

Proctor Certification Form
Nebraska FBLA
Pre Conference – 2023 Online Test

School: _____

As a proctor for the Nebraska FBLA online test events, I certify that the following statements are true:

1. I received the instructions and script with log in information for each competitor.
2. I administered the following test(s) _____
on the following date(s): _____
3. I watched the competitor(s) complete the tests online.
4. I was the only person in the room, other than the competitor(s), during the testing.
5. I gave no help to the competitor(s) beyond that allowed in the instructions (i.e., equipment problems).
6. I verify that the competitor(s) used no textbook, reference materials, or calculators other than four-function calculators.
7. 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.
8. I certify that each team completed the test in one session.
9. If the students were in a team event, I made sure that team members tested as a team at the same time/location with collaboration among them for Banking & Financial Systems, Business Ethics, Business Management, Entrepreneurship, International Business, Hospitality and Event Management, Introduction to Event Planning, Management Information Systems, Marketing, Network Design, and Sports and Entertainment Management.
10. I verify that no cell phones or electronic devices were used by students during testing.

Proctor's Signature _____

Proctor's Name _____
(Print)

Title/Position _____
(Print)

Phone (Daytime) _____