



NEW MEXICO
BUSINESS
PROFESSIONALS
of AMERICA

REGIONAL
Online Testing Procedures

Online Testing

Online testing will be utilized for all Regional Conferences.

Please read and follow the guidelines very carefully.

Important Dates and Deadlines	
November 11 - 22	Testing Window – Objective-only events and events with an objective portion. Select a day for student testing. Please pick alternate dates in case of emergencies. DO NOT wait until the end of the testing period to start testing.

Overview of Online Testing:

1. Read all guidelines, policies, and procedures for Online Testing.
2. Schedule the computer lab(s) with your school. Students may not take tests at home!
3. Determine who will be the Proctor for your testing location.
4. The Proctor must run a demo test on each computer that the students will use at least two school days before your test date. This is to ensure that your school's internet security will allow the use of the testing website and to work out any bugs before your actual testing dates.

A few points of note:

- All students must be registered for the conference before the registration deadline to meet the requirements to participate.
- Only registered chapters will be allowed to participate in the online testing.
- You may conduct as many sittings/periods for the Exams as you need on the chosen online testing date and designated times.
- You may have several labs conducting the online testing concurrently. Multiple people may use the chapter's Proctor login to the testing website at the same time.
- The Proctor will need to remain in the room during testing. The Proctor will be the person who checks in and activates the students and also assists with any technical difficulties. The Proctor **cannot** assist students with any questions on the test. The Proctor is also to monitor that students did not cheat during the test

Computer Requirements

Suggested Configuration

- Chrome, Internet Explorer 7 or higher, or FireFox 3.0 or higher. Safari may work, but it tends to be problematic.
- We suggest using a Windows XP or higher operating system, but any OS with a supported browser should work as long as it supports current standards and JavaScript
- The most common problem is the site being blocked by filtering agents put in place by the IT department at the school or district level.
Make sure you get with the proper technician to ensure that the site will be allowed through.
- Turn off pop-ups on your computer.

Required Settings

- Your browser must have JavaScript enabled
- If you have a pop-up blocker, it must be disabled for this site
- The school's firewall and network settings are required to be set and tested to allow port 870 and port 443 for www.answerwrite.com to pass through to the location where testing will occur.
- Require the use of the SSL (https://) option that is available to encrypt the connection between the school and the DLG servers.
- Make sure that NO computer updates are scheduled during testing time.

Troubleshooting

- One of the most common problems is the site being blocked by filters at the school or district level. Make sure that you get with the proper technicians to make sure that the site is not blocked by your school or district BEFORE testing begins. You may want to send out an e-mail to all of your proctors to have them do so.
- Testing login issues:
 - Check to make sure that the Participant ID and Password being used are correct. You can double-check the Participant ID by logging on to administrative functions, going to Main, then Students. Look the student up and verify the Participant ID
You can double-check the Password by going to Main / Divisions, and clicking the Edit link to view the password.
 - Make sure that the URL they went to log in at is correct.
 - The password is NOT case sensitive, so the case does not matter.
 - Check with your IT department to make sure that the site or certain features are not being blocked.
 - If the site says it is closed, see "site says it is closed" below.
- Disconnection issues. It is fairly common for schools to have internet problems which may cause a disconnect while a student is taking a test. While the student is taking the test as he/she clicks an answer it is saved. When they submit, if they get a "page cannot be found" error or some other error message indicating that they have been disconnected, wait until the internet connection has been restored and simply log back in. The answers that were saved as the student was taking the test should still be selected and the timer should start where the student left off.

General Proctor Instructions

Getting Started

1. Log on to the proctor site using the link <https://www.answerwrite.com/Proctor/Login.aspx>
2. Username will be your **email address** that you turned in on your Proctor Registration Form.
3. Password will be emailed to you.
(Username will be your email address unless otherwise noted by the System Administrator)
4. Read the proctor instructions and click AGREE.
5. Click on your school.
6. Click Student Testing Roster, Print
7. Click Student Tickets
 - a. PDF Format
 - b. All Students, All Tests, PRINT
 - c. Click on the PDF. Use plain paper and cut individual tickets or you can use Avery® Name Badge Insert Sheets, 2 1/4" x 3 1/2" Item: 404061 Model: 05390 (400 Sheets | 8 Badges per page)
8. Double-check each ticket for accuracy. You will need to cut or separate each ticket before testing. Hint: Highlight each student's name on the ticket and organize by when they will test. (day, class, time, etc)
9. Give each student their testing ticket when they enter the testing room. You will need a system to hand out the testing tickets and a system as they return them.
10. Mark the Student Testing Roster for each student that you give a testing ticket to each student
11. Have the Students log in to student testing site (URL is listed on the Student Testing Ticket)
12. Once the Student has completed the online test, have them sign and return the testing ticket to you
13. Mark the Student Roster for each student that has returned the testing ticket to you

Tips

Students Testing URL: Save the Student Testing Link to Favorites on all of the computers to make it easy for the student to get to the Student Testing Site. The URL is on the Student Testing Ticket; however, this would save time trying to get all of the students to enter the proper URL.

How to Reset a Password for a Student

1. While logged in to the Proctor system, locate the student that you want to reset the password for
2. Click on the **"PW"** link located beside the Student name and click on the **"Reset Password"** link
3. Write the new password on the back of the Student Testing Ticket
4. Click on the **"Back to List"** link
5. Once the Student has completed the online test, have them sign and return the testing ticket
6. Mark the Student Roster for the student who has returned the testing ticket to you and put the reason that the student needed an additional password in the comments column on the Student Roster

General

Send the copy of the Testing Roster to Robin at robin.slutz@gmail.com. This will let us know that you are done with testing and of any problems.

If you have any problems:

- Read your instructions first, then you can contact Christine at 575-497-7771 or Robin at 575-799-4516.

Testing Day

1. Give each student a testing ticket as they enter the room.
2. Mark the student roster for each student you give a testing ticket to.
3. Ask each student not to start testing until instructed to do so.
4. Read "Proctor Script" to Students.
5. Ask students to go to the testing site as listed on their ticket.
6. Ask students to log in using the username and password provided on their ticket. This is a one-time-only password. Students cannot log out and then back in.
7. Once everyone is on the "Test Selection" screen, ask them to verify that their name AND "test type" match their information. **Each student should already know what event they are competing in and what Exam they are taking. The system will display the test they are to take.** If someone's information does not match, instruct that student to stop and wait for further instructions. The others may proceed.
8. For every student that has matching data, ask them to click on the **SELECT** icon located by their specific test.
9. Let all of your students know that the test is timed which and that they have to press the **SUBMIT TEST** button once they are finished....their remaining time will be shown on the top right corner of the screen.
10. **Move Away** is a new feature that has been added to the AnswerWrite Online Testing System to prevent students from moving to other areas on their computers while taking their exam. When this option is turned on, if the student "**Moves Away**" from the testing window, they will receive a message instructing them to move back to the testing window or their test will be submitted automatically. **The student must click on the "Move Away" message Close button to continue with their exam. Note: If the student has an emergency, they will simply close their browser and will be able to login as normal when they return to class to complete their testing. This function will not change with the "Move Away" feature turned on.**
11. If there are no questions, tell your students to click on the **START TEST** icon and begin the test.
12. Once the student has completed the online test, have them sign and return the testing tickets before leaving the test site. You will need to verify that you have all tickets and that they match your student testing roster.
 - If you need to stop the test at any time for any reason, simply close the screen by clicking on the red "X" box all the way on the top right corner of the screen....any answers will be saved and the time will begin within 15-20 seconds from when the test was shut down.

Please note, unless there is an emergency, a test should not be stopped once it is initiated.

Proctor Script

Proctors, please read these instructions verbatim to your students prior to the test:

Have all students turn in their cell phones to you before they begin testing.

“Once the test has begun, no talking may take place. The Proctor (myself) will not answer questions other than those regarding a technical difficulty. If you encounter technical problems, please notify us immediately.

Your test is timed. At the end of the test, it will “time out” and you will not be permitted to answer any more questions. Only correct answers will count, so feel free to guess if you do not know the answer. Incorrect answers will not count against your score. Testing times have been adjusted for the events that also have an application piece at state.

You will be disqualified if you open any other computer programs, websites, or other reference materials.

You may use a handheld calculator, but graphing calculators, PDAs, or cell phones are not permitted. You may use scratch paper if needed, but these must be turned in at the completion of your test.

This test is the exam part of a BPA Competitive Event.

When you have completed the test, click on the “Submit Test” button at the bottom of the testing screen. The exam will ask if you want to submit the test; click on “Submit Test” again. You may close the test window and then sign out.

Once submitted, you will not be permitted to retake the test or change any answers.”

Preparation – Each student will need the following with them on the day of the test:

- Student picture ID
- Username and password for the testing website

They may also have with them:

- Pencils/pens
- A NON-programmable calculator (no graphing calculators, cell phones or PDAs may be used)
- Scrap paper (scratch paper should be provided, collected, and destroyed after testing)
- Notes identifying only their username and password
- Reference materials if allowed. Please check the WSAP for that event.

Examinees are not allowed:

- Use of other computer programs while logged into the testing website
- Communication with other students and with the Proctor (except for technical difficulties)
- To record in any manner any element of the exam
- Use of cell phones or other PDA devices, graphing or scientific calculators.

Testing Environment

NM BPA online exam Proctors are expected to maintain a professional decorum typical of all high-stakes testing environments throughout the entire testing process (e.g. quiet room, no communication of any kind among examinees). Proctors may utilize their professional judgment to determine responses to specific requests or circumstances within the overall context of a positive, credible testing process.

Acknowledgement

Proctors acknowledge that the NM BPA exams are proprietary and have a substantive monetary value. They further acknowledge liability for any action that results in the actual breach of security of exam questions or in a perceived breach of security that would diminish the overall value of the exams, competition, institute, or sponsoring organizations.

Guidelines

- The online test will expire within the time of being activated if a student does not begin the test. **Do not activate a student unless they are present and prepared to take the test. Do not activate the students before they arrive.**
- The test will “time out” with the time limit assigned after the student has started.
- Once they have completed their test, and test answers have been submitted, students will NOT be permitted to re-take the test.
- Students may only take one test and may sit for testing only one time.
- Once a test is selected a student will not be able to change their minds and take a different test.
- If a student needs to leave the room before their test is completed, they will not be allowed to continue their test.
- Students will take the Exam that corresponds to their Competitive Event.
- Students and Proctors will not have access to test scores. Results and feedback will be mailed after the conference.
- Please note that the questions and responses will be presented in random order for each student, to prevent copying.
- **It is imperative that your students take their test from a computer that has been tested using the demo test to be sure that the computer has the proper online connection.**

- Printing and/or screenshots are not possible, but in case someone should happen to “crack the code,” please do not permit printing. Please help us to preserve the integrity of the testing environment and results. Thanks for helping us to monitor this closely.

Online Testing Frequently Asked Questions

How do we get the students' usernames and passwords, which they need to sign on?

Print the Testing Tickets, the instructions are on page 4 of this document.

Is everyone required to test at the same time, or can we break it up into different sessions?

You can schedule as many sessions as you need during the testing day so long as students test sometime during the set testing window.

When the test window opens, will it be available for 24 hours on the scheduled testing day?

*No. Testing will be open between
November 11 -22 . Monday – Saturday, 7:00 am – 7:00 pm*

Just to clarify...students must start taking the test once they log in?

Correct.

If a student is "activated" as a participant in the current testing session, but they do not show up, can they be re-tested later?

No. The MemberID should ONLY be keyed in when the student is SITTING in front of the computer and ready to write the test.

The amount of time for the test is located on the top of the screen?

Correct.

Can students go back and change answers or skip over a question and then come back later?

Yes - up until the time that they submit the test, or until their time is up; whichever comes first.

Is there a help desk or phone number we can contact if we encounter problems during the test administration?

Yes, contact Christine at 575-497-7771 or Robin at 575-799-4516.