



2025 STATE LEADERSHIP *Conference*

APRIL 7, 2025

Bentley University
9am-2pm

- AWARDS
- GUEST SPEAKERS
- WORKSHOPS
- NETWORKING
- PREJUDGED
COMPETITIVE EVENTS



OVERVIEW OF TESTING PROCESS

Massachusetts FBLA uses a platform called Blue Panda to manage online 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

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

TESTING WINDOW

Blue Panda will open for testing at 9:00 am on Friday, March 21. All tests must be completed by 5:00 pm Friday, March 28. 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.

DURING A TEST

Students are expected to comply with all rules and regulations.

Any problem with the testing must be immediately reported to Blue Panda to provide appropriate time for the participant(s) to complete the test. support@gobluepanda.com

Blue Panda E-Testing Instructions for Students

Login

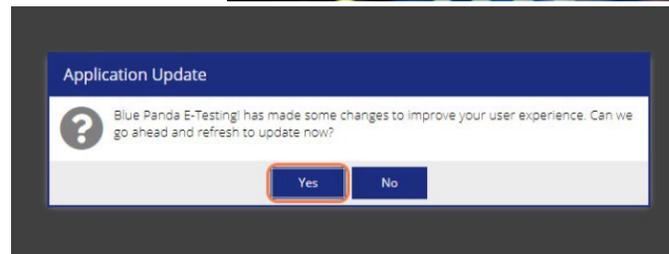
Go to <https://bpet.gobluepanda.com/students>

1. Type the Event Code
2. Type the Username
3. Type the Passcode
4. Click Login



Application Update

This update notification only appears if the user has previously logged in to Blue Panda. If this option appears after clicking Login, always click **Yes** to load the most recent version of the application.



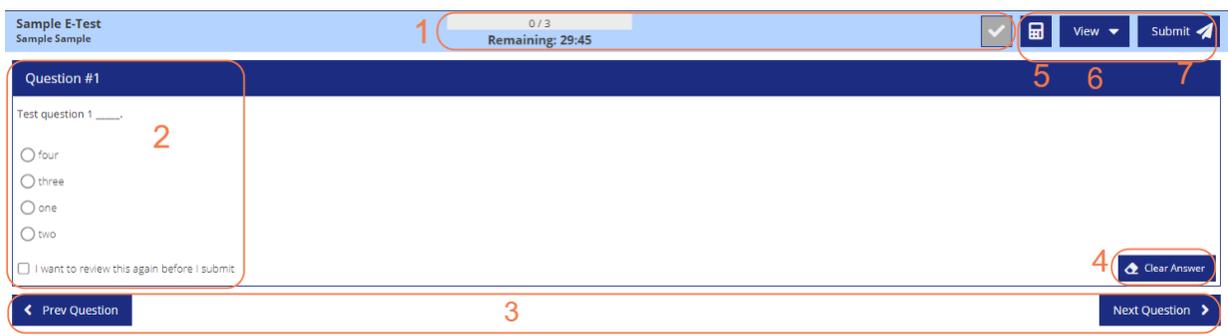
Assigned Competitions

All assigned Tests will appear. Click **Select** next to the Test to start.



Test Screen Overview

1. Test Progress bar indicates how many questions have been answered out of how many total questions. If the test has a time limit, the Remaining time is indicated.
2. Question text, selectable answers, and Mark for Review option
3. Question navigation buttons
4. Clear Answer button
5. Calculator button
6. View button – change how questions are displayed
7. Submit button



Answering a Question

1. Click the **radio button** next to answer to select it. Clicking a different radio button will change the answer selection.
2. To review question before submitting, click the **box** next to *I want to review this again before I submit*.
3. Click **Prev Question** to go back to the previous question.
4. Click **Clear Answer** to clear all selection.
5. Click **Next Question** to advance to the next question.



Changing Question Display

Click View to change the question display

1. **One At A Time**: displays a single question on the screen.
2. **All Questions**: displays all questions on the screen. Scroll to navigate through the questions.
3. **All Unanswered**: displays all questions that have not been answered.
4. **All Marked For Review**: displays any question that has the *I want to review this again before I submit* box selected.

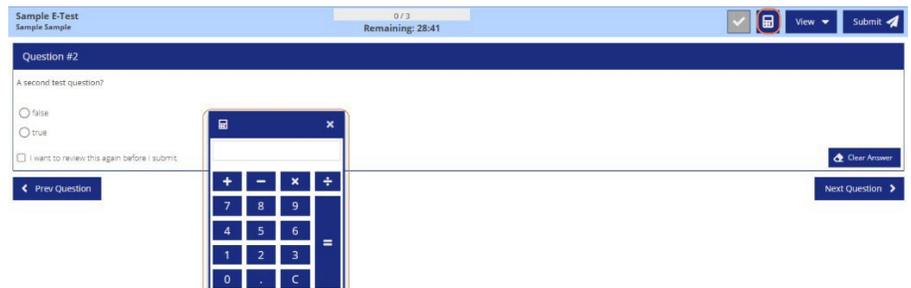


Calculator

Click the **Calculator** icon to open the 4-function calculator.

When open, the calculator can be resized or moved by clicking on the calculator.

Once open, the calculator remains open on the screen until the **X** in the top right corner of the calculator is clicked to close.



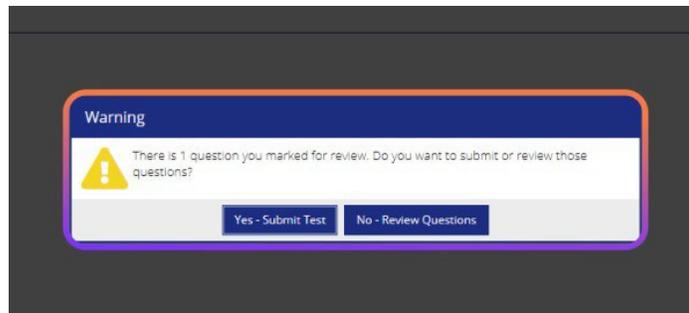
Submit

Click Submit when test is complete

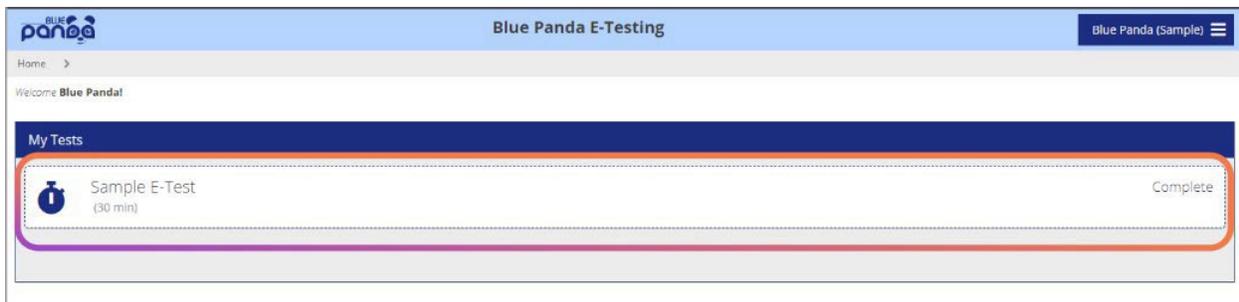


Final Review

If questions have been marked for review, select **Yes** to submit or **No** to continue to review. If **No** is selected, test questions are loaded for review. If **Yes** is selected, the test is submitted for grading.



Test Complete



INSTRUCTIONS FOR PROCTORING TESTS

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:

PC:	Macintosh:
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 applicable). If calculators are to be provided, please check with your State regarding calculator guidelines.

Documents may not be saved to the local network drive, computer hard drive, or other device. Documents may not be printed.

No cell phones and/or electronic devices are allowed while testing.

Participants will have one hour to complete each competitive event.

Any problem with the testing must be immediately reported to Blue Panda in order to provide appropriate time for the participant(s) to complete the test. support@gobluepanda.com