

PROCTOR GUIDELINES

MARYLAND FBLA Regional ONLINE TESTING 2022

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.

Before the Test

1. Verify that students can sign on to the network. (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

*to test team login, use "TEAM" as the password for the 2nd team member.

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.

2. Check roster/student login card as students enter the room for correct participant name and event. The FBLA chapter advisor will download student login cards for their event which contains the credentials for the student(s) to login to the testing system.

3. Verify that participants on the same team are testing at the same time, on the same computer; they will collaborate with each other during Banking & Financial Systems, Business Ethics, Business Management, Entrepreneurship, Hospitality & Event Management, International Business, Introduction to Event Planning, Management Information Systems, Marketing, Network Design, Sports & Entertainment Management. They **may not** collaborate with each other in Parliamentary Procedure.

4. All electronic devices are to be turned off during testing. If a cell phone or other electronic device is used during a competitive event, the competitor will be disqualified.
5. The URL for the testing site is <http://www.techfluency.org/esess>. It is case sensitive.
6. Access the Participants Guide by clicking on the link in the upper left corner of the login page. It is recommended that you go through the seven sections of the Participant Guide with the students before testing starts as indicated in the script. Also, note:
 - For collaborative team login – any team member can login to the system – then each team member will be required to enter their password, on the same computer, before accessing the exam. If one of the assigned members is not present, check the box that indicates they are not present.
 - Students can click “Save Answer” or “Next” to move to the next question. They can mark any question for “review”. All answers may be reviewed and/or changed at any time during the test. When students are on the Review screen, they may change answers, find unanswered questions, or find items that were marked for review. The questions marked for review will be highlighted in blue.
 - Students must click the “Submit for Grading” button and the “click here” to submit for grading immediately in the next window, when they are ready to have their tests scored. If they do not, the system will lock them out when their time has completely expired and the system will record the student as having used the entire allotted time.
 - Students need to know what test they are supposed to be taking and be sure they are signed up for the correct test. Before they click the “Begin” button, they should be sure they are taking the correct test. If it is NOT the correct test, they should let the proctor know immediately so they can be moved to the correct test.
 - There is a calculator built in the testing system. To access the calculator in the test – students will need to click on the calculator button at the top of their testing window.

Read *Proctor Script for Online Testing* to students.

Return the following to the FBLA advisor at the completion of testing:

- Participant Certification Forms* – signed by each participant
- Proctor Certification Form with Competitors/Events List* – signed by the proctor

Destroy the following items (shred, etc.) at the completion of testing:

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

Observation of cheating or other unethical conduct should be reported to David Jones, Chairman of the Maryland FBLA-PBL Board of Directors, at djones@mdfbla.org.