

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 <https://answerwrite.com> to pass through to the location where testing will occur.

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.

The test is available from 6:00 a.m. to 6:00 p.m. 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.

ALL students must take the test at your selected testing location(s), in the presence of the proctor. NO TESTING MAY TAKE PLACE VIRTUALLY.

Please be aware that Ann Day at Michigan DECA is only available from 7:30 a.m. to 4:30 p.m. for trouble-shooting. If you are planning on testing during non-school hours, please inform Ann.

1. Login to the Proctor site using the Proctor link, username, and password that was sent to you by Ann Day. (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, underneath your chapter name, click on PRINT STUDENT TESTING TICKETS, your options and then click on the PRINT button. You will see a link that is called "TestingTickets" appear. You may click on the link to open and print it, or you can right click and choose to save it to your computer to print later.

Options:

- PDF without Page Break by Student = 8 student testing tickets per page (cut apart and give a ticket to each student)
 - PDF with Page Break by Student = 1 student's testing ticket per page, rest of page is blank
 - CSV = will download a .csv file that can be opened with Excel; useful if you want to mailmerge your own ticket.
4. To print a Student Testing Roster, underneath your chapter name, click on PRINT 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 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.**

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

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. *Note: 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.*
- 8. Please read these instructions verbatim to your students prior to starting the test:**
- *Once the test has begun, you may not ask for assistance from anyone, except me if you have 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.*
 - **You may NOT USE OR WEAR the following items during the test or competition:** *cell phones, smartphones, smartwatches, iPads, iPods, AirPods/wireless or wired earbuds, PDAs, programmable calculators, and graphing calculators.*
 - *You may use either a basic calculator, or the calculator that is in the test window. You may use scratch paper if needed.*
 - **You have 100 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.*
 - *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.*
9. Once the Student has completed the online test, **ensure that the student has signed on their row in the comments column on the roster before they leave.**
- 10. 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 by email 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 every student that has tested.



State Conference Online Testing

Comprehensive Exams and Corresponding Events

Business Administration Core Exam

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|-----|---------------------------------------|
| LTW | Leadership and Teamwork Event |
| 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 |
| IMCE | Integrated Marketing Campaign - Event |
| IMCP | Integrated Marketing Campaign - Product |
| IMCS | Integrated Marketing Campaign - Service |
| 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

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|------|---|
| 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

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

Business Management and Administration Cluster Exam

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

Entrepreneurship and Small Business Management Cluster Exam

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|------|---------------------------------------|
| ENT | Entrepreneurship Series |
| ETDM | Entrepreneurship Team Decision Making |

Events That Do Not Test Online:

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| EBG | Business Growth Plan |
| BOR | Business Services Operations Research |
| PMBS | Business Solutions Project |
| BMOR | Buying and Merchandising Operations Research |
| PMCD | Career Development Project |
| CAP | Chapter Awards Program |
| PMCA | Community Awareness Project |
| PMCG | Community Giving Project |
| PMFL | Financial Literacy Project |
| FOR | Finance Operations Research |
| EFB | Franchise Business Plan |
| GMAP | Gold Merit Award Program |
| HTOR | Hospitality and Tourism Operations Research |
| EIB | Independent Business Plan |
| EIP | Innovation Plan |
| IBP | International Business Plan |
| PMSP | Sales Project |
| SBE | School Based Enterprise |
| SEOR | Sports and Entertainment Operations Research |
| ESB | Start-Up Business Plan |



POST-ONLINE TESTING EXAM CERTIFICATION FORM

PROCTORS: SUBMIT THIS FORM AFTER LAST STUDENT HAS COMPLETED TESTING

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.

Instructions

1. Submit this form only after the last student has completed taking the online test.
1. Complete this form and obtain the required administrator's signature.
2. Include the Testing Roster page(s) printed from the Test Portal, and make sure each student has signed in the space in their row under the column named 'comments'.
3. After completion, please scan and email to aday7@emich.edu.

IMPORTANT: Only examinees listed on the testing roster will be considered for recognition. Please be certain that all examinees have signed the roster. Please PRINT all information to ensure readability.

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

School

Total Number of Students Tested Date(s) of Exam

Name(s) of Lead/Assistant Proctor

Proctor's Telephone Number

Proctor's 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 monitored to make sure students did not use any resources during testing (i.e., cell phones, websites, textbooks, notes).

➔ _____
Proctor Signature (required)

All Signatures are required.

➔ _____
Principal or Assistant Principal Signature (required)