ILLINOIS FUTURE BUSINESS LEADERS OF AMERICA
School-site Online Testing Event Administration
Northern Area Leadership Conference

Proctor Instructions and Information – Online

Thank you for agreeing to support the educational and career preparation of FBLA members by agreeing to serve as a Proctor for this competitive event. Your involvement and commitment makes this program possible for our students. We appreciate your willingness to help!

As you prepare to administer the event, please take a few minutes and familiarize yourself with the appropriate event guidelines and with the instructions that follow. It is important that the guidelines and instructions be followed carefully to ensure fairness to all competitors. If you have any questions or require clarification, please email Sandra Bronson at ardnas.teacher@gmail.com or contact her at 217-972-1590 prior to the testing. Should any issues arrive during the testing session, please contact Sandra Bronson.

Before the Event:

1. Familiarize yourself with the test instructions so that you will be better prepared to anticipate the needs of your students.

2. Familiarize yourself with the equipment and facility in which the testing will take place. Be sure you know how to turn on the machines, access the Internet, troubleshoot common problems, etc. You need to check specifically if students can log onto the computers and also access the Internet.

3. Verify that students will be able to sign into a local network. The program is best viewed using Internet Explorer 5.0+. The program will work at 800 x 600 or higher resolution, but is best viewed at 1024 x 768 resolution. Set the resolutions before competitors log into the program. (Click on Start, click on Settings, click on Control Panel, click on Display, click on Settings, go to Screen Area and change to 1024 x 768).

4. Students competing in the same event who are not taking a collaborative test must not sit next to each other. If there is a team event, only one student will receive a testing ID.

5. You should distribute the login sheets/certification forms to each competitor. It is imperative that the students enter the login information exactly as provided on the sheet, even if names are spelled incorrectly.

6. For those students who do not show up for testing, please cross through their Competitor Certification Form(s) and write NO SHOW across the form(s) prior to sending materials back to Sandra Bronson, Illinois FBLA State Adviser.

7. Students may furnish their own calculators as along as the calculators meet SLC/NLC guidelines… no programmable or graphing calculators are allowed. There is a calculator function that is available within the online testing application. Cell phones with calculator functions will **not** be allowed. Students may use the basic calculator application provided by the computer's operating system. A student may **not** use an application such as Excel to calculate values.

8. Students should not have any other application other than the calculator application (if necessary) open on their desktops during the test.

9. There is an online instructions sheet that students should be given.

During the Event:

1. It is important that the one-hour time limit indicated for each event is strictly followed. Once the clock has started on an event, it will continue to run. The clock will not be stopped for any reason as it is run by the system.

2. Students are permitted to review their test and change answers as necessary during the course of the hour. **However, the students are not allowed to print any portion of the test.**

3. Students are **not** permitted to visit any other site on the Internet. **As a Proctor, you should strictly and closely monitor the students at all times making sure no one is accessing a screen other than the testing system.**

4. Proctors are not to provide ANY assistance in using the software. Proctors are permitted to assist only with equipment problems (i.e. screen freezes, network connections, etc.).

5. If the students are not able to access the Online Testing system, are not able to access the Internet, or the Internet goes down for a significant portion of time, you should email Sandra Bronson immediately at ardnas.teacher@gmail.com or call 217-972-1590.

6. If a system locks up during the test, please reboot the machine or have the student move to another machine. Please keep in mind that clock continues to run during this downtime. Please keep track of the downtime. If you find at the end of the test that the student needs more time, you should call Sandra Bronson immediately at 217-972-1590. Extra time will only be granted to students who do not complete their tests and lose time because of a system malfunction. Many tests are designed so that most students do not complete the test within the hour given.

7. If a student finds that he/she is unable to change their answers because of a system issue, you should have the student write the number of the question as well as the new answer they wanted to select. Include the first several words to differentiate one selection from another; do NOT simply provide A, B, C, or D as the orders are randomized for each student. This should only be done if the system is malfunctioning and not allowing the student to change his/her answer during the permitted hour. Once the time has ended, the student will not be able to change their answers and thus must go with the answers already in the system. Include the student's name, school, and event on this sheet and e-mail Sandra Bronson at ardnas.teacher@gmail.com.

8. If a student is unable to view an image/chart/graphic, please call Sandra Bronson immediately at 217-972-1590 and this image will be emailed to you.

9. Observation of cheating or any other unethical conduct should be reported to Sandra Bronson, Illinois FBLA State Adviser, immediately.

After the Event:
1. After the students complete the test, they may leave. However, before they leave, each student must sign and complete the Competitor Certification Form at: https://forms.gle/ADkCXtjtbkQCXHrf9

2. You must also sign the Proctor Certification Form.

   a. Proctor's Certification Form: https://forms.gle/4yh16UQ1K6ftLYMf8
- Proctor's Testing Record: https://forms.gle/NNyr3aHBkaMWnsjy8
- All scratch paper used by competitors must be destroyed or shredded.

Thanks again for your assistance!

ILLINOIS FUTURE BUSINESS LEADERS OF AMERICA
School-site Online Testing Event Administration
State Leadership Conference

Proctor Script – Online (Subject to Change)

NOTE: Instructions to the Proctor are printed in regular type. Information which should be read to the competitors is printed in bold font.

Contestants must use a computer to complete the online testing. Allow students time to turn on their equipment, ensure it is working properly, and make sure they are able to access the Internet.

Announce to the contestant(s):

> **If you are competing in an individual event today, you will complete your own test. If you are competing in a team event, the team will collaboratively complete one test except for Parliamentary Procedure. If you are taking the Parliamentary Procedure test, each team member will take the test individually. You should not be sitting next to another competitor or team in the same event as you. Please listen to me carefully and do not jump ahead of me in the screens. If you do so, you may lose time to complete this test.**

Instruct the students to now access the online testing system at this time. They should open the Illinois FBLA online testing site at http://www.techfluency.org/esess.

> **You should now attempt to log into the system. You must enter your organization/school name, first name, last name, and password exactly as you were given.   Once you have entered these correctly, you may click the <Log In> button but do not proceed further.**

Wait for students to login. Once all students have successfully logged in, they should be at the General Information page.

> **You should now review the General Information listed on this page.**

Wait for students to review the General Information page. Once they have all reviewed the General Information page, they should be at the Participant Menu.

> **You are not allowed to use any reference materials during the taking of this test. No other application should be open on your computer at this time. You are not allowed to refer to any other website during the taking of this test.**

> **If you have brought your own calculator please show it at this time. I will come around and verify that it is an appropriate SLC/NLC approved calculator. There is a calculator function within the testing application and you may also use the Calculator provided with Microsoft Windows under the Accessories menu.**

> **You will have 60 minutes to complete the test. Once you begin the test, the online clock will begin. After an hour, the test will be automatically locked.**

> **It is imperative that you do not click the BACK or REFRESH button on your Internet toolbar. You should only use the navigation buttons presented on the testing screens. If you use the BACK or REFRESH buttons you may need to login again and you will lose valuable time.**

If the screen locks up during the test, you simply need to close the application and log back into the application. If you do not see your navigation buttons, make sure your testing screen is completely maximized. If you continue to not see your buttons, close the application and log back in.

You may view the test in the individual question mode or via the Review Page.

When in the Individual Question Mode, after answering a question, you should click on the "Save Answer" button, not the "Next" or "Previous" button for your answer to be sent to the server. You will still be able to change your answer during the Review phase.

PLEASE NOTE: If you select an answer and click the "Next" or "Skip" button, your answer may not be sent to the server.

If you are taking the test in Individual Mode and it is taking a while to go from one question to another or your screen is freezing, click on the Review button and complete the test in the Review mode. Each time you select an answer, it will save it to the server. While on the Review Page, do NOT click the "Submit for Grading" or "Close Assessment" button as this will lock your test and you will lose valuable time. You can go back to Individual Mode by clicking on the "Next" or "Previous" Button. Again, do not click on the "Submit for Grading" or "Close Assessment" button until you are finished with the test.

If you have to log out and log back in, the system will return you to the first unanswered question. However, the clock continues to run once you have started the test.

Once you select an answer, you may change that answer up until the time you lock the test by clicking the "Submit for Grading" button.

Once you have completed the test, you must then report to me to sign and complete the Certification Form. Your score will not be validated until you have signed this form.

All results will be announced at the Awards Program at the Illinois FBLA State Leadership Conference.

Once you are ready, you may click on the BEGIN button under the Assessment column.

The Test Proctor may assist with any hardware problems. The testing system will only allow 60 minutes to complete the test. If a student is unable to spend the entire time testing, he/she will not be permitted to finish the test later in another session. Proctors should keep distractions, including conversation, to a minimum.

Please sign the *Proctor Certification Form*, and return it along with all other event materials to the chapter adviser. Thank you for your help!

• Illinois FBLA Online Testing FAQs

Q: Can students take tests at different times during the testing period?
A: Yes, students do not need to take their test all at the same time for Area or State competition. However, students competing in the same events must take their tests within the same testing time block. Failure to do so will result in disqualification.

2020: Due to Covid-19, for area competition, students are not required to take the same tests at the same time.

Q: What happens if a competitor's name is misspelled on their Participant Certification/Login Information Form?
A: The name is generated from the information typed in at registration. Therefore, if there is misspelling then this needs to be corrected. To get the information corrected, contact Sandra Bronson at ardnas.teacher@gmail.com to get the information corrected.

Q: What if a student is unable to login using the given login name and password?
A: The proctor should immediately contact Sandra Bronson at 217-972-1590 to have the password/login ID reset.

Q: How will anyone know who actually proctors the test?
A: A major premise of the online testing process is honesty when dealing with who serves as the proctors. Any questions or concerns about school not abiding by the testing rules should be reported immediately to Sandra Bronson at ardnas.teacher@gmail.com or at 217-972-1590.

Q: What happens if there is a problem such as the Internet not working?
A: Technical issues may arise during testing, therefore it is highly encouraged to not wait until the last day to take a test. You are given 11 days to complete testing which is plenty of time to rearrange schedules and allow for technical difficulties. There will not be extensions given for testing times.

Q: Are students taking the same test (freshman/sophomore only events or Parliamentary Procedure) permitted to sit next to each other?
A: No. Students competing in the same event must have at least one workstation between them. If possible, it is recommended that there be one empty workstation between all competitors. However, students competing in different events may sit next to each other.

Q: Are students permitted to print any portions of the test?
A: No. No portions of the test may be printed.

Q: What if a student's computer freezes during the test?
A: The proctor should note the amount of time lost. Generally, the student should be able to simply re-launch their browser and login again. Under some circumstances, the students may need to go to another machine to complete the test. *If possible, it is highly recommended that proctors already have several workstations available and booted up should students need to go to another machine.* Answers to questions already answered will not be lost. Once the test has been clocked, if the student needs more time due to a technical malfunction involving the testing system, the proctor needs to call Sandra Bronson at 217-972-1590 immediately to request additional time. Please do not make this request until the student has run out of time. The student may not leave the room as any additional time will only be granted for that testing session. The student will not be allowed to finish the test at another time. Additional time for a later testing session will not be granted. Additional time will only be granted for technical issues involving the online testing system, and not for scheduling conflicts involving the competitors.

Q: What happens if a student does not sign or return his/her Competitor Certification Form?
A: The student will be automatically disqualified. All Competitor Certification Forms must be uploaded to your school's FBLA Dropbox or mailed back to Sandra Bronson, Illinois FBLA State Adviser, 2093 Solar Avenue, Decatur, IL 62526. The forms must be postmarked no later than January 15. If the form is not returned or is unsigned, the students' tests will be disqualified.

Q: What happens if the Proctor Certification Form is not returned?
A: The student(s) will be automatically disqualified. All Proctor Certification Forms must be uploaded to your school's FBLA Dropbox or emailed to Sandra Bronson at ardnas.teacher@gmail.com

Q: Who signs the Proctor Certification Form if multiple advisers serve as group proctors?
A: If multiple people serve as group proctors for multiple chapters, all people serving as proctors must sign the certification form (make additional copies if necessary).

Q: What needs to be returned to Sandra Bronson, Illinois FBLA State Adviser?
A: You only need to complete the online forms. These are the Proctor Certification Form, Test Session Form(s), the individual Competitor Certification/Login Information Forms. Any scratch paper used must be destroyed or shredded. All forms must be completed by: January 15. Failure to do so will result in disqualification of competitors.

Q: What if a student brings a calculator to the test?
A Students may furnish their own calculators as along as the calculator meets SLC/NLC guidelines… no programmable or graphing calculators. There will be a calculator function within the online testing application that students may use. Students may use the basic calculator application provided by the computer's operating system. Cell phones with calculator functions will not be allowed. A student may not use an application such as Excel to calculate values.

Q: Are the students permitted to visit other sites on the Internet during the test?
A: No. Proctors must actively supervise the students during the test to ensure that they do not go to other sites on the Internet. The only application, other than the testing system, that may be open during the test is the calculator.

Q: Are students permitted to use scratch paper or reference materials during the test?
A: Students may use blank scratch paper when taking the test. Any scratch paper written on must be returned with the certification forms. However, they may NOT use any reference materials during the test.

Q: What if a student feels the test contains a bad question?
A: The student should note the event name and test question number and then provide an explanation as to why question either contains multiple correct answers or no correct answers. Due to time considerations, these explanations should be written once the student is finished with the test. These "appeals" need to be emailed to Sandra Bronson no later than January 15.

Q: Are students' answers saved automatically?
A: If a student takes the test in the individual question mode (default), the answers will be saved to the system after he/she advances to the next question. So, in the event that the system crashes or your computer loses its network connection, the answers will be saved. In the student is taking the test in the Review Page, the system will save the answer once the answer is selected. Students should not click the DONE button as this will lock the test.

Q: What happens if the system locks the test before the 60-minute period is over?
A: Occasionally, with some versions of operating systems, a fluke will happen and the student's test will be locked before the 60 minutes are over. If this is the case, you should call Sandra Bronson at 217-972-1590 to have the test reset. If you get the voicemail, they are likely helping someone else on the other line. Please leave a message or send an email to ardnas.teacher@gmail.com for assistance.

Q: What if a student doesn't see the navigation buttons?
A: The student should make sure that the testing window is fully maximized. The student may also need to scroll down to find the buttons. If the buttons still are not visible, exit the testing system and log back in.

Q: Are the answers saved after the student submits the test?
A: Yes, answers will be saved. Once a student submits his/her tests, the test should then be marked completed. However, there are times when it is not marked completed. Please be advised that answers have been recorded and the question has been scored even if the test is not marked completed. You may find that after a student has completed a tested, it will not be logged as "Locked." Please know that the test has been recorded (each answer is sent to the server when going to the next question when using the Individual Question mode). The test will eventually be locked, even if for some reason, it does not show this.