

2024-25 Competitive Events

Test Proctor Information



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Informational Links:

- [About FBLA](#)
- [Link to Middle School Competitive Events National Guidelines](#)
- [Link to High School Competitive Events National Guidelines](#)
- [Link to Collegiate Competitive Events National Guidelines](#)
- [National Competitive Events Policy & Procedures Manual](#)
- [Honor Code](#)

If you have questions or any issues during testing, please contact Jamie Connor at jconnor@mdfbla.org

Who is a Test Proctor?

A proctor is an adult who ensures the proper administration of tests during any testing. The proctor oversees protecting the integrity of the tests and the proper administration of tests at the testing site.

FBLA Proctors must meet the following criteria:

- Familiar and comfortable with use of technology/computer and troubleshooting basic technology issues
- Minimum of 21 years old on the day of testing
- Not a competitor within the FBLA chapter at any time during the current academic year
- Not a current FBLA member of middle school, high school, or collegiate divisions
- Physically capable of observing activities throughout the testing site
- Able to be present during the entire testing period and willing to actively supervise the test process in the whole time
- Willing to enforce all policies and procedures for testing
- Impartial and free from bias toward any competitors

Proctor Acknowledgement

Testing administrators and proctors acknowledge that FBLA tests are proprietary and have a substantive monetary value. They further acknowledge liability for any action that results in the actual breach of security of test questions or a perceived violation of security that would diminish the overall value of the tests, FBLA, or MBA Research.

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Testing Procedures

FBLA test proctors are expected to act professionally, as is standard in all high-stakes testing environments, throughout the testing process (e.g., quiet room, no communication among testers). Proctors may utilize their professional judgment to determine responses to specific requests or circumstances within the overall context of a positive, credible testing process.

FBLA competitors on a team must begin within minutes of each other, but all competitors don't need to start or end at precisely the same time. Competitors should be spaced apart, and teammates should not be sitting next to each other.

Proctors may supervise a maximum of 30 testers at one time. If more than 30 are to be tested concurrently, an assistant proctor must be present.

Materials Information

Materials Needed:

- Competitor access to computer lab and/or electronic devices with internet access
- Competitor login information and instructions
- Blank scratch sheet of paper for each competitor
- Note: The national guidelines indicate that competitors are to bring a sharpened pencil

Testers are allowed:

- Use of scratch paper (NOTE: Scratch paper is to be collected and destroyed after testing)
- To bring a sharpened pencil

Testers are not allowed:

- References or resources of any kind
- Use of other websites while logged in to the testing site
- Communication with other competitors or the test administrator/proctor
- To record in any manner any element of the test

Testing Timeline

Before Testing

- Secure a testing location that is quiet and free of distractions
- Review the event guidelines and sample proctor script
- Review the testing window and post-testing times for your competitors to test in person with a proctor
- Have login information and instructions available for competitors
- Confirm any testing accommodations that the FBLA adviser might have submitted. This may include additional time, physical translation dictionaries, or the availability of cell phones within reach.

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During Testing

- Be ready to begin testing 10-15 minutes before the testing window opens
- Ensure competitors have used the restroom, cleared their desks, and left their belongings, including cell phones and smartwatches, in a secure place away from testing
- Once competitors have begun testing, walk around the room to ensure phones, watches, and other outside resources and browser tabs are not being used during the test
- Troubleshoot as needs arise
- Do not answer questions about the question content or review questions

After Testing

- Competitors are to turn in scratch paper, login cards, and any other testing materials.
- Collect and destroy all scratch paper, login cards, and any other remaining test materials.
- Destroy any remaining test materials
- Complete the [Proctor Certification Form](#)

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Proctor Script

NOTE: Instructions to the Proctor are printed in regular type. Information that should be read to the participants is printed in **bold**.

Make sure competitors have a quiet space to work away from outside distractions. Competitors should be seated at a distance from another competitor (to prevent sharing answers) and in a location where you, as the proctor, can see all active competitor screens.

Team members must take tests individually, ensuring that each team member will take their own test and **not** collaboratively. The average of the individual test scores will be the final team test score. Scoring and score management is not the responsibility of the proctor.

Announce to the competitors:

You should be seated independent of any other competitors – even teammates in a team event.

Today you will be completing an online objective test for FBLA.

For high school/collegiate competitors - **You will have 50 minutes to answer 100 questions. At the end of 50 minutes, the system will submit your test automatically unless you have submitted the test.**

For middle school competitors - **You will have 30 minutes to answer 50 questions. At the end of 30 minutes, the system will submit your test automatically unless you have submitted the test.**

At this time, please turn off all electronic devices, including cell phones and smart watches. Using an unapproved device is considered a violation of the FBLA Honor Code. Please clear the area around you and put all belongings, including cell phones and smart watches, under the table.

In addition, you are not permitted to use outside websites during the test. This is also considered a violation of the FBLA Honor Code.

If your test includes the use of a calculator, you can find one in your testing window/platform. Do not use a personal calculator or computer operating system's calculator.

As a proctor, I am not allowed to answer knowledge or content related questions about the test. If you run into problems during the test, or if you log in and see the incorrect test, raise your hand immediately for assistance.

When you have submitted your test, please bring all test materials such as login cards and scratch paper to me and you may leave the room. (OR When you have submitted your test, sit quietly until the remaining competitors have finished. After all competitors are

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finished, say, **Please bring all test materials such as login cards and scratch paper to me and you may leave the room.**)

Once you begin the test, you must finish the test. What questions can I answer before we begin?

You may now begin your test.

Each competitor's test will run on its own clock, stopping them when 50 or 30 minutes has been reached.

If you find a competitor using a cell phone or otherwise violating the Honor Code, please document the incident and contact Jamie Connor at jconnor@mdfbla.org

Honor Code

The Future Business Leaders of America (FBLA) Honor Code embodies principles of integrity, trust, respect, and responsibility essential for fostering excellence and ethical leadership in a community devoted to learning.

Every member, local adviser, and State Leader must maintain and enforce these principles. To ensure a high standard across FBLA, every competitor registered in any competitive event must agree to comply with the following guidelines:

- **Compliance:** Competitors are required to read and adhere to the Competitive Event Guidelines relevant to their event.
- **Original Work:** Competitors must ensure that all content submitted for competitive events is their own work or that of their team members. Proper citation of sources is mandatory.
- **Use of Materials:** Only items and materials explicitly allowed by FBLA Competitive Event Guidelines may be utilized.
- **Independence:** No external assistance beyond what is explicitly permitted in FBLA event instructions or guidelines is allowed.
- **Cell Phones, Smart Watches, and Headphones:** Unless a pre-approved accommodation is in place, all cell phones, smart watches, and headphones must be turned off and put away before testing or role play competition begins. Any report of these devices being visible or in use will be considered a violation of the Honor Code.
- **Data Storage:** Competitors are prohibited from saving any competitive event or test materials provided by the National Center or a state organization to any storage device or cloud storage.
- **Originality:** Competitive entries must be entirely original and not previously entered in national competition by the competitor or others. (It is the intent to preclude local chapters from rewriting the same event, and it is recognized that chapters may utilize the same or similar activities on an annual basis in some events. In this case, chapters may use these activities, ensuring that the project or portions of projects are not rewritten and therefore plagiarized.)
- **Honest Participation:** Competitors must engage in all competitive events with honesty and integrity.

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In the event of an alleged Honor Code violation, the National Competitive Events Committee for the designated FBLA division will investigate. If a violation is confirmed, penalty points, including disqualification, may be imposed at the discretion of the National Competitive Events Committee. Additionally, information regarding the violation may be forwarded to the appropriate state FBLA organization for future action regarding academic integrity.

By registering for the National Leadership Conference, participants acknowledge their understanding of the Honor Code and the consequences of violating it.

Thank You!

Thank you for ensuring the integrity of the FBLA tests.

If you have questions or any issues during testing, please contact: Jamie Connor at jconnor@mdfbla.org