

# Oregon FBLA

## Online Testing Proctor 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 (See next page for script).
- Have login information 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.oregonfbla.org](http://www.oregonfbla.org), between the hours of 8AM-5PM, or send an email to [hello@oregonfbla.org](mailto:hello@oregonfbla.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 submitted.
- Troubleshoot as needs arise.
- Results will be available in BluePanda after the conclusion of conference.
- Contact [hello@oregonfbla.org](mailto:hello@oregonfbla.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 (E-Testing Login Cards)
- Blank scratch sheet of paper for each student with pen or pencil

#### Integrity of Testing

To ensure the integrity and fairness of online testing, please indicate below that you have properly proctored these tests and understand if an irregularity is found, your student(s) may be disqualified from participating at state conference.

Print Adviser/Proctor Name: \_\_\_\_\_ Adviser/Proctor Signature: \_\_\_\_\_

School Name: \_\_\_\_\_

Return a signed copy to: [stateadviser@oregonfbla.org](mailto:stateadviser@oregonfbla.org)

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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:*

**Welcome to your Online Objective Test for your FBLA competition. We commend you for making the decision to be an FBLA Competitor and we wish you the best of luck.**

**Before we begin, I will start by reading the Honor Code for Online Testing.**

**Integrity and honor are integral elements of ethical, responsible leadership. In a community devoted to learning, a foundation of integrity and honor among individuals must exist if that community is to thrive with respect and harmony among its members. Great care must be taken in maintaining academic integrity and honor while preparing students/members for their future careers, and as they grow into future leaders. It is the individual responsibility of every member, local adviser, and state adviser to maintain and enforce these standards.**

**To administer such a high standard across our organization, every competitor must agree and certify to the compliance of the following guidelines for any competitive event into which they are registered:**

- 1. The contents of this FBLA competitive event entry, and any answers or solutions provided, are solely the work of the undersigned competitor and/or his/her team members.**
- 2. The FBLA competitive event guidelines related to this event were read and followed, along with any supplemental guidelines for the conference.**
- 3. No help was sought beyond that allowed in any FBLA competitive event instructions or guidelines.**
- 4. No more time was taken than allowed by FBLA competitive event guidelines.**
- 5. No FBLA competitive event or test materials will be or have been saved to any storage device remaining in the possession of the undersigned competitor(s) or that of any other person; nor has it been saved to any cloud storage.**

**If a violation is determined to have occurred, the competitor will be subject to penalties of point deductions or disqualification at the determination of FBLA, and information will be forwarded to the appropriate state FBLA organization for potential action of academic integrity violations.**

**And now, we will get ready to start the test. Using the login instructions card provided, please login to take your online test.**

*(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.**

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### Final Notes for Proctors



*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.*

### Questions?

*Please contact your state management team for assistance.*

*You can also live chat with our virtual concierge during our online office hours from 8 a.m. – 5 p.m. -- Visit our state website at [www.oregonfbla.org](http://www.oregonfbla.org).*

