

# Nebraska FBLA

## 2023 Pre-Conference Online Testing

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### Proctor Instructions – Prior to Testing

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

The program will work at 800 X 600 or higher resolution, but is best viewed at 1024 X 768 resolutions. If the resolution is not appropriately set, you can set the resolutions before participants log into the testing program. (Click on Start, click on Settings, click on Control Panel, click on Display, click on Settings, go to Screen Area and change to 1024 X 768.)

- Team participants take the test individually on separate computers.
- Verify that team participants are testing at the same time.

### Proctor Instructions – During Testing

- Give one Participant Certification Form to each team prior to testing to be completed after testing.
- Team events are the following:
  - Banking and Financial Systems
  - Business Management
  - Business Ethics (high school)
  - Entrepreneurship
  - International Business
  - Hospitality & Event Management
  - Introduction to Event Planning
  - Management Information Systems
  - Marketing
  - Network Design
  - Sports and Entertainment Management
  - Computer Applications
  - Database Design & Applications
  - Spreadsheet Applications
  - Word Processing
- Verify that team members are not sitting beside another team member testing in the same event.
- Give each participant a sheet of scratch paper.
- The URL for the testing site is <https://bpet.gobluepanda.com>. It is case sensitive.

## Proctor Script

After distributing materials, 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.**

**All cell phones and other electronic devices are to be turned off during testing and placed on this table. (designate area) If any electronic devices, other than non-graphing calculators, are used during this event, the team will be disqualified.**

**Competitors should use the calculator provided in the testing system when possible. Click the “Calculator” button on the screen to activate the built-in four-function calculator.**

\*Distribute the Login form that includes the Web site address, log in information, and passwords.

Announce to participants:

**Open the testing Web site using the Web site address <http://bpet.gobluepanda.com> as shown on your sheet. 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.

**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 stop and submit your test for grading.**

**Read each question carefully and select your answer. When you answer a question, click “Save Answer” to move to the next question. You may mark any question for “Review,” “Skip,” or “Save Answer.” 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.**

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

Announce to the participants:

**Are there any questions? (Pause)**

Announce to the participants:

**You may now login using the information found on your login card and Begin your test.**

## Proctor Script – After Testing

After participants complete the test:

**Close the Web browser.**

**Please complete the *Participant Certification Form* by signing the form and then giving the form to me along with your login/password information sheet and scratch paper.**

## Proctor Instructions – After Testing

- Fill out the Proctor Certification Form.
- Return the following items immediately to the FBLA chapter adviser for submitting:
  - *Participant Certification Form* – one per team, signed by each competitor OR one per individual signed by each competitor.
  - *Proctor Certification Form* – signed by the proctor,
- Please discard the login and password information and proctor script as well as any scratch paper in a secure area.

**Thank you for your support of Nebraska FBLA!**