

**Maryland FBLA
Advisor Update #4
Regional Conference Testing and Performance Event Instructions
November 30, 2020**

Hello Maryland FBLA Advisors

Our 2020-2021 Regional Leadership Competitive Events Program will be unlike any other as all competitive events will be completed in a home environment. At the regional level, there will be 43 objective test events, 16 recorded video performance events, and 4 live video performance events. The instructions for each event type are listed below along with other RLC event information and deadlines. Included in this update are:

1. Summary of key dates for regional conference competitive events
2. Objective Tests (online) instructions and procedures
3. Recorded Video Performance Events instructions and procedures
4. Live Video Performance Events with Prep and/or Presentation Time instructions and procedures
5. Live Video Job Interview Event instructions and procedures

Attachments included with this update are indicated with red text and yellow highlight.

1. Summary of key dates for regional conference competitive events

OBJECTIVE TESTS	
December 1	Online testing begins
December 23	Online testing ends at 5 p.m.
January 6	Winner's List released for Objective Test Competitive Events

PERFORMANCE EVENTS	
December 9	Job Interview cover letter and resume due by 5 p.m.
December 14 to January 8	Live online (via Zoom) judging window for the following events: <ul style="list-style-type: none"> • Client Service • Impromptu Speaking • Job Interview • Sales Presentation
December 23	Performance event video submissions due by 5 p.m. for the following events: <ul style="list-style-type: none"> • Broadcast Journalism • Business Ethics • Coding & Programming • Computer Game & Simulation Programming • E-Business • Electronic Career Portfolio • Graphic Design • Introduction to Business Presentation • Introduction to Public Speaking • Introduction to Social Media Strategy • Mobile Application Development • Public Service Announcement • Public Speaking • Publication Design • Social Media Strategies • Website Design
January 20	Winner's List released for Performance Competitive Events

2. Objective Tests (online) instructions and procedures

The testing window opens on Tuesday, December 1, 2020 and will close at 5:00 p.m. on December 23, 2020.

For RLC team objective test entries, each student will take the objective test at home and it will be individually scored and then averaged for the two (2) or three (3) team members. The normal procedure is that team event objective tests are taken collaboratively, however, this procedure has been modified under the circumstances of students not being in one location to complete the test together/collaboratively.

You will receive an e-mail from the online test administrator, Technological Fluency Institute (TFI), that will allow you to log-in to receive your students' log-in information. **See the attached PDF "Advisor Instructions to access student log-in cards for online objective testing (TFI)" that includes instructions on how to obtain log-in information for your students' objective tests.**

In brief, chapter advisors: 1) will receive all log-in credentials for each student/event; 2) are responsible for emailing the login information to each student; and 3) are responsible for ensuring that each student completes their test by the deadline.

Please let your students know that when they log in, they will be required to read the Honor Code and type their name in the designated box that indicates they have read and will adhere to the Honor Code. Once they complete this step, they will then start their objective test. **A copy of the online objective test Honor Code the students will review and acknowledge online as part of the online testing system is attached for your reference.**

The expected date for release of the 2020-21 RLC Winner's List for Objective Test Competitive Events is Wednesday, January 6, 2021. Please note that this release date is subject to change.

3. Recorded Video Performance Events instructions and procedures

The deadline to upload the recorded video performance competitive event entries listed below is 5:00 p.m. on December 23, 2020. If students have not done so already, they should begin working on their entry now so that it can be completed and uploaded by the deadline.

Broadcast Journalism	Introduction to Public Speaking
Business Ethics	Introduction to Social Media Strategy
Coding & Programming	Mobile Application Development
Computer Game & Simulation Programming	Public Service Announcement
E-Business	Public Speaking
Electronic Career Portfolio	Publication Design
Graphic Design	Social Media Strategies
Introduction to Business Presentation	Website Design

1 - In brief, chapter advisors: 1) will receive all performance competitive event information for each student/event; 2) are responsible for emailing this information to each student with the instructions for the in-home video; 3) are responsible for ensuring that each student/parent completes the RLC Honor Code; and 4) are responsible for ensuring that the completed honor code and video upload are completed by each individual/team entry by the 12/23/20 deadline. **The Honor Code for performance events (pre-recorded and live) is attached.**

2 - All video entries must be uploaded to the web link below. If entered as a team, all team members must participate in the virtual event. Only submit one video entry per event/team. Late and/or duplicate entries will not be accepted or judged. Incomplete entries and/or entries that have clerical errors in the web link or in other upload data will not be accepted or judged.

Link for Pre-recorded Video and Student Honor Code Upload:

<https://mdfbla.wufoo.com/forms/202021-rlc-virtual-performance-event-upload-form/>

3 - **See attached 3-page PDF titled 'Virtual Performance Set-up Instructions (MDFBLA 2020-21 RLC)' for detailed instructions for how to prepare and record your virtual event entry.** These instructions are for both individual and team performances. Team performances will be conducted with mandated social distancing and the stay-at-home directive where team members are not in the same location. MD FBLA adheres to all local and state directives regarding social distancing and stay-at-home policies; team members shall NOT be in the same physical location.

4 - See attached 4-page PDF titled 'Virtual Performance Event Instructions (MDFBLA 2020-21 RLC)' for the modified competitive event procedures that take into consideration the virtual nature of the recorded event entry.

5 - Event judging will take place after all entries are catalogued and verified after the 5:00 p.m. December 23, 2020 submission deadline.

6 - The expected date for release of the 2020-21 RLC Winner's List for Performance Competitive Events is Wednesday, January 20, 2021. Please note that this release date is subject to change.

4. Live Video Performance Events with Prep and/or Presentation Time

Judging for these three events will take place between December 14, 2020 and January 8, 2021.

Client Service	RLC Interactive role play with judge panel (10-minute prep)
Impromptu Speaking	RLC Impromptu speech to judge panel (10-minute prep)
Sales Presentation	RLC interactive role play with judge panel (no prep)

1 - In brief, chapter advisors: 1) will receive all performance competitive event information for each student/event; 2) are responsible for emailing this information to each student with the live performance link instructions for the live performance/demonstration; and 3) are responsible for ensuring that each student completes the RLC Honor Code within one (1) hour of completing their live performance. **The Honor Code for performance events (pre-recorded and live) is attached.**

Link for Honor Code Upload:

<https://mdfbla.wufoo.com/forms/202021-rlc-live-event-honor-code-upload-form/>

2 - Live Performance judging dates and performance times for these three events will be emailed to all advisors and event participants on Friday, December 11, 2020. Judging will take place on one day for each event, and the individual/team will be assigned their prep/performance time by email with instructions on how to login to the Zoom meeting as well as other instructions for their prep time. The specific date for judging of these three live performance events has not yet been determined.

3 - The expected date for release of the 2020-21 RLC Winner's List for these three Performance Competitive Events is Wednesday, January 20, 2021. Please note that this release date is subject to change.

5. Live Video Job Interview Event

The Job Interview cover letter and resume materials deadline is Wednesday, December 9, 2020 at 5:00 p.m. Use the link below to upload these materials. The judging for this event will take place on one day between December 14, 2020 and January 8, 2021.

1 - In brief, chapter advisors: 1) will receive all performance competitive event information for each student/event; 2) are responsible for emailing this information to each student with the live performance link instructions for the interview; and 3) are responsible for ensuring that each student completes the RLC Honor Code within one (1) hour of completing their live event. **The Honor Code for performance events (pre-recorded and live) is attached.**

2 - The Job Interview cover letter and resume materials deadline is Wednesday, December 9, 2020 at 5:00 p.m. Use the link below to upload these materials.

Link for Job Interview Materials:

<https://mdfbla.wufoo.com/forms/job-interview-rlc-202021-cover-letter-resume/>

3 - Live Performance Judging for Job Interview will be emailed to all advisors and event participants on Friday, December 11, 2020. This email will include instructions on how to login to the Zoom meeting as well as other instructions. All interviews will take place on one day and each participant will be assigned an interview time. The specific date for judging this live event has not yet been determined.

4 - The expected date for release of the 2020-21 RLC Winner's List for the Job Interview Competitive Event is Wednesday, January 20, 2021. Please note that this release date is subject to change.