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.

MICHIGAN DECA

TEST SCHEDULING FORM

SUBMIT COMPLETED SIGNED FORM BY NOVEMBER 6, 2026 TO:
mconley6@emich.edu the subject line should contain TESTING FORM

ADVISOR: FILL IN YOUR TESTING INFORMATION

THE TESTING WINDOW IS MONDAY, NOVEMBER 30 TO THURSDAY, DECEMBER 3, 2026.
If your chapter is attending the Pistons Sports Marketing Conference on December 2, we will extend testing to Friday, December 4th.
You may schedule as many test periods in a day as you need during your chapter's selected test days.

Chapter/School | Number of Students that will be Testing

Testing Day #1 List the Times You Plan on Testing on Day #1
Note: You may NOT select December 3rd as your first testing day

Testing Day #2 List the Times You Plan on Testing **on Day #2**
Testing Day #2 is only available for chapters with more than 100 members

Make-Up Test Day List the Times You Plan on Testing on your Make-Up Test Day

Proctor(s) Names and Email - ***One proctor required for every 50 students concurrently testing. Additionally, if testing is taking place in multiple rooms, a proctor must be in each room; they cannot be moving from one classroom or lab to another.***

ADMINISTRATOR: ACKNOWLEDGEMENT

Your support is appreciated by your DECA Advisor and Michigan DECA Staff to establish a reliable and equitable testing opportunity for all our members. The comprehensive exam is one-third of the student's overall DECA competitive event score.

I acknowledge that I have read the polices on the reverse side, and that the Proctor(s) named above have release time in order to oversee our DECA chapter's testing:

Administrator Printed Name | Administrator Signature | Email | Phone

TESTING OBSERVERS

Michigan DECA will be sending Testing Observers to chapter testing sites to monitor compliance of testing policies, interview staff or students post-testing, and to submit independent reports to Michigan DECA of their visit. Our plan is to visit 10% of our chapters each year. **We will notify administration staff 1 business day prior to visit, but we ask that you keep our visit confidential from the Advisor, Proctor(s), and Students.**

ADMINISTRATORS: Please provide the contact information of the staff member who we should contact if we will be monitoring testing at your school.

Printed Name | Email | Phone Number

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.