



FBLA-PBL School-Site Production Testing

Proctor Script

WORD PROCESSING I & II WORD PROCESSING

NOTE: Instructions to the Proctor are printed in regular type. **Information that should be read to the participants is printed in bold.** If students finish the test early, they may turn in the test materials and leave the test site.

Make sure students can sign on to the network drive and have a place to save their files. Hand out test packets and other required materials. Make sure you are handing out the correct test.

Announce to the contestant(s):

Be sure your name, school, and event are printed in the top right corner of the envelope of your Test Packet.

Each page should include a header or footer containing your name, school, event, and job number or you may write the information required.

Announce to the contestant(s):

Documents may be saved to the computer hard drive or network drive. After printing is complete, delete all the saved files. Empty the Recycle Bin.

Announce to the contestant(s):

The enclosed FBLA-PBL Format guide may be used. You will use plain white paper for all jobs. Proofread carefully and print each document as it is completed. You may reprint if you need to correct errors, but all pages printed—even if they are to be discarded—must be turned in at the end of the event. Cross through the discarded pages. Extra time *will not* be allowed at the end of the event for printing, so make sure you pace yourself accordingly. You now have five minutes to warm up.

Contestants may warm up by keying in the directions to the test. At the end of ten minutes, announce:
Please stop. Are there any problems with the equipment?

After any equipment problems have been corrected, announce to contestant(s):

Open the test document. I will read the General Instructions with you.

Read the instructions aloud to the contestant.

Do not rush and do careless work in an effort to complete the entire test.

Are you ready? You have 60 minutes to complete this event. Don't forget to create a header or footer containing your name, school, state, and job number on each document you want graded or you may write the information required.

The Test Proctor may assist with any hardware problems. Any time lost during a hardware problem may be added to the testing time. It is important that each participant receive exactly 60 minutes—no more and no less. Proctors should keep distractions, including conversation, to a minimum.

When there are five minutes left in the testing period, announce:

You now have five minutes left in the testing period. Please begin to finish your work.

After exactly 60 minutes, announce:

Stop.

Send your current document to the printer if you have not already done so. If you have not completed the problem you are currently working on, print it out and draw a line across the bottom of the last sheet and write the word "TIME" below the line to indicate to the judges your status when time ran out. Complete the *Participant Certification Form* and sign it.

Make sure all files are deleted from the network drive or computer hard drive and the Recycle Bin is emptied. (Please go around to each computer to make sure files are deleted.)

Complete the *Participant Certification Form* and sign it.

Place the test, all completed documents, all discarded documents, and all scrap paper in the envelope.

Please remain in your seat until I have collected the test, test documents, and other testing materials.

Place the test and related documents in the students' envelope and return it, along with the signed *Proctor Certification Form*, this script, and all other event materials to your local advisor. He/she will certify the materials and turn in the test packet at the SLC.

Thank you for your help!