

PROCTOR GUIDELINES

MARYLAND FBLA Regional ONLINE TESTING 2023

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.

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 but on different computers; they will each take their own individual test without collaborating with each other for the following events: Banking & Financial Systems, Business Ethics, Business Management, Entrepreneurship, Hospitality & Event Management, International Business, Introduction to Event Planning, Management Information Systems, Marketing, Network Design, Parliamentary Procedure, and Sports & Entertainment Management. They **may not** collaborate with each other! The individual scores from all team members will be averaged to determine the overall team score/ranking.

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:
 - 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.