



NOTE: Instructions to the Proctor are printed in regular font. **Information that should be read to the participants is printed in bold font.**

- Have participants sign the *Roster* as they enter the room.
- Give a *Participant Certification Form* to each person prior to testing to be completed after testing.
- Ensure that participants in team events are testing at the same time and that students seated at separate computers, each taking their own individual test without collaborating with each other. Their individual scores will be averaged to determine the overall team score/ranking.
- Highlight names on roster of those who did not test.
- Give each participant a sheet of scratch paper.

Verify that students can sign on to the local network drive. (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.

Announce to the participants:

Documents may not be saved to the local network drive, computer hard drive, or other device. Documents may not be printed. After you have completed the test, fill out the *Participant Certification Form*, sign, and hand it to me as you leave the room.

No cell phones and/or electronic devices are allowed in the test area. Competitors can use the calculator provided in the testing system. **Click the "Calculator" button on the screen to activate the built-in four-function calculator**

Distribute Web site address and passwords with students' names on them.

Announce to participants:

Open the testing Web site using the Web site address <http://www.techfluency.org/esess> on your password form but do not log on with your password until I instruct you to do so.

(Pause)

Verify that all participants have opened the testing Web site.

The E-SESS™ Participant Guide explains how the testing system operates. Click the Participant Guide link on the left side of your screen. I will give you a few minutes to review this Guide. Give the students a few minutes to review the guide, then ask: **Are there any questions?** (Pause) **Close the *E-SESS Participant Guide* window.**

Announce to the participants:

Enter the organization, first name, last name, and password as they appear on the Login Card. Click on *log in*. Once you click on *log in*, IF the General Instructions are on the page - read the General Instructions and click in box beside each statement. You must check all boxes in order to continue. Click *Continue*, but do not click *Begin* until I instruct you to do so. The name of your event test should be on your screen. Verify that your event name is correct. If there is a discrepancy let me know immediately.

Announce to the participants:

Are there any questions? (Pause) **If you should experience hardware problems while taking the test, raise your hand and let me know immediately. Remember—you will have one hour to complete the test, after which time the testing program will automatically submit your test for grading.**

Read each question carefully and select your answer. When you answer a question, click "Save Answer" or "Next" to move to the next question. You may mark any question for "review." All answers may be reviewed and/or changed at any time during the testing. When you are in the Review screen, you may change answers, find unanswered questions or find ones that were marked for review. The answers you mark for review will be highlighted in blue.

Once you have clicked "*Begin*," you will have one hour to complete the test. (If your test does not load and you get a "*Please wait while test is loading*" message – close the page and click begin again.) Do not rush and do careless work in an effort to complete the entire test. When you are finished with the test, click the "Submit For Grading" button. After clicking "Submit For Grading" a new window opens and you can choose to continue working if you have submitted by mistake or submit for grading immediately. Submit for grading immediately stops your time.

You may now click *Begin*.

Any problems with the testing must be immediately reported to TFI in order to provide appropriate time for the participant(s) to complete the test.

Technical support is available from TFI at 866-277-5061 Monday through Friday, 9:00 – 6:00 Eastern Time.

After participants complete the test, see that each person completely fills out the *Participant Certification Form*, signs it, and gives it to you.

Fill out the *Proctor Certification Form and Competitor/Event List*.

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