ONLINE TESTING OVERVIEW

OCTOBER 31, 2026
Initial membership must be submitted to National DECA. Additions to membership are permitted before you register them for the District Conference.

SCHEDULE YOUR TEST DAYS
Select the days for your students' testing during **testing window of Monday, November 30 - Thursday, December 3, 2026**. If your chapter is registered for the Pistons Sports Marketing Conference on December 2nd, we will extend the testing window to Friday, December 4th.

You may schedule as many ***test periods in a day*** as you need during the test window.

- Chapters with less than 100 students may select only 1 Test Day + 1 Makeup Day
- Chapters with more than 100 students testing may select only 2 Test Days + 1 Makeup Day

NOVEMBER 6, 2026
Submit the Test Schedule Form signed by your Administrator with your selected test days.

NOVEMBER 23, 2026
Submit your district conference registration via the online portal.

NOVEMBER 30, 2026
Pay your submitted membership invoices for Gimme5! Award eligibility, Gimmie5! Award credit incentive, and to be included in the number of SCDC qualifiers recognized at the District Conferences.

DECEMBER 3, 2026
Last day of testing and substitutions.

WITHIN 24 HOURS AFTER TESTING
Submit the signed Exam Certification Form within 24 hours of the last student completes their test.

ROLES
- **PROCTOR(S) -** A non-Advisor, non-Business teacher, who will be actively monitoring the student's computer screens during testing by walking the room. One proctor is required for every 50 students you have concurrently testing. Additionally, if testing is taking place in multiple rooms, a proctor must be consistently in each room that testing is taking place at all times, and watching the student's computers; they cannot be moving from one classroom or lab to another.
- **ADVISOR(S) -** The chapter advisor(s) may assist with checking in students as they arrive for testing, and assisting with login issues, and act as the person who calls Michigan DECA for assistance so the Proctor can be monitoring students.

LINK
Visit **https://mideca.org/testing/**for videos, a PowerPoint presentation for students and more.

TEST POLICIES

1. Students will have 90 minutes to take the 100 question multiple choice exam.
2. **Your chapter's Proctor must be a school employee who is NOT an Advisor, a business teacher, and is available to actively monitor student's screens during testing.**
3. **All students must test in the presence of the proctor at the school.**
4. **One proctor is required for every 50 students concurrently testing.** Additionally, if testing is taking place in multiple rooms, a proctor must be in each room that testing is taking place at all times, and watching the student's computers; they cannot be moving from one classroom or lab to another.
5. **Only school issued computers/Chromebooks or computers in labs are allowed during testing.**
6. **Seating Guidelines** - Students in the same team/event should not sit near each other. We recommend students be spaced at least 3 feet from each other.
7. **Browsers will be Checked** - The testing platform will validate the student's browser window prior to testing. The validation checks for over 1000 AI tools, Browser Extensions, and JavaScript tampering. A warning message will be displayed if detected with the instructions to disable these prior to testing. If a tool is turned on after starting the test, the test will be submitted and flagged as suspicious.
8. **Testing Discrepancies -** Just like other high-stakes testing, Michigan DECA staff will be monitoring for testing discrepancies (tests flagged by the platform, as well as IP and MAC addresses, test start and end times, and other data).
9. **Prohibited Items -** Each participant may have a pen/pencil, scratch paper, and a basic 4-fuction calculator during testing. All other items are not allowed to be worn or used during testing; this includes but not limited to: textbooks, workbooks, notebooks, handouts, notes, dictionaries, cell phones/smartphones, smartwatches, other wearable technology, tablets/iPads, iPods, AirPods/wireless or wired earbuds, programmable calculators, graphing calculators, use of AI tools/browser extensions/applications, any other websites, or pop-up applications apart from the testing platform. **We strongly encourage chapters to require students to turn-in mobile and wearable devices when they arrive for testing (or leave them in a secure location in the room).**
10. Students will have access on an on-screen calculator during the test. **Opening any other apps, browser extensions, AI tools, or moving the mouse outside the testing browser will cause the test to submit!**
11. Please decide in advance if students will be instructed to go to a different room after they have submitted their examination, or to wait in the test room until other students have finished. If they wait in the testing room, they **may not** use any electronic devices or talk to others until all students have finished their exam.
12. Special needs students with IEPs may have modifications made to the guidelines.
13. **Student Protection Clause** - Students who report testing irregularities in good faith will be allowed to re-test without penalty. Reporting in good faith means the student sincerely believes that a testing violation has occurred and is not acting out of personal interest, retaliation, or intent to disrupt the process.
    - To initiate a testing irregularity report, students must submit their concern at mideca.org/testing. Reports must be submitted no more than five (5) days after the incident took place. False reporting or reporting in bad faith is considered a form of cheating and will be treated the same way.
14. **Consequences for Non-Compliance** - Chapters may lose eligibility for test-based events or chapter-level awards for violations of these policies.
15. **Testing Observers** - Michigan DECA reserves the right to assign a Testing Observer to any chapter's testing site, with or without prior notice. The plan is to visit 10-15 chapters each year. These observers are authorized to monitor compliance of testing rules, interview staff or students post-testing, and to submit independent reports to Michigan DECA of their visit.

ONLINE TESTING INSTRUCTIONS FOR PROCTORS

TEST SCHEDULE

Here are the parameters of testing days during the online test window of November 30-December 3, 2026:

Chapters with less than 100 students may select only 1 Test Day + 1 Makeup Day
Chapters with more than 100 students testing may select only 2 Test Days + 1 Makeup Day

The test is available from 6:00 a.m. to 6:00 p.m. You may schedule as many test periods as you need on the selected test dates in order to allow all DECA members to test.

OBTAINING THE STUDENT'S LOGINS AND TEST ROSTER

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**, 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 "Testing Tickets" 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 "Testing Tickets" 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.

NOTE: Student passwords are for one time use only. If the student is logged out for any reason *(moving to a different computer, a fire alarm, the Move Away feature, etc.)*, the Proctor will need to find the new password.

- Search for the Student or leave the boxes blank and click Search to list all.
- Click on the [PW] link located beside the Student name, or click on [Print] under Testing Ticket to print a new ticket for them.

CHECK-IN FOR TESTING

1. 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!**

2. On the Student Testing Roster have the students sign the Roster in the "Comments" column. **You will be submitting this to us post-testing, so please be sure to have students sign this.**

3. Students will login to the student 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 weblink, with a different username and password. Please make sure they use the weblink and credentials on the testing ticket in order for their score to count as part of their competitive event score.*

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SECURITY

In order to prevent the use of Artificial Intelligence (AI) during testing, several procedures have been enabled Screenshots of the security features are on the next page.

BROWSER VALIDATION

Before they can start their test, students will be prompted to click a button to validate their browser. The validation checks for over 1000 AI tools, browser extensions, and JavaScript tampering. A warning message will be displayed if detected with the instructions to disable these prior to testing.

Even if a browser passes the initial validation, if a tool is turned on after starting the test, the test will be submitted and flagged as suspicious.

Michigan DECA Staff can see the suspicious activity details.

MOVE-AWAY

The Move Away feature is triggered by any movement away from the current browser window. Clicking outside the window, including launching any browser extensions, opening the Windows calculator app, or even closing a pop-up window will cause the test to submit in 3 seconds.

Students need to use a basic 4 function physical calculator or the calculator in the testing window. Using any other computer calculator will trigger the Move Away feature.

Students should be instructed to notify the proctor if they are having pop-ups going off in their browser while testing. If this is happening, they should be moved to another computer or a different browser. The proper protocol for this is for the student to stop the exam and ask for another computer.

TEST RESETS

Proctors can return a student's test if it was submitted in error.

1. Click on the SEARCH button to show all the students.
2. You will see the status as "Submitted - Moved Away" in red. Enter a reason, and then click the [RESET] link to the right to return the student's test.
3. You will need to find the new password for the student, so click the [PW] link on their row, or print a new ticket.

MICHIGAN DECA ASSISTANCE DURING TESTING WINDOW

The test is available from 6:00 a.m. to 6:00 p.m. during each of the days during the testing window.
However, Michigan DECA is only available from 7:30 a.m. to 5:00 p.m. for troubleshooting.

testing@mideca.org
sends email to both Ann & Marshall

Ann Day **734-487-7843**
Marshall Conley **734-487-2354**

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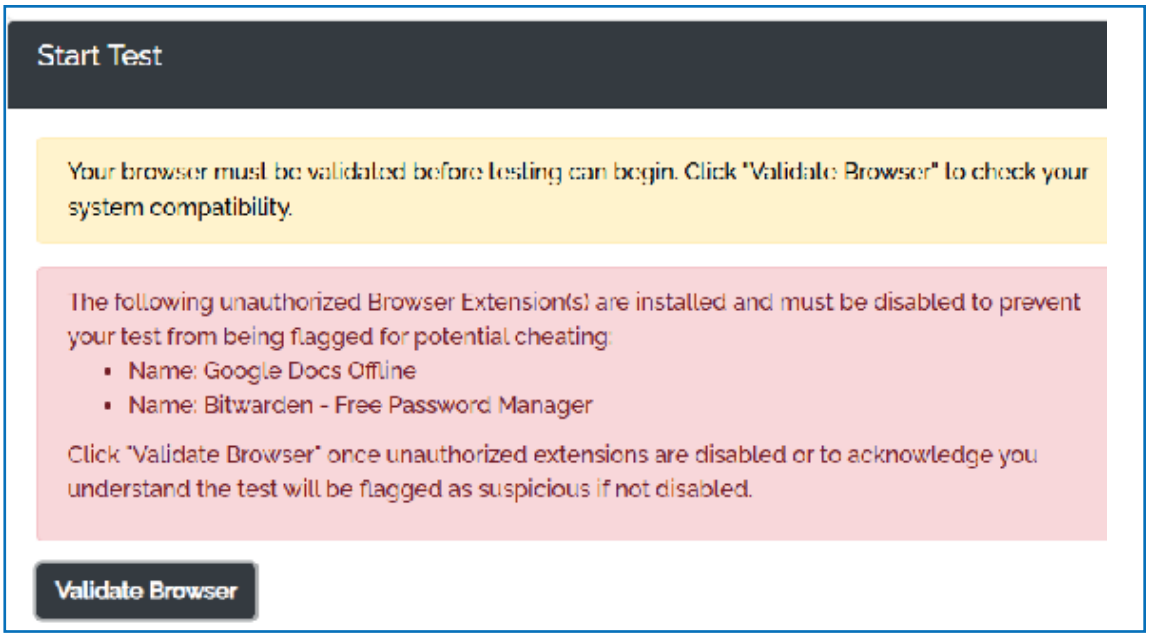
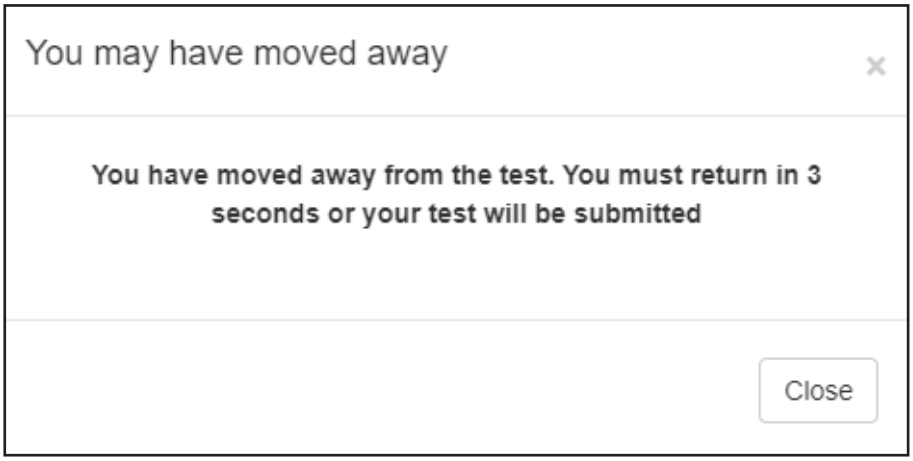
SCREENSHOTS

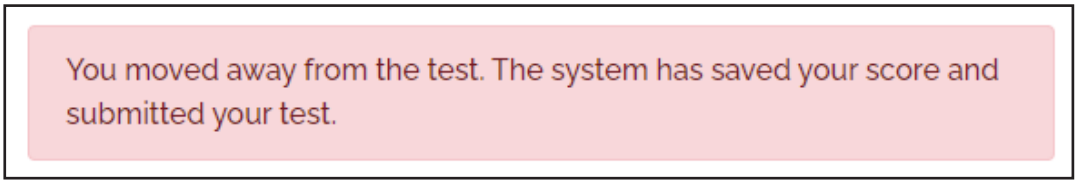
BROWSER VALIDATION WARNING



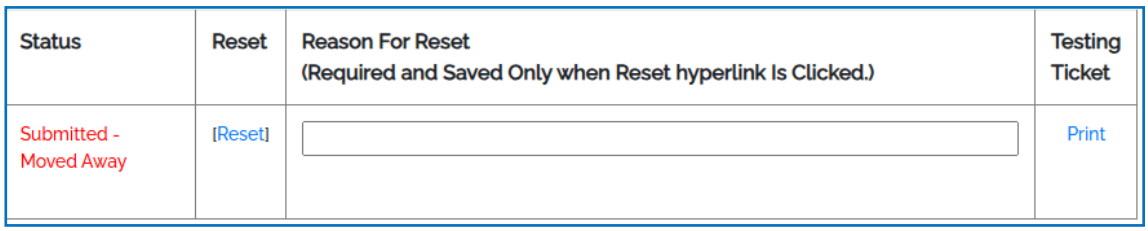
MOVE-AWAY WARNING



MOVE-AWAY SUBMITTED A STUDENT'S TEST



PROCTORS CAN RETURN A TEST IF IT WAS SUBMITTED BY A MOVE-AWAY DETECTION



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PROCTORS MUST READ THESE INSTRUCTIONS VERBATIM TO THE STUDENTS PRIOR TO THE START OF 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, or chat/messaging apps.
- **You are take the test individually, even if you are on a team. Any students taking the test together will be disqualified.**
- Each participant may have a pen/pencil and scratch paper during testing. You may use either a basic 4-function calculator, or the calculator that is in the test window, which is located underneath the DECA logo - click it to open. Do not use the computer's calculator app.
- **You may NOT USE OR WEAR the following** which includes but not limited to: textbooks, workbooks, notebooks, handouts, notes, dictionaries, cell phones/smartphones, smartwatches, other wearable technology, tablets/iPads, iPods, AirPods/wireless or wired earbuds, programmable calculators, graphing calculators, use of AI tools/browser extensions/applications, any other websites, or pop-up applications apart from the testing platform.
- **If you open another window or tab, click a pop-up, or open a browser extension or program, the Move Away dialog box will appear and start a 3 second countdown, and after 3 seconds the exam will be submitted. If you have a lot of computer pop-ups, please let me know and we'll move you to another computer.**
- You have 90 minutes to answer 100 questions. After the time 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 worth one-third of your overall score in your DECA Competitive Event.
- When you have completed the test, click on the "Submit Test" button. Once submitted, you will not be permitted to re-take the test or change any answers.
- When you are finished, please __*[insert your own instructions to stay seated and not use any electronic devices, or leave the room, etc.]*_____

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POST-TESTING

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.**

After the very last student at your school has completed testing and WITHIN 24 HOURS send:

1. The Exam Certification Form *(filled out by the Proctor and signed by a school administrator)*
2. Along with your Roster Page(s)
3. to Michigan DECA by email to **mconley6@emich.edu with the subject of TESTING FORM.**

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.

MICHIGAN DECA ASSISTANCE DURING TESTING WINDOW

The test is available from 6:00 a.m. to 6:00 p.m. during each of the days during the testing window. However, Michigan DECA is only available from 7:30 a.m. to 5:00 p.m. for troubleshooting.

testing@mideca.org
sends email to both Ann & Marshall

Ann Day **734-487-7843**
Marshall Conley **734-487-2354**

ONLINE TESTING - TROUBLESHOOTING AND FAQ

How do we get the students' usernames and passwords, which they need to sign on?
Instructions are on page 2 to get the tickets for all students. To find the Password for just one student, see below.

What happens if the Move Away feature or Tampering Browser Detection submitted a student's test?

1. Login using your Proctor credentials.
2. Click on the SEARCH button to show all the students.
3. You will see the status as "Submitted - Moved Away" in red. Enter a reason, and then click the [RESET] link to the right to return the student's test.
4. You will need to find the new password for the student, so click the [PW] link on their row, or print a new ticket.

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 the 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 similar, so it would work for a trial of the system. Instructions on accessing the practice tests are posted on **mideca.org/testing**

Is everyone required to test at the same time, or can we break it up into different sessions?
You can schedule as many sessions in a day as you need on your chapter's selected test days, but students can only take the test one time.

What if a student has an IEP and needs accommodations for testing?
We can give additional test time, enlarge the text on the screen, and override the move-away features, but only if the Special Accommodations Form is submitted at least one day prior to your testing day.

MICHIGAN DECA ASSISTANCE DURING TESTING WINDOW

The test is available from 6:00 a.m. to 6:00 p.m. during each of the days during the testing window. However, Michigan DECA is only available from 7:30 a.m. to 5:00 p.m. for troubleshooting.

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MICHIGAN DECA

DISTRICT CONFERENCE ONLINE TESTING

COMPREHENSIVE EXAMS AND CORRESPONDING COMPETITIVE EVENTS

Business Administration Core Exam

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

Business Management and Administration Cluster Exam

BLTDM	Business Law & 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 & Lodging Management
HTDM	Hospitality Services Team Decision Making
HTPS	Hospitality & Tourism Professional Selling
QSRM	Quick Serve Restaurant Management
RFSM	Restaurant & Food Service Management
TTDM	Travel & Tourism Marketing Team Decision Making

Marketing Cluster Exam

AAM	Apparel & Accessories Marketing
ASM	Automotive Services Marketing
BSM	Business Services Marketing
BTDM	Buying & Merchandising Team Decision Making
FMS	Food Marketing
IMCE	Integrated Marketing Campign-Event
IMCP	Integrated Marketing Campign-Product
IMCS	Integrated Marketing Campign-Service
MCS	Marketing Communications
MTDM	Marketing Management Team Decision Making
PSE	Professional Selling Event
RMS	Retail Merchandising
SEM	Sports & Entertainment Marketing
STDM	Sports & Entertainment Team Decision Making

Personal Financial Literacy Exam

PFL	Personal Financial Literacy Event

Events without an Exam

The following events do not include the comprehensive exam as part of their competition.

However, some chapter Advisors may require students in these events to take the Marketing Cluster Exam.

EIP	Innovation Plan
ESB	Start-Up Business Plan

POST-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) which are 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 **mconley6@emich.edu with the subject of TESTING FORM**

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

List any testing irregularities, hardware issues, network issues, or major interruptions to your testing:

By identifying these issues now, this will help us improve our process when looking at irregularities that have been flagged by the testing portal.

_____

_____

_____

_____

_____
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)