

**Maryland FBLA
Advisor Update #9
2022 Maryland FBLA State Leadership Conference Online Testing Instructions
February 27, 2022**

Hello Maryland FBLA Advisors

Online testing for the State Leadership Conference is set for February 28 - March 11 at 5 p.m. In preparation of this window, below is the information you will need as your students complete testing at your school. The process is the same as for regional online testing.

1. Summary of key dates for online testing

OBJECTIVE TESTS	
February 28	Online testing begins
March 11	Online testing ends at 5 p.m.
March 18	Proctor Certification Forms and Student Certification Forms for all students/proctors uploaded to Wufoo deadline https://mdfbla.wufoo.com/forms/2022-slc-online-testing-certification-form/

2. Objective Tests (online) instructions and procedures

The testing window opens on Monday, February 28 will close at 5:00 p.m. on March 11.

For SLC team objective test entries, the objective test will be taken collaboratively (all team members take one test together).

On Friday, February 25, emails from the online test administrator, Technological Fluency Institute (TFI), were sent to all advisors that have students in objective test events. This email contains information for you to log-in to receive your students' log-in information. **See the attached PDF "Printing Student Login Card Instructions" 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 securing proctors to administer the students' online tests;
3. are responsible for ensuring that each student completes their test by the deadline; and
4. are responsible for uploading the Proctor Certification Forms and Student Certification Forms for all students/proctors using the Wufoo link provided in the Advisor Instructions document attached to this update.

Complete instructions for advisors, proctors, and students, including Proctor Certification Forms and Student Certification Forms, are included with this update. Please make sure you review all of the following documents related to online testing:

- Advisor Instructions (this document)
- Printing Student Login Card Instructions
- Proctor Guidelines and Instructions
- Proctor Script
- Proctor Certification Form **(signed copy must be turned in to Maryland FBLA, see instructions on last page)**
- Student Certification Form **(signed copy must be turned in to Maryland FBLA, see instructions on last page)**