

Maryland FBLA
2023 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 28-December 20, 2022. 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 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 28, 2022**.

✓Student Login Cards. Please see the attached document titled “Online Testing - Printing Student Login Card Instructions (RLC 2023)” 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 28, 2022, and continue through Tuesday, December 20, 2022. Every student will have an individual log-in for their test.

Events that are team events will require each student to take their tests individually (previously team event tests were taken collaboratively with the team completing one test). Now each student on the team will take their own test and the scores of all team members will be averaged to obtain the team score and ranking of the team. Even though team members will take their tests individually, all team members must take their individual tests at the same time.

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

**Team events – All team members will each have a password. Each member of the 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 20, 2022:

<https://mdfbla.wufoo.com/forms/2023-regional-online-testing-certification/>