

Nebraska FBLA State Leadership Conference Online Testing

Online Testing Dates and Times

Online Test Events with Presentation (March 1-19)

- Banking and Financial Systems
- Entrepreneurship
- Future Business Leader
- Help Desk
- Hospitality & Event Management
- International Business
- Introduction to Event Planning
- Management Decision Making
- Management Information Systems
- Marketing
- Network Design
- Parliamentary Procedure
- Sports and Entertainment Management

Online Test: Computer Skill Tests (March 1-19)

- Database Design & Applications
- Computer Applications
- Spreadsheet Applications
- Word Processing

Online Test Events with Presentation (March 1-31)

- Accounting I
- Accounting II
- Advertising
- Agribusiness
- Business Calculations
- Business Communication
- Business Law
- Computer Problem Solving
- Cybersecurity
- Economics
- Health Care Administration
- Insurance and Risk Management
- Introduction to Business
- Introduction to Business Communication
- Introduction to Business Procedures
- Introduction to FBLA
- Introduction to Financial Math
- Introduction to Information Technology
- Introduction to Parliamentary Procedure
- Journalism
- Networking Infrastructures
- Organizational Leadership
- Personal Finance
- Securities and Investments
- Middle Level – Business Etiquette
- Middle Level – Business Math and Financial Literacy
- Middle Level – Career Exploration
- Middle Level – Digital Citizenship
- Middle Level – Introduction to Computer Science & Coding

Test Times:

You select the dates and times appropriate for your school. **Tech support is only available between the hours of 8 am and 5 pm Central Time.**

Competitors in the same event from one chapter must test at the same day and time. Each test is time stamped automatically.

Tests are due on the last day listed by 11:59 PM.

Team Events: *New 2021* Each team member will take the test as an individual. The scores from each team member will be averaged together for the final score.

Online Testing System Requirements

Operating System. Ensure that the school's computers being used for testing meets the system requirements. Verify this requirement prior to the date selected for your students to test.

- Pentium II 450 or higher (or equivalent)
- Internet connection

Choose the fastest machines available with the best Internet connection.

Browser. Support from the testing company will be provided for **Chrome, Firefox, or Internet Explorer 8.0+**. Other browsers may work but are not guaranteed. The testing program is best viewed using the following browsers with the platforms listed:

PC

Internet Explorer 8.0+
Firefox
Chrome

Macintosh

Firefox
Chrome

Display Resolution. The program will work at 800 x 600 or higher resolution but is best viewed at 1024 x 768 resolution. Either the adviser or the proctor should set the resolutions before logging into the testing program.

Instructions for Printing Login Cards for tests

1. You will get an email from info@techfluency.org with your **user name** and a **temporary password**.
 - When you login for the first time, you will be required to first re-enter the temporary password as to confirm your current password and then you will be prompted to set a **new password**.
2. Login go to www.techfluency.org/esess/Admin and log in to your org with the user name and password provided in the email from info@techfluency.org
3. Click **Participants**
4. Click **Login**
5. Click **Show Login Report** to see ALL your student passwords.
6. Right click the PDF Version to print or save for later.
7. Cut the student login cards and give to the students when you are ready for them to test.

*** No participant form or proctor forms to submit this year. ***

Proctor: *New 2021* No proctors are needed. Students will sign off on the FBLA-PBL Honor Code when the login to take their test.

Practice Test

The URL for the testing site is <http://www.techfluency.org/esess>.

As the adviser, please take the sample test to make sure that your school's network security does not block access to the test system. Do NOT assume that because your school successfully completed online testing last year that everything will work this year. Your school may have adjusted its security settings—please double check!

1. Login to take the sample test using the following information. (This information will allow access only to the sample test.)
Organization: **Sample**
First Name: **Sample**
Last Name: **Sample**
Password: **Sample**
2. Click Continue and then Click Begin on the Business – Sample. Go through the test and make sure the page loads correctly, that answers are saved (watch for the green check mark by the disc icon at the top of the page) and the test submits for grading.
3. Click “Submit for Grading” to finalize the assessment.
Note: *You will receive immediate feedback on the number of correct answers for the sample test. Immediate feedback will **NOT** be provided for the SLC events because the students are in a competition.*
4. Click Close Assessment to return to the E-SSES program web page. Then click “Logout” and exit the browser.

Students may also take the sample test to become familiar with the testing process if you would like them to do so. The 10 questions in the assessment will not match the content of an event. The purpose is to practice the **process**—not the content.

Students may mark questions for review if they would like to return to the question at the end of the exam.

Troubleshooting

The most important thing is to let students know their time can be reset!

Anytime students lose more than 1 minute on their clock because the internet freezes, test didn't load, etc., call **TFI Tech Support 866-277-5061 8am – 5 pm Central Time** to have more time added.

Refer to the attached *TFI Help Sheet* to see more specific Online Testing information.