



# GUIDELINES FOR SAFA QUIZ AND ELOCUTION CONTEST



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**Committee on Education,  
Training and CPD of South Asian Federation of Accountants (SAFA)**

## **PREAMBLE**

The Committee on Education, Training and CPD at its 33rd meeting held on August 12, 2016 in Kathmandu, Nepal considered the suggestion of the Institute of Chartered Accountants of India (ICAI) for organising SAFA Quiz and Elocution Contest in lines with the Quiz and Elocution Contest being organised by the Institute of Chartered Accountants of India for its students.

The Committee felt that such competition at national level is very important for grooming the students and decided to replicate the same amongst all SAFA member bodies and the winners of such competition at national level will participate in the SAFA Quiz and Elocution contest which will be hosted every year in January by the member body having SAFA Presidency.

The first such competition was hosted by the Institute of Chartered Accountants of Bangladesh on January 28, 2017 in Dhaka, Bangladesh. The event witnessed the participation of Mr. Hans Hoogervorst, Chairman, International Accounting Standards Board (IASB) amongst other dignitaries from SAFA region.

The Committee at its 37th meeting held on August 29, 2017 in Kathmandu, Nepal has thoroughly revised the Guidelines for the SAFA Quiz and Elocution contest, considering the ground realities and the evolving requirements of the students of accountancy profession across the region of SAFA member bodies.

## **ACKNOWLEDGEMENTS**

The SAFA Board takes this opportunity to thank all the members of the Committee specially CA. Mangesh Kinare, Mr. Mahmudul Hasan Khusru, Mr. Suresh Devkota and Mr. Mohammad Maqbool who have actively contributed in the revision of the guidelines of the SAFA Quiz and Elocution Contest under the Chairmanship of CA. Atul Kumar Gupta. The SAFA Board also acknowledges the contribution of CA. Babu Abraham Kallivayalil, the then Chairman of the Committee and CA. Dhiraj Khandelwal who mooted this idea of organising SAFA Quiz and Elocution Contest and the then Committee members for developing the initial guidelines of SAFA Quiz and Elocution Contest.

The SAFA Board also acknowledges the contribution of the Institute of Chartered Accountants of India for their secretarial support.

## GUIDELINES FOR SAFA QUIZ AND ELOCUTION CONTEST

1. Name of the Event : SAFA Quiz and Elocution Contest
2. Time and Organizer of the Event : In January every year by the member body having SAFA presidency.
3. Participants : Students from the SAFA Member Bodies, Associates and Observers.
4. How many students can participate : Maximum Two (02) students can be from each member body in SAFA nominated by Member Bodies, Associates and Observers of SAFA to participate in Quiz and Elocution Contest?

Note: The students participating in each contest can be same as well as different depending on the discretion of the Member Bodies, Associates and Observers of SAFA.

5. Eligibility criteria for the participants : The participants should not be more than in the SAFA Quiz and Elocution Contest? 27 years of age as on 31st December immediately preceding the year of competition and preferably he/she should be under article-ship or training contract. Eg: for competition in 2018 the participant should not be more than 27 years of age as on 31st December, 2017.

Any participant should not be a member of any professional accountancy body.

6. Criteria for nomination by member : Winners of national level competition shall bodies? participate in SAFA Competition.

7. How and when the names of the : Member Bodies, Associates and Observers nominated participants will be will forward the names of the nominated communicated for SAFA Quiz and participants to the SAFA Secretariat at least Elocution Contest? 1 month prior to the date SAFA Quiz and Elocution Contest.

In the elocution contest the topic for each participant should also be sent by the Member Bodies, Associates and Observers along with their nomination.

**8. Topic for the SAFA Quiz Contest :** Topics shall be finalized by the Committee on Education, Training and CPD preferably by 30th April of the preceding year.

**9. Topics for the SAFA Elocution Contest :** Topics shall be finalized by the Committee on Education, Training and CPD preferably by 30th April of the preceding year.

[It is noted that the meaning of Elocution is the study of formal speaking in pronunciation, grammar, style, and tone.]

**10. How will the questions for Quiz Contest be framed. :** Member Bodies, Associates and Observers should send minimum 50 possible MCQ type questions on the topic finalised to the Secretariat of the host country for the Quiz contest with a copy of the same to the Permanent Secretariat on the basis of which final questions will be formulated. For each question, there will be fours (04) alternative answers along with the right answer.

Member Bodies, Associates and Observers are advised to forward the maximum possible questions on the topic for developing comprehensive question bank.

**11. Deadline for sending questions by the member bodies? :** SAFA Member Bodies, Associates and Observers should forward maximum possible questions to the Secretariat of the host country with a copy to the Permanent Secretariat preferably 60 days before the Quiz Contest.

**12. Who will bear the cost of participants? :** Cost of participation of nominated students (accommodation and travel) shall be borne by the respective Member Bodies, Associate and Observer and host body will make other local arrangements.

**13. How the Quiz Questions will be set? :** The final hundred and forty (140) MCQ Type Quiz Questions shall be finalized by the Committee on Education, Training and CPD preferably a day before the contest out of the Quiz Questions received from the SAFA Member Bodies, Associates and Observers.

**14.** What will be mode of Quiz Test and :  
how will the marks be allocated?

There will be 3 rounds of questions:

**a.** First round shall consist of 5 questions from each team. The students will be given 60 seconds for answering each of the questions. The questions should be addressed turn-by-turn to each group. For example, Q. No. 1 will be addressed to Group A. If Group A answers the question correctly, then Q. No. 2 will be addressed to Group B. If Group A does not answer Q.No.1 correctly, the question will pass on to the team which presses the buzzer first. If the team which presses the buzzer is also not able to answer correctly the question will not be passed on further. As usual, the Question No. 2 will be addressed to Group B, the Question No. 3 will be addressed to Group C and so on.

**b.** Second round will be Rapid Fire Round in which five questions will be asked from each group. Each team will be given a total time of one minute and five questions are posed to them which are to be answered instantaneously. Students may choose not to answer a question. There will be no passing in Rapid Fire Round. This round will not be a multiple choice question round.

**c.** Third round will be buzzer round and a total of 20 questions will be asked in this round. The team which presses the buzzer first will be asked the question. There will be no passing in case of a wrong answer.

**d.** Each right answer will be awarded 10 points and 5 points shall be given for passed question. There will be negative marking of 5 points in case the team which presses the buzzer is unable to answer correctly.

**15.** Result of quiz test :

The team scoring the highest marks will be declared as the Champion

16. Participants of Elocution contest : 2 participants nominated by each Member Body, Associate and Observer on the basis of national competition will be eligible for participating in the elocution contest.

17. Medium of Quiz and Elocution contest : Medium of Quiz and Elocution contest would be English.

18. How the topic regarding Elocution Contest for each contestant will be selected? : The SAFA Member Bodies, Associates and Observers will have to inform the topic of each of the participants nominated for the elocution contest along with their nomination.

19. What about the allocated time for each contestant? : Each contestant will be given ten minutes time. A warning bell will ring at the end of the eight minute, signaling the contestant to conclude the discussion in another two minutes.

20. What about the marking criteria and allocated marks against such criteria? : Evaluation will be based on the coverage of the subject matters language command, capacity to engage the audience etc.

The following criteria may be taken into account while evaluating the performance of the participants:

- |    |  |          |
|----|--|----------|
| 1) | Lucidity of language:  | 6 marks  |
| 2) | Style of deliver   | 6 marks  |
| 3) | Capacity to engage the attention of the audience   | 6 marks  |
| 4) | Precision of expression  | 6 marks  |
| 5) | Depth of coverage of the subject matter including reference to latest developments in the concerned area | 70 marks |
| 6) | Adherence to time limit  | 6 marks  |

**Total (One Hundred) 100 Marks**

21. Awarding of marks : The four member expert Panel which will be a mix of subject expert and presentation experts will act as judges. The Panel will be appointed by President SAFA on the basis of recommendation of Committee on Education, Training and CPD.

The marks given by the judges will be averaged. Then top three will be selected.

If there is any tie between the marks of two groups then the judges will through an instant question before the two groups. The group who will response (raise hand/ blow whistle etc.) first will be allowed to make answer. If the answer is wrong then second group will get the chance to make answer.

**22.** How the Winners will be selected for :  
Quiz and Elocution Contest?

The top three scorers of Elocution will be selected as winners i.e.:

- 1) Champion,
- 2) 1st Runner-up and
- 3) 2nd Runner-up

For quiz contest one of the team shall be declared as the Winner and the second team as Runner up.

**23.** What will be the award and prize :  
money for each winner of the Quiz  
and Elocution Contest?

Each winner of the Quiz and Elocution Contest will be eligible to receive a crest/trophy and a certificate.

All the participating students will get a Certificate of participation

Host body shall also give a total cash price equivalent to USD 1000 which shall be distributed to all the winners proportionately.

**24.** Other relevant guidelines and :  
information for the host body?

The host member body is expected to provide any information relevant to organizing the event especially in relation to hotel cost for accommodation, transport, estimated time from each hotel to venue, etc. The host member body will engage a Quiz Master of International level for the Contest.

But in every case, SAFA secretariat will provide all relevant guidelines, updates and information as requested.



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