

**Maryland FBLA**  
**2022 Regional Leadership Conference**  
**Online Testing – Advisor Instructions**

This package contains all forms and instructions required for participating in online testing. Maryland FBLA Regional Leadership Conference (RLC) testing dates are November 29-December 23, 2021. Included in the email for online testing are the following documents (please review them all to familiarize yourself with the process in case you are asked a question from a student or proctor):

- 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)*

Please use the following information to ensure that your school site-testing center is in order. If all efforts to set-up the technology in the school have been exhausted, alternative and independent testing labs may be used as long as all guidelines are followed and labs are established prior to the testing cut-off date. Please instruct students not to take cell phones or other electronic devices to the testing area. Competitors will use the calculator provided in the testing system. Proctor(s) must have scratch paper available for students.

Choose the fastest machines available with the best Internet connection. It is recommended that you take a sample test in the lab that students will be using prior to testing date. To take a sample test go to [www.techfluency.org/esess](http://www.techfluency.org/esess) and type “SAMPLE” in all four fields,

- Organization: Sample
- First Name: Sample
- Last Name: Sample
- Password: Sample

Click Continue and then click begin on one of the sample tests. Go through the test and make sure the page loads correctly, that answers are saved (watch for the green check mark by the disc icon at top of page) and make sure the test can be submitted for grading.

Verify this requirement prior to **November 29, 2021**.

**✓Student Login Cards**. Please see the attached document titled “Online Testing - Printing Student Login Card Instructions (RLC 2022)” for instructions on obtaining student login credentials for their test as well as how to print the login cards for your students.

**✓Proctor(s)**. One or more proctors are required for your online testing. **Proctor(s) must be employees of the school system or local business representative.** Proctor(s) must be familiar with technology.

**✓Testing Period**. Online testing site will be available beginning on Monday, November 29, 2021, and continue through Thursday, December 23, 2021. Team members must take their test at the same time. Students will only be allowed one log in. They must take the test during an uninterrupted hour.

**\*\*Note\*\* Collaborative teams** - All collaborative team members will have a password. They will all sit down together AT ONE computer and take one test. They will have to verify all team member passwords. They can use any of the passwords for the initial login. They will click "Check in team" and then each member will be required to enter their password (or check not present) then they will click "Continue" to redirect to the "Begin" button. (Any team member that enters a password will get a score. Any team member marked as Not Present will NOT get a score for the collaborative event.) Parliamentary Procedure is NOT a collaborative team test. It is an individual team test.

Each member of the Parliamentary Procedure team will sit at a separate computer and take their own test and their scores will be averaged for an overall team score.

Technical issues that cannot be resolved must be reported immediately by the proctor(s). Technical support with the testing program is available from TFI at 866-277-5061. **TFI technical support is only available 9:00 a.m. to 6:00 p.m., Eastern Time, Monday through Friday.** If you anticipate needing assistance at times other than those, special arrangements may be made in advance by contacting TFI directly.

Available online objective test events:

Accounting I	Future Business Leader	Management Information Systems**
Accounting II	Health Care Administration	Marketing**
Advertising	Help Desk	Network Design**
Agribusiness	Hospitality and Event Management**	Networking Infrastructures
Banking & Financial Systems**	Human Resource Management	Organizational Leadership
Business Calculations	Insurance & Risk Management	Parliamentary Procedure^^
Business Communication	International Business**	Personal Finance
Business Ethics**	Introduction to Business Communication	Political Science
Business Law	Introduction to Business Concepts	Securities & Investments
Business Management**	Introduction to Business Procedures	Sports & Entertainment Management**
Computer Applications	Introduction to Event Planning**	Spreadsheet Applications
Computer Problem Solving	Introduction to FBLA	Supply Chain Management
Cyber Security	Introduction to Financial Math	UX Design
Database Design & Applications	Introduction to Information Technology	Word Processing
Economics	Introduction to Parliamentary Procedure	
Entrepreneurship**	Journalism	

\*\*Collaborative team events – All collaborative team members will each have a password. They will all sit down together AT ONE computer and take one test.

^^**Parliamentary Procedure is NOT a collaborative team test.** It is an individual team test. Each member of the Parliamentary Procedure team will sit at a separate computer and take their own test and their scores will be averaged for an overall team score.

## **IMPORTANT: Documents that must be uploaded to Maryland FBLA at the conclusion of testing:**

Following the conclusion of testing, **the following documents must be destroyed** by the proctor and/or advisor:

- Proctor Guidelines*
- Proctor Script*
- All scratch paper used by participants
- The student list with passwords

**The following must be scanned and uploaded to Maryland FBLA** via the link below:

- Participant Certification Forms* – signed by each participant and scanned as one PDF document
- Proctor Certification Form with Competitors/Events List* – signed by the proctor(s) and scanned as one PDF document

Upload these documents to the following Wufoo form by December 23, 2021:

<https://mdfbla.wufoo.com/forms/2022-regional-online-testing-certification-forms/>

