



ONLINE TESTING INSTRUCTIONS FOR 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 <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 troubleshooting. 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, click on STUDENT TICKETS from the left menu. Select your options and then click on the PRINT button. You will see a link that is called "TestingTickets" appear underneath the dropdown menus in the center of the page. 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 Explained:

- 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, click on STUDENT ROSTER from the left menu. Select your options and then click on the PRINT button. You will see a link that is called "TestingTickets" appear underneath the dropdown menus in the center of the page. 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.
 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. *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, which is located underneath the DECA logo - click it to open. 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.



ONLINE TESTING - TROUBLESHOOTING AND 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, at aday7@emich.edu or 734-487-7843 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, search for the Student or leave the boxes blank and click Search to list all.
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.

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 contact Ann Day at Michigan DECA at aday7@emich.edu or 734-487-7843 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. While the practice test portal is different than the one used for competition, they are identical so would work for a trial of the system. Instructions on accessing the practice tests are posted on <https://mideca.org/forms-files/>

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. We recommend choosing two days; test as many students as possible the first day and use the second day for makeup tests.

When the test window opens, what times are available to test?

The test is available from 6:00 a.m. to 6:00 p.m. during each of the days during the testing window. However, Ann Day 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 Ann 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.



2022-2023 DISTRICT CONFERENCE ONLINE TESTING

COMPREHENSIVE EXAMS AND CORRESPONDING COMPETITIVE EVENTS

Business Administration Core Exam

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

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

Finance Cluster Exam

ACT	Accounting Applications
BFS	Business Finance
FCE	Financial Consulting Event
FTDM	Financial Services 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

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

Personal Financial Literacy Exam

PFL	Personal Financial Literacy Event
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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)