

State Business Leadership Conference

Online Test Proctoring Instructions

General Testing Guidelines



Who is a Testing Proctor and why are they needed?

A proctor is an adult who ensures proper administration of tests during the any online testing. The proctor oversees protecting the integrity of the tests and proper administration of tests in the online testing site.

Prior to Testing

- Review the event guidelines and sample proctor script.
- Review the testing window and post testing times for your students to test in-person with an adult proctor.
- If a testing time is needed outside of the published testing window, please use the [Objective Test Request Form](#) and explain the need for a different testing window and when you would like your students to test. Remember **all students** must test within a given testing window with an adult proctor.
- Have login information and instructions available for students.

During Online Testing

- Be ready to begin testing 10-15 minutes before the testing window opens.
- Ensure students have used the restroom, cleared their desks, and left their belongings, including cell phone, in a secured place away from testing.
- Ensure students who are taking the same individual objective test **are not sitting next to one another during testing** (i.e. students taking Personal Finance are not sitting next to one another during the test.)
- Once students have begun testing, walk around the room to ensure phones, watches and other outside resources and browser tabs are not being used during the test.
- Students will be under BrowserWatch during testing. This means that students will not be allowed to be idle for more than **sixty (60) seconds in the window or be allowed to navigate to other windows** on the computer before being locked out of their test.
 - Should a student be locked out on accident, advisers/proctors can contact the management team on the state website, www.wafbلا.org, between the hours of 8AM-5PM, or send an email to register@wafbلا.org at any time to help with any issues.
 - The reopened test must be taken within the same testing session. If the reopened test is not completed in that testing session, the student's test will be automatically submitted.
- Troubleshoot as needs arise.
- Results will be available in BluePanda after the conclusion of conference.
- Contact register@wafbلا.org if there are challenges or rule violations.

Materials Needed

- Student access to computer lab and/or electronic devices with internet access
- Student login information and instructions
- Blank scratch sheet of paper for each student with pen or pencil

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Integrity of Testing

To ensure the integrity and fairness of online testing, please indicate below that you have properly read the guidelines and will proctor these tests accordingly. Understand if an irregularity is found, your student(s) may be disqualified from participating at state conference. *Proctor(s) and chapter adviser must sign if the proctor is not the adviser.*

Print Adviser/Proctor Name: _____ Adviser/Proctor Signature: _____

Print Adviser/Proctor Name: _____ Adviser/Proctor Signature: _____

Print Adviser Name: _____ Adviser Signature: _____

School Name: _____

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Proctor Script



NOTE: Instructions to the Proctor are printed in regular type. Information that should be read to the students is printed in bold. If students finish the test early, they may turn any test materials and leave the test site.

Announce to the students:

Some announcements before we begin testing.

Using the login instructions provided, please login to take your online test.

Note that your tests have some features to ensure that you are abiding by the FBLA Honor Code. This includes a feature that will lock your test if you navigate to other windows or applications on your computer. It will also lock you out if you are idle on the testing window for too long of a time. Please make sure you only have the test open on your computer and that you are interacting with the test so that you do not get locked out.

There is also a calculator in the online testing system for you to use should you need to.

If you have any issues with this, let me know as soon as possible.

(Wait for students to login)

Are you ready?

- **For high school competitors -- You will have 50 minutes to complete this event. At the end of 50 minutes, the system will submit your test. Once your test is submitted, please bring all test materials to the proctor. Any questions? You may begin.**
- **For middle school competitors -- You will have 30 minutes to complete this event. At the end of 30 minutes, the system will submit your test. Once your test is submitted, please bring all test materials to the proctor. Any questions? You may begin.**

The Test Proctor may assist with any hardware problems. Any time lost during a hardware problem may be added to the student's testing time. It is important that each student receives exactly 50 minutes (or 30 minutes for middle school competitors) —no more and no less. Proctors should keep distractions, including conversation, to a minimum.

Once students' time has expired, ensure any test materials (notes pages, testing materials, login cards, etc.) are returned to the proctor.

Please DESTROY all test materials once testing is complete. Thank you for serving as a proctor for this event.