



FBLA-PBL School-Site Production Testing

Proctor Instructions & Information

Thank you for agreeing to support the educational and career preparation of FBLA-PBL by agreeing to serve as a Proctor for this competitive event. Your involvement and commitment makes this program possible for our students. We appreciate your willingness to help!

As you prepare to administer the event, please take a few minutes and familiarize yourself with the appropriate event guidelines, the contents of this packet, and with the instructions that follow. It is important that the guidelines and instructions be followed carefully to ensure fairness to all competitors. If you have any questions or require clarification, please call the State Adviser, Betty Scott, at 817.266.9704.

Proctor Packet Contents:

- *Proctor Instructions & Information*
- *A Proctor Certification Form*
- *Participation Certification Form*
- *A Proctor Script for each event should be downloaded from TXFBLA.org prior to the event and studied carefully.*
- The FBLA-PBL Format Guide should be downloaded and made available to competitors in Computer Applications and Word Processing

Shortly after March 15, you will be sent the URL(s) for the web page(s) where each test is located on the Texas FBLA website (TXFBLA.org). Tests must be downloaded by a proctor. The FBLA adviser is NOT to download any test!

Before the Event:

1. Create a separate (9x10") manila envelope for each competitor. In the top right corner of each envelope, on three separate lines, PRINT the competitor's name, school, and event. Put a printed copy of the appropriate test, the FBLA-PBL Format Guide (for Computer Applications & Word Processing only), and an Event Participation Form in each envelope. Please keep these envelopes secure at all times.
2. Print out the test. Familiarize yourself with the test so that you will be better prepared to anticipate the needs of your students.
3. Become familiar with the equipment and facility in which the testing will take place. Be sure you know how to turn on the machines, access the software, connect to the printers, troubleshoot common problems, etc. You may need to specifically check for the following:
 - Can the students log onto the computers?
 - Where will students save their test files?
 - How do the students get into the software package(s) they will be using?
 - How are the printers configured?
 - Are all printers loaded with ample paper?

Event Times:

Please note the times allowed for each event:

Computer Applications	2 hours
Database Design & Applications	60 minutes
Desktop Publishing	2 hours
Spreadsheet Applications	60 minutes
Word Processing I	60 minutes
Word Processing II	60 minutes

During the Event:

1. It is important that the time limit indicated for each event is strictly followed. Once the clock has started on an event, it must continue to run. The clock may be stopped, and testing interrupted, only to correct major hardware failures. Students may not complete the event in multiple sessions, nor may they take additional time beyond that allowed for their event.
2. Software templates are permitted. Only standard software templates may be used. Customized templates or macros may not be brought in by the student. Students may not use any other information to help them with the use of the software.
3. Students are permitted to review their printouts, make corrections, and reprint if time allows. **However, all copies, including those discarded by the students, must be returned with the final test packet for grading.** Have students mark through the copies that are not to be graded.
4. Proctors are not to provide ANY assistance in using the software. Proctors are permitted to assist only with equipment problems (i.e. printer jams, screen freezes, printer needs more paper, etc.).
5. If you are aware that a student is not using the correct software procedure for items such as mail merge in word processing, formulas in spreadsheets, and/or filters/sorts in databases, make a note on that student's paper after they have submitted their work and left the event.
6. Be sure to review the participant's instructions carefully with the student(s) at the beginning of the event. Also, be sure to watch the time carefully to ensure that the participant is allowed only what is indicated for the event. Time lost due to equipment problems can be added on at the end of the event, but an indication of this should be made on the student's materials.

After the Event:

1. As students hand in their materials, make sure that all items are included, properly identified, and organized in the proper order. Each printout page should include a header or footer containing the student's name, school, and job number.
2. Make sure you collect all materials including the original test materials, instructions, any discarded printouts, etc. and replace them in the envelope which was provided for the student. **The test copy must be in the packet or the test will not be scored.**
3. Watch to be sure that all files have been deleted from the computer network or hard drive and that the Recycle Bin is emptied. **NO TEST, TEST DOCUMENTS, OR ANY MATERIALS REGARDING THIS TEST MAY BE SAVED BEYOND THE TIME LIMIT OF THIS EVENT.**
4. Check to see that the students have exited their software properly.
5. Make any appropriate notations and comments about computer/printer problems on the students' envelope.
6. Ensure that each students' materials are in their envelope along with certification forms, proctor instructions, other event-related materials (used or not), and any comments or remarks to your local adviser.



TEXAS FBLA

Production Event Administration (School Site Testing)

Proctor Certification Form

School _____ City _____

This *Proctor Certification Form* applies to the following event(s): (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Accounting II | <input type="checkbox"/> Word Processing I (FBLA) |
| <input type="checkbox"/> Computer Applications | <input type="checkbox"/> Word Processing II (FBLA) |
| <input type="checkbox"/> Database Design & Applications | <input type="checkbox"/> Word Processing (PBL) |
| <input type="checkbox"/> Desktop Publishing | |
| <input type="checkbox"/> Spreadsheet Applications (FBLA) | |

As Proctor for the above indicated event(s), I certify that the following statements are true.

1. I created a test packet containing all of the indicated items and materials.
2. The test began at _____ (time) and ended at _____ (time) on _____ (date).
3. The testing was completed within the specified time limit and in one session only.
4. I received and read the *Event Proctor Instructions & Information* before administering the event(s).
5. I watched the competitor(s) open the test, read the directions, and complete the tests.
6. No one, other than me and the competitor(s), was in the testing room during the time indicated above.
7. No help, beyond that allowed in the instructions (i.e. equipment problems), was given to the competitor(s).
8. The competitor(s) used only the FBLA-PBL Format Guide downloaded with the test (for Computer Applications and Word Processing).
9. All test materials generated are the original work of the competitor(s) unless otherwise allowed in the event guidelines.
9. No test materials were copied in any way; no test materials remain in my possession or in the possession of anyone.
10. Test materials saved to any hard drive or network drives are deleted.
11. I have enough computer knowledge to affirm the above computer-related certifications.
12. All copies of the printed test materials, all test printouts (including drafts and discarded copies), are enclosed in the return packet.
13. Upon completion of the test, the competitor(s) placed all materials into the testing envelope. I then prepared, sealed, and returned all materials to my local adviser.

Certified by: _____ Date: _____

Name (Print) _____

Phone (Daytime): _____ E-mail: _____

Cell Phone _____



TEXAS FBLA

Production Event Administration (School-Site Testing)

Participant Certification Form

(Duplicate as needed)

School _____ City _____

This *Participant Certification Form* applies to the following event: (check one)

- | | |
|---|---|
| <input type="checkbox"/> Accounting II | <input type="checkbox"/> Spreadsheet Applications |
| <input type="checkbox"/> Computer Applications | <input type="checkbox"/> Word Processing I |
| <input type="checkbox"/> Database Design & Applications | <input type="checkbox"/> Word Processing II |
| <input type="checkbox"/> Desktop Publishing | |

As a Participant in the above indicated event, I certify that the following statements are true.

1. I did not take more time than allowed by the test guidelines, and I completed the exam in one session.
2. No help, beyond that allowed in the instructions (i.e. equipment problems), was given to me.
3. I used no textbook, reference materials, or other aids other than the FBLA-PBL Format Guide (only for Computer Applications and Word Processing 1 and 2).
4. All test materials generated are my original work, unless otherwise allowed in the Event Guidelines.
5. No test materials were copied in any way; no test materials remain in my possession or in the possession of anyone else.
6. Test materials saved to any drive or network are deleted.
7. All copies of the printed test materials, all test printouts (including drafts and discarded copies) are enclosed in the return packet.
8. Upon completion of the test, I placed all materials into the testing envelope and gave the envelope to the Event Proctor.
9. I am registered to attend the State Leadership Conference and to participate in the above indicated event. I am aware that I must take the theory test associated with my event prior to the SLC and I am aware that my score on that test will count for 15% of my final event score.

Certified by: _____ Date: _____

Name (Print): _____

Certification is required by both participants in the Desktop Publishing event.

Certified by: _____ Date: _____

Name (Print): _____