

Please check **BEFORE** testing begins to make sure you can access the testing website at <https://answerwrite.com>. We recommend that you take one of the free practice tests available, as this will make sure you can access the testing website and familiarize yourself with the platform. Instructions to access the practice test portal is posted on <http://mideca.org/teachers/forms/>.

Suggested Computer Specs:

- 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.

Common Questions/Testing Problems:

- If you have issues with your username or password: **If you are idle for too long, you log out of the test before you've submitted, or attempt too many times to login, the portal will automatically generate a new password.** You will need to obtain a new password **from your Advisor.**
- If your name is spelled wrong: We can change your name after testing. Be sure to let your advisor know how your name is spelled in the test portal, as well as the correct spelling.
- If you are in the wrong test, **contact your Advisor BEFORE you take the test.** If you are in the wrong event but the correct test, that can be changed after testing. Check the list on the next page. **After you take the test, you can only change to an event that takes the same test as the one you have taken.**
- If there are other issues, contact your advisor.

1. Before testing, you must READ the Michigan DECA Honor Code, which can be found on the next pages.

2. Test Rules:

- *The test will be available from 6:00 a.m. to 8:00 p.m. on your test day. Technical assistance will only be available from 7:30 a.m. to 4:30 p.m.*
- **Both a parent/guardian and the student - even those over 18 years of age - must complete and sign the Michigan DECA Honor Code AFTER taking the test.** This is to ensure that the exam rules have been followed.
- We recommend that a parent or guardian be at home during the testing. *The parent/guardian should monitor the student to ensure that they are following the exam rules, and assist with any technical difficulties.*
- *You may not ask for assistance from anyone, except for technical difficulties.*
- *You may not communicate with anyone during the test - this includes talking during the test, the use of a cell phone for communication, a home phone, or chat/messaging apps.*
- *This is an open book test. You may use textbooks or notes. You may use a second electronic device in place of a textbook.*
- **You have only 70 minutes to answer 100 questions.** After the test expires, you will not be allowed to continue.
- *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 questions will be shown one at a time. You may skip any questions. You may return to any skipped questions, but you may run out of time.*
- *You may use either a basic calculator, or the calculator that is in the test window. You may use scratch paper if needed.*
- *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.*

3. After testing, you AND your parent/guardian will need to SIGN the Michigan DECA Honor Code at: <https://forms.gle/UiPgQRRiJKu3yFpm8>



District Conference Online Testing

Comprehensive Exams and Corresponding Events

Business Administration Core Exam

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

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
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

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

Finance Cluster Exam

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

Business Management and Administration Cluster Exam

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

Entrepreneurship and Small Business Management Cluster Exam

ENT	Entrepreneurship Series
ETDM	Entrepreneurship Team Decision Making

Michigan DECA Online Testing Honor Code

Before taking the online test, you must read this Honor Code. AFTER you have taken the test, you and your Parent/Guardian will need to sign the Honor Code.

ONLINE TEST RULES:

The test will only be available from 6:00 a.m. to 8:00 p.m. on your test day. Technical assistance will only be available from 7:30 a.m. to 4:30 p.m.

BOTH a parent/guardian and the student - even those over 18 years of age - must complete and sign the Michigan DECA Honor Code AFTER taking the test. This is to ensure that the test rules have been followed.

We recommend that students take the online test while a parent/guardian is present, but we realize that this may not be possible.

You may not ask for assistance from anyone, except for technical difficulties.

You may not communicate with anyone during the test - this includes talking during the test, the use of a cell phone for communication, a home phone, or chat/messaging apps.

This is an open book test. You may use textbooks or notes. You may use a second electronic device in place of a textbook.

You have only 70 minutes to answer 100 questions. After the test expires, you will not be allowed to continue.

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 questions will be shown one at a time. You may skip any questions. You may return to any skipped questions, but you may run out of time.

You may use either a basic calculator, or the calculator that is in the test window. You may use scratch paper if needed.

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.

* Required



Student member name *

Your answer

Student member chapter/school *

Your answer

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 members for their future careers, and as they grow into future leaders. In order 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 events into which they are registered.

In the event of an alleged violation to one or more of these guidelines, the State Director will have the authority to make an official decision in order to settle the allegation. If a violation is determined to have occurred, the entry will be subject to penalties of point deductions or disqualification at the determination of the State Director, and information will be forwarded to the appropriate chapter adviser for potential action of academic integrity violations.



I pledge on my honor that the online test (as part of my DECA competitive event) has taken place in an honest fashion. *

By typing your full name, you agree:

Your answer

I pledge on my honor that I have not given nor received any unauthorized assistance on this examination. *

By typing your full name, you agree:

Your answer

PARENT GUARDIAN CONFIRMATION: I can confirm that my son/daughter did not have assistance (aside from technical assistance) from anyone while he/she was taking the online examination. *

By typing your full name, you agree:

Your answer

By submitting this form, I understand of the consequences of violating this Honor Code. I further certify that my parent/guardian has also read and agreed to this Honor Code.

Submit

Never submit passwords through Google Forms.

This form was created inside of Michigan DECA. [Report Abuse](#)

Google Forms

