

Massachusetts Future Business Leaders of America

STATE LEADERSHIP CONFERENCE
2018
ON-SITE TESTING INFORMATION

OVERVIEW OF TESTING PROCESS

Massachusetts FBLA uses a vendor called Technology Fluency Institute (TFI) to manage on-site written competitive events. These instructions will detail how to use the site to complete tests, as well as what to do if you have any questions.

NOW

Review this guide in detail for an overview of the testing process.

PRIOR TO TESTING

Chapter advisers received an email from TFI containing information on how to access the site. Log in to the site to access usernames and passwords for each of your students. See details later in this document. Print these documents to have on file for testing.

TESTING WINDOW

The system will open for testing at 9:00am on Tuesday, March 20. All tests must be completed by 5:00pm Thursday, March 29. Be sure to test early and account for last-minute issues. The deadline will not be extended. **NO EXCEPTIONS.**

Testing can be scheduled anytime during this window. We encourage you to do it earlier than later — do not wait until the last day. **ALL COMPETITORS MUST SIGN IN USING THE FORM IN THIS DOCUMENT.**

DURING A TEST

Your role as the proctor is to ensure compliance with all rules and regulations. Use the guide located later in this document for instructions on how to manage the testing. Be sure all students understand the rules and regulations listed and sign in to verify this.

If you encounter any issues, contact TFI immediately.

AFTER TESTING

Once all testing has been completed, **PROCTORS MUST EMAIL A STATEMENT OF ASSURANCE** to advisers@mafbla.org in order to validate your test results. This indicates you have proctored the events and ensured compliance with all rules and regulations. See instructions later in this document.

THIS STATEMENT MUST BE RECEIVED BY 5PM MARCH 29.
IF IT IS NOT RECEIVED, YOUR SCORES WILL NOT BE SUBMITTED.
THIS MEANS ALL YOUR WRITTEN EVENT COMPETITORS WILL BE DISQUALIFIED.

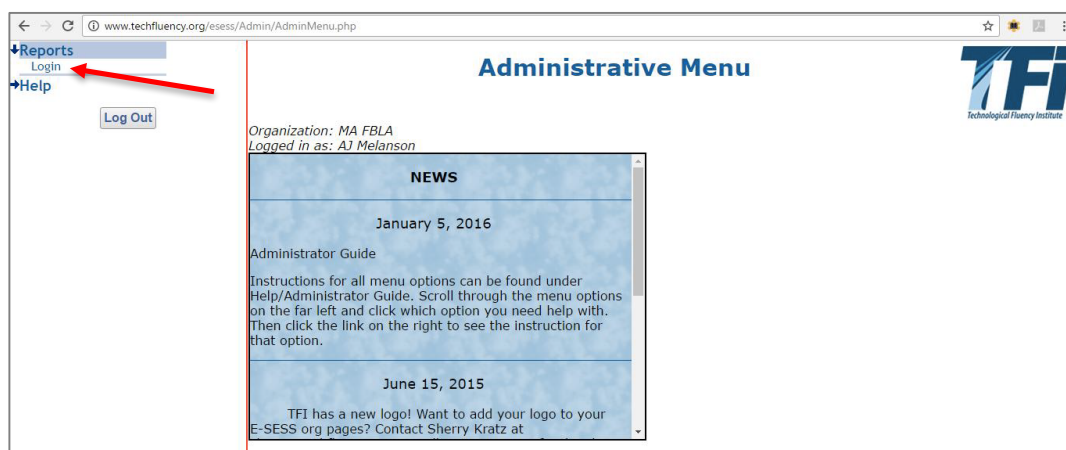
HOW TO ACCESS LOGIN INFORMATION

Each test for each competitor has a unique access code. These codes must be accessed by the adviser prior to testing.

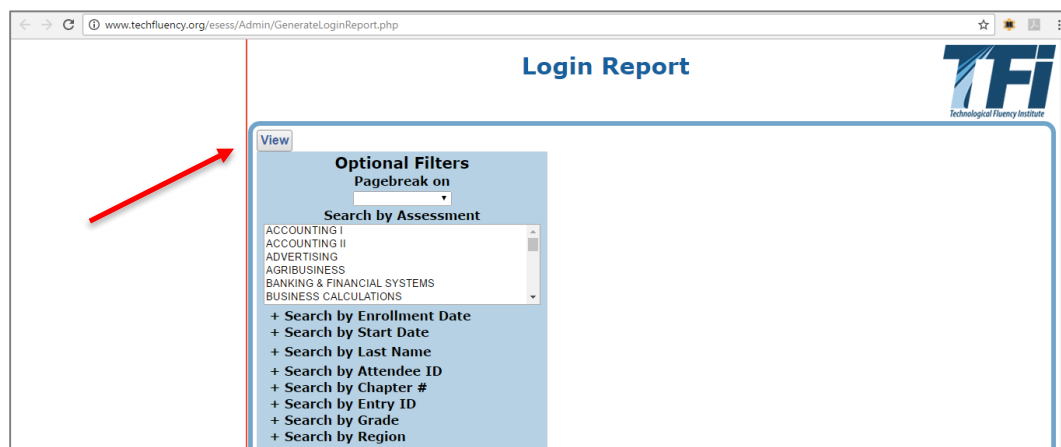
Chapter advisers received an email from TFI with codes for their members. This email was sent around 5:30pm on Friday, March 16 from info@techfluency.org with the subject line *E-SESS Login and Password*. The email was sent to one adviser per chapter, so schools with multiple advisers should cross-check between advisers. Check your spam folder. If you cannot find it, email advisers@mafbla.org for assistance.

Once you find the email, use the following steps to print your chapter's access codes:

1. Access the site referenced in your email and login using the credentials provided.
2. Using the left navigation, click **Reports** then click **Login**.



3. A new tab will open with a header that says **Login Report**. Click the **View** button. This will display all your access codes. Print this page for your records.



PRACTICE TESTS

E-SESS Practice Test information for schools

We recommend that everyone take a sample test in the lab students will be using, prior to student testing, to ensure access to our site. To take a sample test, follow these instructions:

- Go to www.techfluency.org/esess and type **Sample** in all 4 fields (Organization, First Name, Last Name, and Password will all be **Sample**). To try the Team login, click "Check in team" and use TEAM as the password for the 2nd member.
- Click Continue, then click "Begin" on any test. Go through the test and make sure the page loads correctly, that answers are saved (watch for the green check mark by the disc icon at top of page — it will appear every 3-5 questions) and make sure the test can be submitted for grading.

If anyone has any problems with a practice test, please contact TFI Tech Support at 866-277-5061. Hours are Monday – Friday, 9am – 6pm Eastern Time.

Team Login

All collaborative team members will have a password. They will sit down together AT ONE computer and take one test but they will have to verify all team member passwords. They can use any of the passwords for the initial login. They will click "Check in team" and then each member will be required to enter their password (or check not present) then they will click "Begin" and take the test. (Any team member that enters a password will get a score, any team member marked as Not Present will NOT get a score for the collaborative event.)

COMMON ISSUES

Trouble shooting common issues during testing (other than password/login issues)

The most important thing is to let students know their time can be reset. When students see the clock 'ticking down' but they are unable to answer questions, they tend to panic. Anytime students lose more than 1 minute on their clock, call Tech Support at 866-277-5061 to have more time added. Internet freeze ups are the most common issue during testing.

Issue: When student clicks "Begin" (or "Check in team" for collaborative teams) nothing happens.

Reason: popup blockers prevented questions from loading. (This is especially common in Mac but has also been reported on PC's. Also common for Teams after they verify passwords and click "Begin".) The timer DOES NOT begin, so there is no need to call to adjust time

Solution: Check the pop up blocker and set it to allow pop ups from techfluency.org and click "Begin" again.

Issue: When student clicks Begin, the timer shows up and starts counting down but there are no questions.

Reason: Test did not load correctly

Solution: Have the student close the page (they will get a warning asking them if they are sure they want to leave the page. Click yes). They will go back to the "Begin" screen. Have them click Begin again. The questions should load correctly. Call tech support if they lose more than 1 minute.

Issue: Student keeps getting a warning that says they have lost internet connection. (Or their warning says their security settings prohibit E-SESS from displaying).

Reason: Typically means there is a slow down in communication with TFI servers. Either as a result of a lot of 'traffic' on the internet at your school or not enough bandwidth available to accommodate fast connections. Another thing that causes internet slow down is having a totally wireless lab.

Solution: 1) Try to test during times you know internet traffic will be lower. 2) Have the student close the page (they will get a warning asking them if they are sure they want to leave the page – click yes). They will go back to the "Begin" screen. Have them click begin again. Sometimes closing and restarting gives them a 'fresher' connection to continue testing. Call tech support if they lose more than 1 minute.

Issue: Students submit their test for grading and they get a processing message. (When students submit they should get a confirmation message that lets them know the test is complete with the date it was completed.)

Reason: Somehow students lost communication with our server and the system can't display the confirmation

Solution: Call tech support to confirm that the test was submitted correctly.

INSTRUCTIONS FOR PROCTORING TESTS

NOTE: Instructions to the Proctor are printed in regular font. **Information that should be read to the participants is printed in bold font.**

- Have participants sign the *Student Check-In Sheet* as they enter the room.
- Ensure that participants in team events are testing at the same time and that students are not sitting beside someone testing in the same event.
- Give each participant a sheet of scratch paper.

Verify that students can sign on to the local network drive.

Support will only be provided for Chrome, Firefox and Internet Explorer. Other browsers may work, but are not guaranteed. The testing program is best viewed using the following browsers:

<u>PC:</u>	<u>Macintosh:</u>
Firefox	Firefox
Chrome	Camino
Internet Explorer 9.0+	Safari
Safari	

The program will work at 800 X 600 or higher resolution, but is best viewed at 1024 X 768 resolution.

Competitors can use the calculator provided in the testing system. If calculators are to be provided, please check with your State regarding calculator guidelines.

Announce to the participants:

Documents may not be saved to the local network drive, computer hard drive, or other device. Documents may not be printed. After you have completed the test, fill out the *Participant Certification Form*, sign, and hand it to me as you leave the room.

No cell phones and/or electronic devices are allowed in the test area. Click the “Calculator” button on the screen to activate the built-in four-function calculator

Distribute Web site address and passwords with students’ names on them. These are printed via the login information you received from TFI.

Announce to participants:

Open the testing Web site using the Web site address <http://www.techfluency.org/esess> on your password form but do not log on with your password until I instruct you to do so.

(Pause)

Verify that all participants have opened the testing Web site.

Announce to the participants:

The E-SESS™ Participant Guide explains how the testing system operates. Click the Participant Guide link on the left side of your screen. I will give you a few minutes to review this Guide. Give the students a few minutes to review the guide, then ask: **Are there any questions?** (Pause) **Close the E-SESS Participant Guide window.**

Announce to the participants:

Enter the organization, first name, last name, and password as they appear on the Login Card. (If the org name is not on the login cards then you may obtain this information from TFI). **Click on *log in*.** **If you are on a collaborative team* event, use any of the team member passwords to login.** **Once you click on *log in*, IF the General Instructions are on the page - read the General Instructions and click in box beside each statement. You must check all boxes in order to continue. Click *Continue*, but do not click *Begin* until I instruct you to do so.** **The name of your event test should be on your screen. Verify that your event name is correct. If there is a discrepancy let me know immediately.** **Collaborative team members will verify additional team member passwords AFTER you click *Check in team*, but do not click *Begin* until I instruct you to do so.**

*For collaborative teams – All students on collaborative teams should have a password. They will sit down together to take the team test - they can use ANY PASSWORD to login. After the first student has logged in with the first password - each additional team member will be required to enter their password before they can continue. There is an option to mark a team member as not present, please be advised that any student marked as "Not Present" at time of testing will NOT get a score for the team event.

Each student that enters a password when they begin the test will have a score in all the score report.

The state should list a person (and phone number) to whom the discrepancy should be reported in order for the issue to be resolved.

Announce to the participants:

Are there any questions? (Pause) **If you should experience hardware problems while taking the test, raise your hand and let me know immediately.** **Remember—you will have one hour to complete the test, after which time the testing program will automatically submit your test for grading.**

Read each question carefully and select your answer. When you answer a question, click "*Save Answer*" or "*Next*" to move to the next question. You may mark any

question for “review.” All answers may be reviewed and/or changed at any time during the testing. When you are in the Review screen, you may change answers, find unanswered questions or find ones that were marked for review. The answers you mark for review will be highlighted in blue.

Once you have clicked “*Begin*,” you will have one hour to complete the test. (If your test does not load and you get a “*Please wait while test is loading*” message – close the page and click begin again.) Do not rush and do careless work in an effort to complete the entire test. When you are finished with the test, click the “Submit For Grading” button. After clicking “Submit For Grading” a new window opens and you can choose to continue working if you have submitted by mistake or submit for grading immediately. Submit for grading immediately stops your time.

You may now click *Begin*. *Collaborative teams, click “*Check in team*” to enter additional member's passwords, click *Continue*, and then click *Begin* to start your test.

Any problem with the testing must be immediately reported to TFI in order to provide appropriate time for the participant(s) to complete the test.

Technical support is available from TFI at 866-277-5061 Monday through Friday 8:00 – 5:00 Central Time.

STUDENT CHECK-IN SHEET

By signing in to take this event, I acknowledge the following:

1. I will complete the test in one session.
2. No help beyond that allowed in the instructions will be given to me.
3. I will not use a textbook, reference materials, or other aids.
4. I will in no way copy any test materials, and no test materials will remain in my possession.
5. Upon completion of the test, I will give all scratch paper to the Event Proctor.
6. I will test at the same time as my team partner (if taking a team event test).

COMPETITOR NAME	EVENT

Reproduce this form as needed for additional entries

PROCTOR STATEMENT OF ASSURANCE

Once you have completed testing, send an email as outlined in the box below to confirm that you have followed all rules and regulations as outlined in this document.

TO: advisers@mafbla.org
SUBJECT: Statement of Assurance
BODY: I have completed online testing in accordance with the statement of assurance.

Statement of Assurance

As a Proctor for the FBLA 2017 online events, I certify that the following statements are true:

1. I received a correspondence with log in information for each competitor.
2. I administered the test(s) during the testing window.
3. All competitors signed in on the Check-In Sheet, agreeing to follow the regulations.
4. I watched the competitor(s) complete the tests online.
5. I was the only person in the room, other than the competitor(s) and additional proctor(s), during the testing.
6. I gave no help to the competitor(s) beyond that allowed in the instructions (i.e., equipment problems).
7. I verify that the competitor(s) used no textbook, reference materials, or calculators than the one electronically provided by TFI.
8. I attest to the fact that no test materials were saved, copied, or printed in any way, and no test materials remain in my possession or in the possession of anyone else at this location.
9. I certify that each participant completed his/her test in one session.
10. I made sure that team members tested as a team at the same time/location, with collaboration between them in Banking & Financial Systems, Entrepreneurship, Global Business, Management Decision Making, Marketing, and Sports & Entertainment Management.
11. I verified that no cell phones or electronic devices were used by students during testing.