

# Overview of Online Testing Process

1. Read all guidelines, policies, and procedures for Online Testing.
2. Designate the two days that you will test your students during the testing window. You may conduct as many sittings/periods for the Comprehensive Exams as you need on your chosen online testing dates.
3. Schedule the computer lab(s) with your school.
4. Identify a Proctor (someone other than the teacher) for your testing location. Proctors for Michigan DECA Online Testing must meet the following criteria:
  - a. An employee of the school district.
  - b. Not a current student in the school building.
  - c. Not a teacher or teacher's aide within the Marketing Department. Teachers in the Marketing Department may assist during the examination, but remember that the decision of the Proctor is final.
  - d. Physically capable of observing activities throughout the testing site.
  - e. Able to be present during the entire testing period and willing to actively supervise the exam process throughout the entire time.
  - f. Willing to enforce all policies and procedures for testing.
  - g. Willing to document his/her role as a Proctor by submitting the required forms after the last student has concluded the online testing.
5. Send the Proctor Registration Form to Michigan DECA by the deadline.
6. The Advisor will submit the conference registration form to Michigan DECA by the deadline.
7. The Advisor will ensure that all students who are registered for the conference are members of Michigan DECA.
8. Prior to your first test day, Michigan DECA will email your chapter's Testing Roster to the DECA Advisor for proofreading:
  - a. First and Last Name is spelled correctly
  - b. The correct Competitive Event is listed
    - If any of these are incorrect, contact Ann Day at Michigan DECA [aday7@emich.edu](mailto:aday7@emich.edu) to correct errors at least one day prior to your first testing day.
9. **Please do NOT change the Proctor's username or password that has been given to you.** Michigan DECA needs to be able to login using your credentials to assist you with any issues that come up during testing.
10. A demo test must be run on each computer that the students will use at least two school days before your test date. This is to ensure that your school's Internet security will allow the use of the testing web site and to work out any bugs prior to your actual testing dates. (See instructions on pages 2-3.) Please call Ann Day or your school's IT person with any problems you have with your system and the demo test.
11. On the test day:
  - a. **All students must test in your presence.**
  - b. Each student will need to sign the Roster of Examinees Form as they arrive and check-in for testing.
  - c. Each student will need to be activated on WebXam.org for their test (see instructions on pages 4-7). Do not activate every student, only those present and ready to test. Once activated, the student must start the test within 60 minutes.
  - d. If the Proctor remains in the room during testing, the DECA Advisor can also remain in the room and assist the Proctor. The advisor can be the person that checks-in and activates the students, and to assist with any technical difficulties. At the end of all testing, the Proctor will need to certify that the chapter advisor did not assist students with any questions on the test. The Proctor is also to monitor that students did not cheat during the test by using any materials, reference books, or additional browser webpages.
  - e. Once the student begins their 100-question test, they will have 100 minutes to complete the test, although most are done within 60 minutes.
12. Once the very last student has completed testing, fax or scan/email the completed [Exam Certification Form](#) and the [Roster of Examinees Form](#) to Michigan DECA at 734-487-4329 or [aday7@emich.edu](mailto:aday7@emich.edu). **Please do not send these forms until ALL students have completed online testing**, so we know that your chapter has concluded the online testing, and we can close out testing.
13. The students will attend the conference to participate in their judged event at the conference.

Your Help Desk contact is Ann Day [aday7@emich.edu](mailto:aday7@emich.edu) at Michigan DECA 734-487-3322 or 734-487-7843

# Conducting the Demo Test

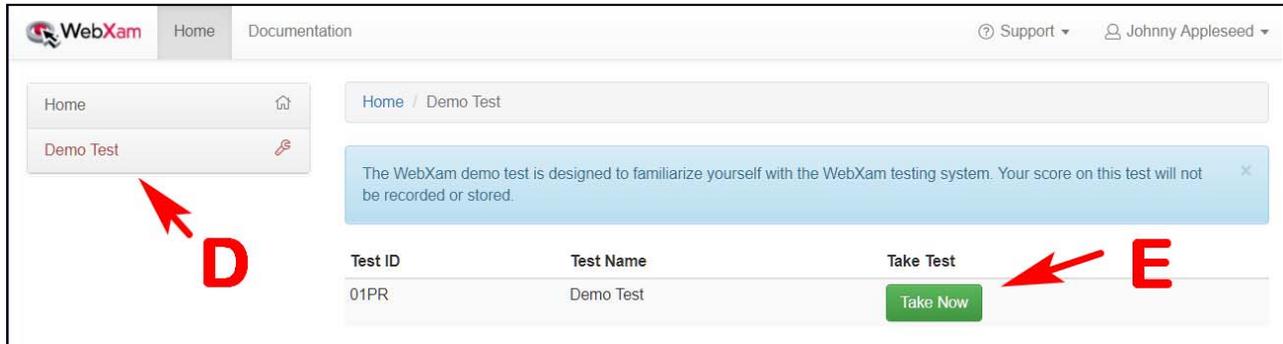
Running a Demo Test on each computer the students will use during testing will ensure that your school's internet security will allow the use of the testing web site and to work out any bugs prior to your actual testing dates.

1. Sign in to the WebXam web site <https://www.webxam.org/> using your Proctor's username and password. **Please do NOT change the Proctor's username or password that has been given to you.** Michigan DECA needs to be able to login using your credentials to assist you with any issues that come up during testing.
2. First, you need to obtain your student's usernames and passwords:
  - a. Click on "Student", then "List" on the menu on the left side of the screen (Arrow A).
  - b. Select the "Download CSV" from the drop-down menu above the list of students (Arrow B), and then "Apply" (Arrow C).
  - c. A .csv file will download. Find this file and open it with Excel. *You may need expand the column widths to view all the data.*
  - d. Print the student's usernames and passwords – you'll need this for Step #3. *You may want to use this file/printout create individual slips to hand to each student as they arrive for testing, so they have their usernames and passwords to login.*

The screenshot shows the WebXam interface. The sidebar on the left has a menu with 'Student' and 'List' highlighted. A red arrow labeled 'A' points to 'List'. The main content area shows a 'Student' management page with filters for Administrator and Location. A table of students is displayed with columns for First Name, Username, Location, and Status. A 'Bulk Action' dropdown menu is open, showing 'Download CSV' selected. A red arrow labeled 'B' points to 'Download CSV'. The 'Apply' button is highlighted, with a red arrow labeled 'C' pointing to it. The table contains the following data:

Bulk Action	First Name	Username	Location	Status
	Johnny	appleseed.1	Michigan DECA	Enabled
	Lizzie	baker.766	Michigan DECA	Enabled
	Jackie	burns.231	Michigan DECA	Enabled
	Joanie	cunningham.210	Michigan DECA	Enabled
	Sandie	shore.6	Michigan DECA	Enabled
	David	jones.1831	Michigan DECA	Enabled
	Suzie	simpkins.23	Michigan DECA	Enabled
	Billy	smith.3528	Michigan DECA	Enabled
	Todd	todd.112	Michigan DECA	Enabled
	Watson	watson.340	Michigan DECA	Enabled

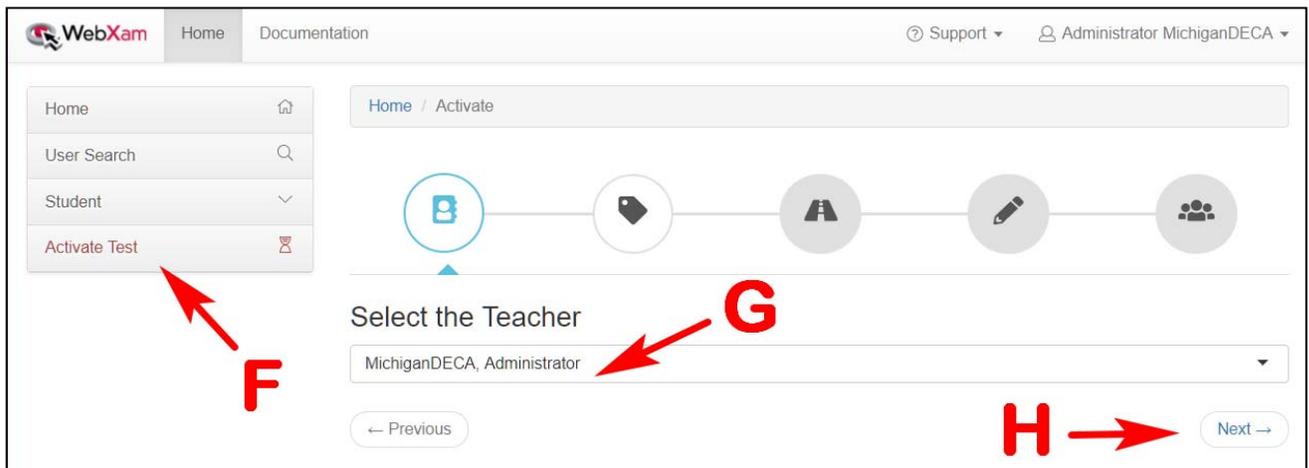
3. You will need to run a demo test on each computer that the students will be using during testing.
  - a. Login using one of the student's username and password that you downloaded from Step #2.
  - b. On the left side menu, click on "Demo Test" (Arrow D).
  - c. Click on the green "Take Now" button (Arrow E).



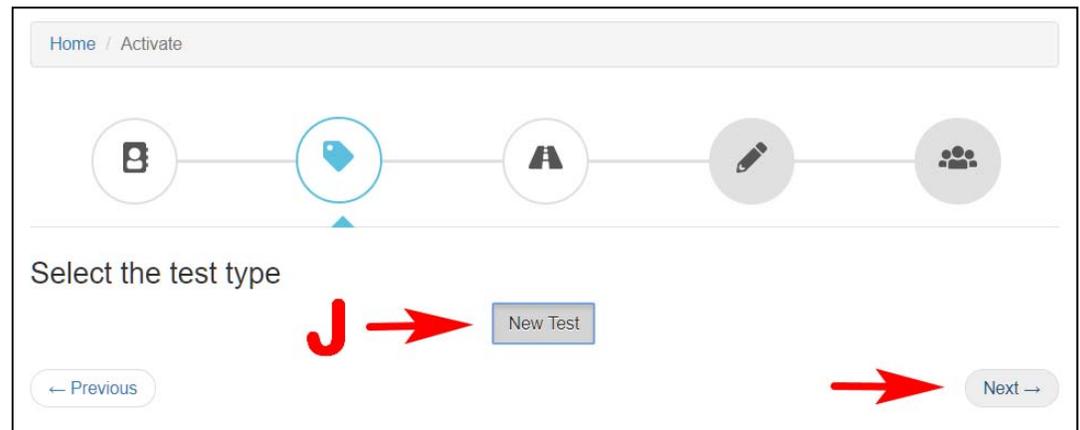
4. The Demo Test will start in a new window.
  - a. There will be 10 questions, but you do not have to answer the questions.
  - b. Simply click on "Next" to proceed through the exam.
  - c. When you have clicked through all 10 of the questions, click on "Submit Test".
  - d. The exam will ask you if you really want to submit the test; click on "Submit Test" again.
  - e. Close the Exam. *Note, you see the percentage of correct questions for the Demo Test. This is not shown for the student's real test. Advisors will receive their student's scores for their tests after the conference.*
  - f. Logout by clicking on the name on the top right of the screen.
5. Go to the next computer in your lab, and sign into WebXam, using **a different** student's username and password than you used on the first computer. Repeat steps #3-4 on each computer in your lab.

# Administering the Online Test

1. As the students arrive, for testing, have them check-in with you:
  - a. Have them sign the Roster of Examinees Form (print as many copies of this form as needed).
  - b. Give them their username and password. **Do NOT hand them out to the students prior to arriving for the testing!** We recommend you cut up one of the copies you printed into strips. As the students sign in with you for online testing, hand out these strips to them.
2. Login to the WebXam web site <https://www.webxam.org/> using your Proctor's username and password.
3. Activate the students for testing when they are **present and ready to test**. **Do not activate them before they arrive!** Once activated, they will need to start the test within 60 minutes.
  - a. Select "Activate Test" from the menu on the left (Arrow F).
  - b. In the center of the screen, your school name should automatically be entered under Select a Teacher (Arrow G). Click the "Next" button on the right (Arrow H).



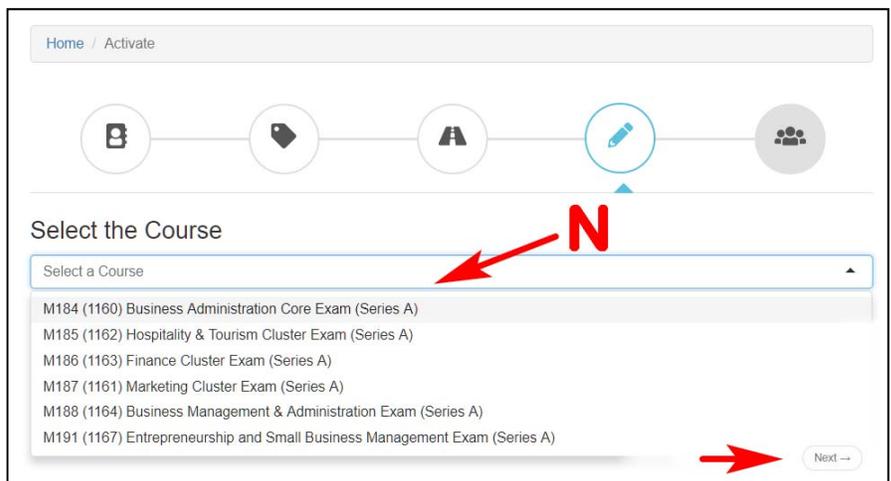
- c. Select the "New Test" button (Arrow J), and then click the "Next" button.



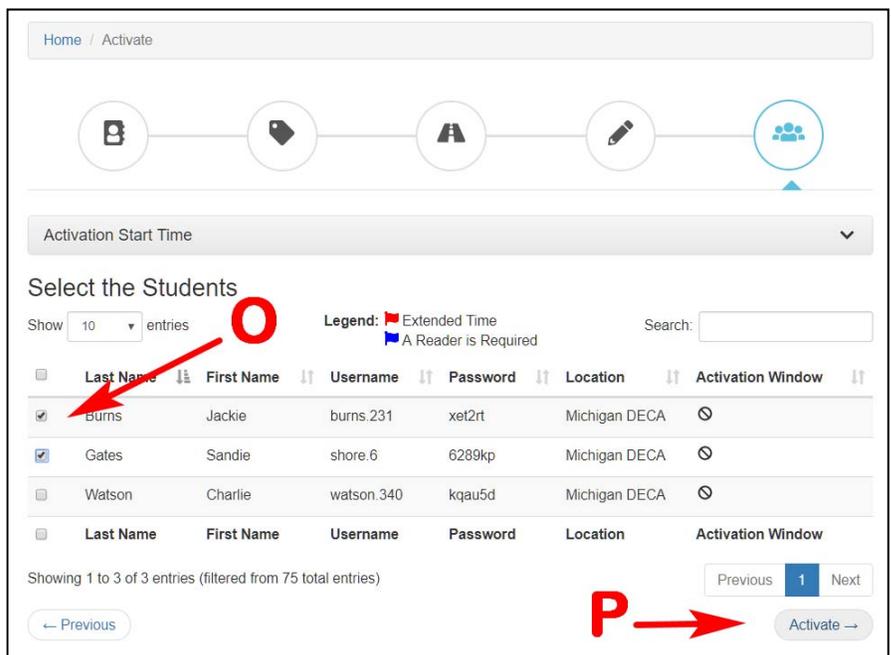
d. For Select a Pathway, click on "Show All Tests" (Arrow M), then click the "Next" button.



e. For Select the Course, in the dropdown menu, you will see a list of the tests that you have students assigned to take (*not all tests may show in your list*). Select a test you want to activate, then click the "Next" button.



f. Select which students you want to activate by clicking on the checkbox by their last name (Arrow O), and then click on the "Activate" button (Arrow P) on the bottom right.



- g. If you have many students to activate, you may want to increase the number of students to show on the page by using the controls above the student list (Arrow R).
- h. Students have been successfully activated when you see a time listed under the Activation Window column (Arrow Q). Students need to start their tests by this time. *Note, that this time is different than the amount of time the students have to take their test, which is 100 minutes from when they start their test.*

Home / Activate

Success! Your students' test has successfully been activated.

Activation Start Time

Select the Students

Show  entries

Legend: ■ Extended Time ■ A Reader is Required

Search:

<input type="checkbox"/>	Last Name	First Name	Username	Password	Location	Activation Window
<input type="checkbox"/>	Burns	Jackie	burns.231	xet2rt	Michigan DECA	8:53am - 9:53am EST
<input type="checkbox"/>	Gates	Sandie	shore.6	6289kp	Michigan DECA	8:53am - 9:53am EST
<input type="checkbox"/>	Watson	Charlie	watson.340	kqau5d	Michigan DECA	⊘

Showing 1 to 3 of 3 entries (filtered from 75 total entries)

- i. If you have accidentally activated a student, click on the checkbox by their last name, and then click on the “Activate” button on the bottom right. This will de-activate a student.

► **If you encounter any technical difficulties, contact Ann Day at Michigan DECA, NOT WebXam Support.**

4. Test Proctors: Please read these instructions verbatim to your students prior to starting the test:

*“Once the test has begun, no talking may take place. We will not answer questions other than those regarding a technical difficulty. If you encounter computer problems, please notify us immediately.*

*Your test is timed. At the end of 100 minutes, the test will expire, and you will not be permitted to answer any more questions. Only correct answers will count, so feel free to guess if you do not know the answer. Incorrect answers will not count against your score.*

**DO NOT use the enter key to advance to the next question. This will submit your test, and a submitted test cannot be undone.**

*If you need to leave the room for any reason before your test is completed, you will not be allowed to continue the test.*

*You will be disqualified if you open any other computer programs, web sites or other reference materials.*

*You may use a handheld calculator, but graphing calculators, PDAs or cell phones are not permitted. You may use scratch paper if needed, but these must be turned in at the completion of your test.*

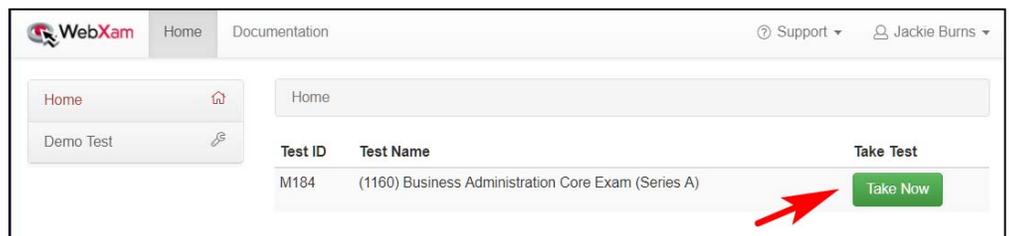
*This test is the exam part of a DECA Competitive Event. You must also complete the judged event portion at your conference on (fill in the blank).*

*When you have completed the test, click on the “Submit Test” button at the bottom of the testing screen.*

**Important note: Once submitted, you will not be permitted to re-take the test or change any answers. If you accidentally hit the submit button, your test is submitted, and cannot be re-opened.”**

5. To start their test:

- a. Instruct the students to sign into WebXam web site <https://www.webxam.org/> using their username and password.
- b. Students should click on the “Take Now” button to the right of their assigned test.



► **After the very last student has completed testing**, send the “*Exam Certification Form*” (filled out by the test Proctor and the DECA Advisor) along with your “*Roster of Examinees Form(s)*” to Michigan DECA either by fax at 734-487-4329 or scanned and emailed to [aday7@emich.edu](mailto:aday7@emich.edu). **Please do not send these forms until all your students have all completed the online testing on your last test day, so we know that your chapter has concluded online testing, and can close out your testing.**

Your Help Desk contact is Ann Day [aday7@emich.edu](mailto:aday7@emich.edu) at Michigan DECA 734-487-3322 or 734-487-7843

# Troubleshooting/FAQ

## General Information

1. How do we get the students' usernames and passwords, which they need to sign on?  
*Instructions are on page 2.*
2. Is there any way to do a trial test of the system to see how it works?  
*Unfortunately, not for students. Advisors and Proctors will be able to log on in advance to make sure their student roster is correct and complete and to test the connection of each computer using the Demo Test.*
3. What do we do if we discover students missing or errors?  
*Please notify Michigan DECA (Ann Day) immediately. Please do not edit or add new students yourself – we also need to add/edit them in the conference competition database, so we need to be consistent.*
4. Is everyone required to test at the same time, or can we break it up into different sessions?  
*You can schedule as many sessions as you need during the testing dates that you selected, but students can only take the test one time. They must take it at your selected testing location(s). Only activate students if they are present and ready to take the test.*
5. When the test window opens, will it be available 24 hours each day during the scheduled testing dates?  
*Yes. However, the staff at Michigan DECA is only available from 7:45am-4:00pm for troubleshooting. If you are planning on testing during non-school hours, inform Michigan DECA so we can try to have someone available during your testing time to address questions and/or problems.*
6. If a student is "activated" as a participant in the current testing session, but they do not show up, can they be re-tested later?  
*Students should only be activated if they are present and ready to take the test. If you accidentally activated a student that will not be testing until a later time, click on the box next to the student's name, and then go to the bottom of the page and click the "Activate" button. An activated student that is activated a second time will be de-activated. (Activated students have a time listed in their row, un-activated students will have a symbol.)*
7. Students must start taking the test within 60 minutes after being activated, right?  
*Correct.*
8. After they begin the test, each student will have 100 minutes to complete the test, correct?  
*Yes, but most finish within 60-80 minutes.*

9. How do we deal with IEP's and extended testing issues?

*We can adjust their ending time, but only if the proper forms are submitted with your registration forms.*

10. Can students go back and change answers or skip over a question and then come back later?

*Yes - up until the time that they submit the test, or the 100 minutes are up; whichever comes first. Once submitted, we cannot un-submit a student's test for them to finish, even if they submitted it accidentally.*

11. A student received an error message when they clicked "Submit". So, I am not sure if a student submitted his/her exam. How can I verify that the exam has been submitted?

*Chances are that everything is fine, and the exam submitted. But double check to see if you need to re-activate their test:*

*a) Log into your Proctor account.*

*b) Select "Activate Test" from the menu on the left.*

*c) In the center of the screen, your school name should automatically be entered under Select a Teacher. Click the "Next" button on the right.*

*d) Select the "Saved Test" button, and then click the "Next" button.*

*e) For Select a Pathway, click on "Show All Tests", then click the "Next" button.*

*f) For Select the Course, in the dropdown menu, select a test you want to activate, then click the "Next" button.*

*g) If the student has a symbol in the Activation Window column, then they need to be re-activated.*

*h) Select which students you want to activate by clicking on the checkbox by their last name, and then click on the "Activate" button on the bottom right.*

*➤ If you do not see the student listed, then their exam was successfully submitted.*

## Technical Information and Issues

Most of these technical issues can be caught when you run the demo test

12. I am taking the test and the web page will not load, the close button does not work, what do I do?  
*This is usually due to a problem with an old PC. Use the keystroke "Ctrl+W" to force the window to close and then restart the test. The system will automatically recover and take you back to where you left off.*
13. I am taking the test and it looks like my name was switched with another student, what happened?  
*This is usually due to a problem with network technology in your lab. Half-Duplex hubs and NAT routing have some problems keeping many concurrent users straight. To recover from this error, the student should close their web browser and re-login to <https://www.webxam.org/> and then restart the test.*
14. I am trying to activate a large number of students at once; nothing happens when I click the "activate" button, what do I do?  
*The system will only allow you to activate 40-50 students at once. Try activating the students in several smaller batches of students.*
15. I am taking the test and the web page navigation is behaving strangely. The browser seems confused and the pages appear to be in the wrong order. What is happening?  
*A network proxy server causes these symptoms. Contact your network administrator and ask them to disable proxy caching of <https://www.webxam.org/>.*
16. I am attempting to login to <https://www.webxam.org/> and I see the error "Access Denied" or "Cannot display page due to security settings. What should I do?  
*These errors are seen when your network restricts access to the web via IP filtering. Contact your network administrator and ask them to allow access to <https://www.webxam.org/>*
17. I can login to <https://www.webxam.org/> with no problems but the site becomes blocked when I begin a test. What should I do?  
*Text in the URI is causing the page to be blocked by "Net Nanny" type software. For example: a student with the last name "Sexton" would generate a URI containing the string "sex". This would trigger certain sanitizing programs to block the page. Have your network administrator disable the blocking software for <https://www.webxam.org/>, or call Ann Day at Michigan DECA 734-487-3322 and ask her to register the student using a different name.*
18. Is there a help desk or phone number we can contact if we encounter problems during the test administration?  
*Yes, contact Ann Day at Michigan DECA, 734-487-3322 or 734-487-7843. She will be available 7:45am to 4:00pm during testing days. Please do not contact WebXam for support.*

Your Help Desk contact is Ann Day [aday7@emich.edu](mailto:aday7@emich.edu) at Michigan DECA 734-487-3322 or 734-487-7843

# **2018-2019 Michigan DECA District Conferences**

## **Comprehensive Exams and Corresponding Competitive Events**

### **Test# M206 (1181) Business Administration Core Exam**

PBM	Principles of Business Management
PFN	Principles of Finance
PHT	Principles of Hospitality and Tourism
PMK	Principles of Marketing

### **Test# M209 (1182) Marketing Cluster Exam**

AAM	Apparel and Accessories Marketing
ASM	Automotive Services Marketing
BSM	Business Services Marketing
BTDM	Buying and Merchandising Team Decision Making
FMS	Food Marketing
MI02 (CORE)	<i>Students not competing at the District Conference, only taking the online test</i>
MCS	Marketing Communications
MTDM	Marketing Management Team Decision Making
PSE	Professional Selling Event
RMS	Retail Merchandising
SEM	Sports and Entertainment Marketing
STDM	Sports and Entertainment Team Decision Making

### **Test# M207 (1183) Hospitality and Tourism Cluster Exam**

HLM	Hotel and Lodging Management
HTDM	Hospitality Services Team Decision Making
HTPS	Hospitality and Tourism Professional Selling
QSRM	Quick Serve Restaurant Management
RFSM	Restaurant and Food Service Management
TTDM	Travel and Tourism Marketing Team Decision Making

### **Test# M208 (1184) Finance Cluster Exam**

BFS	Business Finance
FCE	Financial Consulting Event
FTDM	Financial Services Team Decision Making

### **Test# M210 (1185) Business Management and Administration Cluster Exam**

BLTDM	Business Law and Ethics Team Decision Making
HRM	Human Resources Management

### **Test# M213 (1188) Entrepreneurship and Small Business Management Cluster Exam**

ENT	Entrepreneurship Series
ETDM	Entrepreneurship Team Decision Making



# Roster of Examinees

Page \_\_\_\_ of \_\_\_\_ (Total number of pages)

Test Location: (School/Institution) \_\_\_\_\_

Test Date: \_\_\_\_\_ Lead Proctor: \_\_\_\_\_

**Name of Examinee (PRINT)**

**Signature of Examinee**

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
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19. _____	_____
20. _____	_____



# Exam Certification Form

**Thank you for assisting with this comprehensive exam! Your time is appreciated by all of us working to establish a reliable testing opportunity for our members.**

This form is to be completed only by the individual responsible for **Proctoring** the online exams. Examinees must be listed on part two of this form to be eligible for consideration in Michigan DECA's competitive event program.

### Instructions

1. There are two parts to this form. Both should be completed during the exam process.
2. Part two (Roster of Examinees) may be duplicated as needed.
3. Please number each page in the space provided at the top of the form.
4. After completion, please fax the forms to 734-487-4329 or scan and email to aday7@emich.edu **after the last student has tested for your school/chapter.**

**IMPORTANT: Only** examinees listed on Part Two (Roster of Examinees) will be considered for recognition. Please be certain that all examinees are properly listed. **Please PRINT all information to ensure readability.**

Total Number of Students Tested: \_\_\_\_\_

List any students that did not/will not take the test, and should be dropped (*those not already dropped*):

\_\_\_\_\_

\_\_\_\_\_

School: \_\_\_\_\_ Date(s) of Exam: \_\_\_\_\_

Name(s) of Lead/Assistant Proctor: \_\_\_\_\_

Proctor's Contact Information: (\_\_\_\_\_) \_\_\_\_\_

School Telephone Number E-mail Address

**With my signatures below, I certify that I have read the *Policies and Procedures for Proctoring Michigan DECA Online Exams* and that I met all criteria to serve as a Lead Proctor. All exams under my supervision on this date were administered in accordance with the testing procedures.**

**I was in the testing room the entire time that students tested.** → \_\_\_\_\_

*Proctor Signature (required)*

**I watched to make sure students did not use any resources during testing (i.e., cell phones, websites, textbooks, notes).** → \_\_\_\_\_

*Proctor Signature (required)*

**Signatures are required.**