

# Georgia DECA State Competition Online Testing February 3-6, 2014

## General Information

This year Georgia DECA has provided an opportunity for your students to experience competing in a DECA competitive event! The Online Testing Process will test your student's knowledge and allow them to get recognized before other DECA members from across the state.

Online testing will be open February 3-6, 2014. **You can test students at different points throughout the four days, beginning at 8:00am on Monday, February 3rd and ending at 5:00pm on Thursday, February 6th.** Your proctor must be present for your testing period. It would work out best to pick a set time or two for students to test. Do not wait until the last day in case you experience technical problems.

## **Testing Time Blocks**

You will need to designate a testing time block on your proctor's form so that he/she will receive the correct password. Passwords will be changed for each time block. A maximum of **2** time blocks will be allotted per chapter.

Time Block #1- Monday, February 3rd	8:00am-12:00pm
Time Block #2- Monday, February 3rd	12:00pm-4:00pm
Time Block #3- Monday, February 3rd	4:00pm-8:00pm
Time Block #4- Tuesday, February 4th	8:00am-12:00pm
Time Block #5- Tuesday, February 4th	12:00pm-4:00pm
Time Block #6- Tuesday, February 4th	4:00pm-8:00pm
Time Block #7- Wednesday, February 5th	8:00am-12:00pm
Time Block #8- Wednesday, February 5th	12:00pm-4:00pm
Time Block #9- Wednesday, February 5th	4:00pm-8:00pm
Time Block #10- Thursday, February 6th	8:00am-12:00pm
Time Block #11- Thursday, February 6th	12:00pm-4:00pm

A student can only take **one** test. There will not be any additional testing times past the testing window.

## Participant Requirements

1. Students must be paid, affiliated members of DECA.

## Online Testing Events

- **Principles of Business Administration Events (must qualify at Region)**
- **Individual Series Events (must qualify at Region)**
- **Team Decision Making Events**
- **Marketing Representative Events**
- **Professional Selling Events**

## Cost

There is no cost for students to participate in State Competition Online Testing. If students advance to State Competition in Role Plays then they must be registered to attend State CDC and pay the registration fee.

## Preparing for Online Testing

1. Secure a testing site that will accommodate the number of students you will be testing during the testing window (February 3-6).
2. Make sure that your school computers can access the testing site:  
<https://www.answerwrite.com/deca/GA-S>  
As of now, the online testing link is not available, it will be available at 7:30am on Monday, February 3, 2014. The network administrators need to know this ahead of time so they can add it to the list of trusted sites.
3. Secure a non DECA/Marketing related testing proctor. This person will receive the secure password from Georgia DECA to log your students into the system when they report to test. Suggestions include librarians, counselors, administrators, IT staff, etc.
4. Make sure that you as the advisor AND each proctor that you will plan to use has completed and signed the Security Agreement Form and faxes this back to Georgia DECA by **January 31, 2014**. Without this form, we will not allow your students to test.
5. Ensure your students are registered in the online system by midnight on January 31, 2014.
6. Confirm the testing times with each of your students and ensure they know where they will be testing.
7. Proctors will be emailed login instructions and a proctor script during the weekend of January 1-February 2, 2014. Without this documentation in hand, they will not be able to log your students in for competition. Please verify they get a copy of this.
8. If in doubt about anything, call the state office at 770-630-3967 so we can help you have a successful testing week.

## **Registration**

1. Go to the Georgia DECA website at <http://www.gadeca.org/StateCompetitionOnlineTesting.htm>. Click Registration. Enter your log in user name and password and make sure your information is correct and updated.
2. A list of your paid/affiliated students will appear. You will check the ones you want to register.
3. Click submit and you will be given the option to add an event to each student, click the appropriate event for each student.
4. After entering all information, click submit. Make double sure the students are registered for the correct event. The next page is a copy of your registration, print a copy for your records and then click confirm.

## **Things to Know**

All tests will be available between 8am-8pm during the 4 day testing window. A proctor (non DECA/Marketing) must be available to access the online system. Timing of the test session will begin when the test/questions are presented, not when the first question is answered. Responses will be automatically submitted when the time expires. The time limit will be 90 minutes for each test. Tests will consist of 100 multiple choice questions.

The entire test is accessible throughout the test session. Please review the use of scroll bars with competitors prior to testing and remind them not to close the testing window. Closing the test window terminates the test without scoring and disqualifies the competitor in this event.

### **Proctor Instructions:**

- a. Go to the testing site (listed above)
- b. Put the Participants ID in the Login ID field
- c. Put the Password into the password field
- d. Click Login
- e. The students “allowed test” list will be shown, they click Select, and Start to test.

## **After the Test**

Although the test will be scored upon submission, the score will not be available to the competitor or the advisor. Test results will be sent to Advisors no later than February 7th.

## Security Agreement Form (Test Proctor)

Georgia DECA State Competition Online Testing

*This form must be received by Georgia DECA on or before January 31, 2014*

Fax to: 678-609-1633

I, the undersigned, understand that materials used for Georgia DECA Online tests are confidential. I hereby agree to maintain the confidentiality of all testing materials and understand that the security of testing materials is maintained by protecting all items from loss, unauthorized access, or reproduction. Furthermore, maintaining test item security prohibits any test proctor from the following:

1. unauthorized printing or photocopying any test items or materials, or
2. assessing or removing test materials from the secure locations, or
3. utilizing test items in any form, either from a copy of the test instrument or as a practice exercise to expose candidates to the test items, or
4. allowing students to access events at times other than their scheduled testing time,
5. allowing students to test in one event more than once, or
6. allowing instructors and others to view test content.

I understand that access to testing will be monitored by the vendor and inconsistencies will be reported to the Georgia DECA office for investigation. I further understand that compromising test security in any way will result in the disqualification of all DECA students testing at this school.

If the competitor brings notebooks, papers or texts, have the competitor leave them in a central location at the front of the room where they may pick them up when finished with the test. Please do NOT chew gum or make any unnecessary noise during the time you are in the testing room. Competitors may not leave the room until they have completed the test. No resource material may be used for any online test.

**Proctor Name** (please print): \_\_\_\_\_

**School Name:** \_\_\_\_\_

**Name of testing site (s):** (computer lab, library, etc): \_\_\_\_\_

### **Testing Time Block (Must select at least 1, max 2)**

\_\_\_\_\_ #1- Mon, 8:00am-12:00pm

\_\_\_\_\_ #3- Mon, 4:00pm-8:00pm

\_\_\_\_\_ #5- Tues, 12:00pm-4:00pm

\_\_\_\_\_ #7- Weds, 8:00am-12:00pm

\_\_\_\_\_ #9- Weds, 4:00pm-12:00pm

\_\_\_\_\_ #11- Thurs, 12:00pm-4:00pm

\_\_\_\_\_ #2- Mon, 12:00pm-4:00pm

\_\_\_\_\_ #4- Tues, 8:00am-12:00pm

\_\_\_\_\_ #6- Tues, 4:00pm-8:00pm

\_\_\_\_\_ #8- Weds, 12:00pm-4:00pm

\_\_\_\_\_ #10- Thurs, 8:00am-12:00pm

**Proctor contact phone number:** \_\_\_\_\_

**Proctor Email Address:** \_\_\_\_\_

**Proctor's position with system:** \_\_\_\_\_

**Proctor's Signature:** \_\_\_\_\_

## Security Agreement Form (DECA Advisor)

Georgia DECA State Competition Online Testing

*This form must be received by Georgia DECA on or before January 31, 2014*

Fax to: 678-609-1633

I, the undersigned, understand that materials used for Georgia DECA Online tests are confidential. I hereby agree to maintain the confidentiality of all testing materials and understand that the security of testing materials is maintained by protecting all items from loss, unauthorized access, or reproduction.

In order to maintain the integrity of the testing and competitive process, I further understand that advisors are not allowed to access or view tests at any time and that advisors are not allowed to question proctors or students about test content.

Maintaining test item security prohibits any test proctor from:

1. unauthorized printing or photocopying any test items or materials, or
2. assessing or removing test materials from the secure locations, or
2. utilizing test items in any form, either from a copy of the test instrument or as a practice exercise to expose candidates to the test items, or
3. allowing students to access events at times other than their scheduled testing time,
4. allowing students to test in one event more than once, or
5. allowing instructors and others to view test content.

I understand that access to testing will be monitored by the vendor and inconsistencies will be reported to the Georgia DECA office for investigation.

I further understand that compromising test security in any way will result in the disqualification of all DECA students testing at this school.

**Primary Advisor Name:** \_\_\_\_\_

**Advisor Primary Contact Number:** \_\_\_\_\_

**School Name:** \_\_\_\_\_

**Advisor's Signature:** \_\_\_\_\_