2.2 Task Assignment Structure

The competition consists of one module:

Module A: English Word Processing

Competition time: 2 hours

Competitors reproduce and format a five-page document based on a paper document provided at the competition. The completed document must accurately reproduce the content and formatting requirements defined in the Task Assignment.

Before the competition begins, competitors have 15 minutes to check the provided equipment and, where applicable, install personal equipment permitted under Section 3.2. Competitors then have 15 minutes to read the provided document and instructions. These preparation periods are not included in the competition time.

During the competition, competitors have 2 hours to input and format the document. The completed document must be printed in colour on A4 paper in portrait orientation and saved to the computer hard drive and the USB flash drive provided for the competition. The files must be saved under the filename "Coolcation" in the following formats:

- Microsoft Word document
- PDF file

Problems caused by competitor-supplied equipment do not normally entitle the competitor to additional competition time.

If competitors are divided into groups, each group completes an equivalent Task Assignment of the same difficulty level.

2.3 Task Assignment Technical Requirements

Competitors must be able to apply the following techniques and skills:

- Reproduce a document from a provided sample
- Enter and format text according to detailed instructions
- Create and edit tables and images
- Apply and use styles consistently throughout a document
- Generate an automatic table of contents
- Add and format headers, footers, and page numbering

• Prepare and print a professional-quality document
• Save the completed document in the required file formats and locations

The task is completed using Microsoft Word for Microsoft 365. Printing is performed in colour on A4 paper in portrait orientation.

The Task Assignment defines the exact requirements, including document content, formatting, layout, file formats, file naming, saving, and printing requirements, and may include task-specific variations or additional elements.

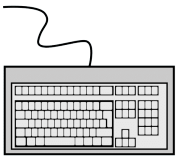
3 Materials and Equipment

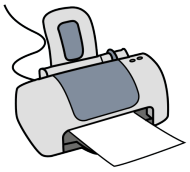
3.1 Materials and Equipment Provided by the Competition Organiser

The Organiser provides the materials, tools, and equipment listed below.

Images are for reference only. They do not indicate a specific brand or model unless otherwise stated in the specifications. Quantities are per competitor unless otherwise stated.

Items will be available at the competitor's workstation or in the designated competition area, as appropriate. Where exact brands, models, or task-specific material details are not specified, these may be confirmed before the competition or defined in the Task Assignment, as appropriate.

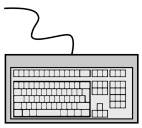
No.	Equipment / Material	Picture	Specifications	Quantity
01	Computer		Microsoft Word for Microsoft 365 installed	1
02	Mouse		Standard input device	1
03	Keyboard		Standard input device	1
04	USB flash drive		For saving the completed competition files	1
05	Table		—	1
06	Chair		—	1

No.	Equipment / Material	Picture	Specifications	Quantity
07	A4 paper		Suitable for colour printing	Shared in the competition area
08	Printer		—	Shared in the competition area

3.2 Materials and Equipment Supplied by Competitors

Competitors may bring only the materials, tools, and equipment listed below. Personal tools and equipment must fit within a toolbox or tool case suitable for checked luggage, with a maximum total weight of 23 kg, including the toolbox or case. This requirement does not apply to clothing, footwear, personal protective equipment (PPE), or equipment required due to the competitor's condition or special needs and agreed in advance with the Organiser.

Images are for reference only. They do not indicate a specific brand or model unless the specifications state otherwise. Quantities are per competitor unless otherwise stated.

N°	Equipment	Alt text	Specifications	Qty
01	USB mouse		Competitor's choice	1
02	USB keyboard		Competitor's regional keyboard layout	1

3.3 Prohibited Materials and Equipment

Competitors may use only the materials, tools, and equipment listed in Sections 3.1 and 3.2, unless otherwise authorised by the Skill Manager or Chief Judge. This restriction does not apply to clothing, footwear, or personal protective equipment (PPE) required in Section 4.1, or to equipment required due to the competitor's condition or special needs and agreed in advance with the Organiser.

All other materials, tools, and equipment are not permitted.

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4 Skill-Specific Requirements

4.1 Skill-Specific Requirements

The Skill-Specific Requirements below apply to this Skill Competition and must be followed in addition to the Abilympics Competition Rules. The Skill Manager or Chief Judge may provide additional instructions, as needed, to ensure the competition is conducted safely and fairly.

Topic	Skill-Specific Requirements
Materials and tools provided by the Organiser	Competitors must check all materials, tools, and equipment before the competition begins. If any item is missing, damaged, or defective, competitors must immediately inform the Judges. No replacements will be provided once competition time has commenced, unless authorised by the Judges. If equipment provided by the Organiser fails and the failure is confirmed not to have been caused by the competitor, the Chief Judge may grant additional time.
Use of personal tools	Competitors may bring and use only the personal tools and equipment listed in Section 3.2. No other personal tools or equipment are permitted. This restriction does not apply to equipment required due to the competitor's condition or special needs and agreed in advance with the Organiser. A personal USB mouse and keyboard may be used. They must be wired and must not contain internal memory, programmable macro functionality, data storage capability, or wireless communication features.
Personal protective equipment (PPE)	PPE is not required for this skill.
Clothing / Uniform	There is no mandatory uniform. Competitors must wear neat, comfortable clothing suitable for computer-based work. Clothing must allow the competitor to work safely and effectively at the workstation. Clothing must not display large commercial logos or promotional branding. Small, non-distracting brand marks are permitted.
Sideline coaching	Competitors must remain at their workstations or within the designated competition area during competition time, unless authorised to leave by the Judges. Competitors may not communicate with other competitors or members of the public during competition time. Competitors may communicate with Judges, Interpreters, personal assistants, and other authorised persons when required. The role and

Topic	Skill-Specific Requirements
	permitted involvement of a personal assistant must be agreed in advance with the Organiser based on the competitor's condition or special needs.
Use of technology	Competitors may not use personal laptops, tablets, mobile phones, smartwatches, or other personal communication or electronic devices during competition time. Competitors must store such devices away and may access them only during the lunch break or at the end of the competition day. This restriction does not apply to devices required due to the competitor's condition or special needs and agreed in advance with the Organiser. Judges and Interpreters may use devices required for their official duties only as agreed by the Skill Manager and the Chief Judge. The Skill Manager and the Chief Judge may use devices required for competition management and will specify any additional restrictions or permitted device use within the competition area.

5 Assessment Framework

5.1 Assessment Principles

All Abilympics Skill Competitions are marked out of 100 points.

Points are divided between criteria that reflect the required skills and expected outcomes.

Two methods of assessment are used:

- **Measurement**: objective, factual scoring (e.g., size, accuracy).
- **Judgement**: expert evaluation of quality, technique, and artistic choices.

5.2 Assessment Areas

Detailed marking criteria and scoring are provided in the Task Assignment.

Assessment focuses on the following key areas:

Assessment Area	Points
Text Input and Accuracy	25
Document Layout and Printing	9
Cover Page	9
Table of Contents	12
Images and Footnotes	25
Table Formatting and Footnotes	20
Total	**100**

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