MICHIGAN ◇DECA

Online Testing Instructions
For Test Proctors

One of the most common problems is that the testing portal website is blocked by your school's firewall. Please check with your IT department BEFORE testing begins to allow port 80 and port 443 for <u>https://answerwrite.com</u> to pass through to the location where testing will occur.

<u>**Suggested Computer Specs:**</u>
- Google Chrome is the suggested preferred browser, however, Internet Explorer 7 or higher, or FireFox 3.0 or higher, and the latest version of Safari should work.
- We suggest using a Windows 7 or higher operating system; however, any operating system with a supported browser should work as long as it supports current standards and JavaScript.
- The browser must be configured to allow JavaScript.
- If you have a pop-up blocker, it must be turned off for this site.

The test is available from 7:00 a.m. to 6:00 p.m. during each of the weekdays during the testing window. You may schedule as many sessions as you need during the test window to test all of the chapter's students. **Students must take the test at your selected testing location(s), <u>in the presence of the proctor.</u>**

Please be aware that the staff at Michigan DECA is only available from 7:30 a.m. to 4:30 p.m. 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.

1. Login to the Proctor site using the Proctor link, username, and password that was sent to you by Michigan DECA. (The username will be your email address.)

2. You will see an Electronic Proctor Agreement when you login for the first time. Please read the Proctor Agreement and click on "I Agree".

3. To get the student's usernames and passwords, to the right of CREATE STUDENT TESTING TICKETS, select a test or all tests from the dropdown menu, then click on the PRINT button. You will see a link that is called "TestingTickets" appear. You may click on the Testing Tickets Link to open and print it, or you can right click and choose to save it to your computer to print later. You'll need to cut the tickets apart.

4. To print a Student Testing Roster, to the right of CREATE STUDENT TESTING ROSTER, select a test or all tests from the dropdown menu, then click on the PRINT button. You will see a link that is called "TestingRoster" appear. You can click on the Testing Tickets Link to open and print it, or you can right click and choose to save it to your computer.

5. Give each student a testing ticket as they arrive for testing. **Do NOT hand them out to the students prior to arriving for the testing!**

6. Mark the Student Testing Roster for each student that you handout a testing ticket. **Please have them sign the Roster in the "Comments" column.**

7. Have the Students login to the student the testing site (the website link is listed on the Student Testing Ticket) with their username and password. *If students have taken the online practice tests, that was done on a different test website, with a different username and password. Please make sure they use the information on the testing tickets in order for their score to count as part of their competitive event score.*

Please contact Ann <u>aday7@emich.edu</u> or 734.487.7843 if you have any questions or issues with online testing.

8. **If a student is idle, or for some reason logs out of the test before they are done, or attempts too many times to login, the portal will automatically generate a new password for them.** You will need to obtain a new password for the student to log back in to the online testing, as student passwords are for one time logins only.

    - While logged on to the Proctor site, locate the Student.
    - Click on the "PW" link located beside the Student name.
    - Write the new password on the back of the Student's Testing Ticket.
    - Click on the "Back to School List" link to return to the main screen.

9. **This testing portal has a Move Away feature. If a student clicks anywhere outside of the test window, they will receive a 10 second warning before their test automatically submits. This includes (but not limited to) clicking on a browser tab, the computer icon to open the windows calculator, or on the time in the taskbar.** They will receive a 10 second warning before their test automatically submits. They will not be allowed to restart or continue the test. Ann Day can release the test back to the student.

10. 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.

    The test has a Move Away feature, which <u>will submit your test automatically</u> if you move away from the exam or click outside the current browser tab or window. You should never leave the testing window unless it is an emergency. If it is an emergency, close the testing window by clicking on the "X" in the upper right-hand corner of the browser window; do not submit the test.

    You may use either a basic calculator, or the calculator that is in the test window, but the computer's calculator, graphing calculators, smartphones, or smartwatches are not permitted. You may use scratch paper if needed, but these must be turned in to me at the completion of your test.

    This test is the exam portion of a DECA Competitive Event. You must also complete the judged event portion at your conference.

    When you have completed the test, click on the "Submit Test" button at the bottom of the testing screen. Once submitted, you will not be permitted to re-take the test or change any answers."

11. Once the Student has completed the online test, have them sign and return the testing ticket to you.

12. Mark the Student Roster for each student that has returned the testing ticket to you. **Ensure that the student has signed on their row in the comments column on the roster before they leave.**

13. **After the very last student at your school has completed testing,** send the "Exam Certification Form" *(filled out by the Proctor and signed by a school administrator)* along with your Roster Page(s) to Michigan DECA either by fax at 734-487-4329 or scanned and emailed to 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.** Remember that you must have a school administrator's signature on the Exam Certification Form; we want to ensure they are aware of the testing that has taken place in their school and that you have been present for <u>every student</u> that has tested.

Please contact Ann aday7@emich.edu or 734.487.7843 if you have any questions or issues with online testing.

Troubleshooting/FAQ

How do we get the students' usernames and passwords, which they need to sign on?
Instructions are on page 1, step #3.

What happens if a student submits their exam by accident?
Contact Ann Day at Michigan DECA, to release the exam back to the student. Only Ann has the authorization to release the exam back to the student.

What happens if a student moves away from the test window in the testing portal?
They will receive a 10 second warning before their test automatically submits. They will not be allowed to restart or continue the test.

What happens if we have an emergency where students must leave the room?
Only if an emergency situation happens where the student needs to leave their test (fire alarm, computer froze, internet issues, etc.) the student would close the testing window by clicking on the "X" in the upper right-hand corner of the browser window. Their answers have been saved, and the timer stops. Once the student is able to return to finish the exam, the proctor will need to obtain a new password for the student to log back in to the online testing system to finish their exam, as student passwords are for one time logins only.

1. While logged on to the Proctor site, locate the Student.
2. Click on the "PW" link located beside the Student name.
3. Write the new password on the back of the Student's Testing Ticket.
4. Click on the "Back to School List" link to return to the main screen.

What do we do if we discover students missing or errors?
If the chapter advisor has registered students for the conference, but they are not showing up on the roster in the testing portal, please call Ann Day at Michigan DECA so she can import the student's information.

Can the student view their score when they submit their test?
No. When the student submits their tests, this system will display a message thanking them for taking the test online. Only Michigan DECA can view the student's score.

Is there any way to do a trial test of the system to see how it works?
Students may take as many practice tests as they wish prior to the real test online test. Instructions on accessing the practice tests are posted on http://mideca.org/teachers/forms/

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 window, but students can only take the test one time. **They must take it at your selected testing location(s), <u>in the presence of the proctor</u>.**

When the test window opens, what times are available to test?
The test is available from 7:00 a.m. to 6:00 p.m. during each of the days during the testing window. However, the staff at Michigan DECA is only available from 7:30 a.m. to 4:30 p.m. 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.

How do we deal with IEP's and extended testing issues?
We can give additional test time or enlarge the text on the screen, but only if the Special Accommodations Form is submitted at least one day prior to your testing day.

Please contact Ann aday7@emich.edu or 734.487.7843 if you have any questions or issues with online testing.