Ontario DECA Online Testing Proctor Verification Form

Ontario DECA is committed to maintaining the highest level of integrity in our competitive events system. Ensure that the proper procedures are followed and the online testing portion of our competitive events system is administered according to these high standards. Only a chapter advisor or school official can serve as proctor. Parents, alumni, and non-school officials are not allowed to proctor the exam.

As a proctor you agree to maintain vigilant supervision of the exam room at all times during testing. Examinees are only permitted to leave during the exam in the event of an emergency or when absolutely necessary. Only one person is permitted to leave at a time. Candidates with diabetes or other eating/snacking schedule needs must be accommodated. The exam must be completed in one sitting and no more than 75 minutes will be allowed to complete the exam. The proctor must move throughout the room during the exam and view the computer screens of all students on a regular basis. Ensure students have not opened multiple windows. They are to only have https://www.answerwrite.com/DECA/on open when they are taking their exam. Sitting at the front of the room for the duration of the exam is **not** sufficient for a proctor to fulfill their responsibilities.

Specific guidelines that you must take active steps to ensure are followed by each student taking an online test:

All DECA online exams must be administered in a proctored environment on school grounds. A student may not, under any circumstances, take an exam un-proctored and/or away from school property. **Completing online exams at home is strictly prohibited**.

Scratch paper is not needed, but it is permitted. If requested by a student, it may be supplied by the proctor. If scratch paper is issued, it must be supplied blank, and must be returned at the conclusion of the exam.

No conversation among participants is permitted. The proctor is not allowed to provide interpretation or explanation of any exam questions or answers. If an examinee feels that none or more than one, of the given multiple-choice answers is correct, he or she must choose the answer that is most correct.

No outside study or other materials are allowed in the testing area. Students MAY NOT discuss any aspect of the exam with anyone in their own chapter or in any other chapter until the province-wide testing window has closed.

Dictionaries may be used ONLY to translate from one language to English. They cannot 'explain' in Greek, for example, what form utility is.

Students are only allowed to use the computer for the purposes of taking the exam and MAY NOT access any other programme on the computer other than that needed for taking the exam and only for the purpose of taking the exam. The only browser window/tab that may be open during the exam is the one directed to https://www.answerwrite.com/DECA/on. Students may use a hand held calculator. A built-in calculator is available on the online testing platform. Cell phones are NOT allowed. External devices of ANY kind are NOT permitted which has the ability to save data / memory.

Students may not in any way write down, screen capture, print, or otherwise retain testing questions or testing information and under no circumstance may a student share with another student, chapter, individual, or entity the subject matter or content of the exam. Cheating by any DECA student will result in their immediate disqualification from competition and will bar them from participation in any Ontario DECA sponsored event for the remainder of the school year. Students are expected to abide by all aspects of the Ontario DECA Comprehensive Consent Form.

NEW THIS YEAR!

- Students writing the SAME exam CANNOT sit next to each other.
- Tests will only display ONE question at a time. Students will be able to go back and check answers and missed questions.
- LEAD Advisors are to print off TESTING TICKETS for the students in the DLG portal. Once the student is seated and ready to login, give them the testing ticket to begin. The password will be UNIQUE for each student.

- Seating chart MUST be submitted identifying each student and event they are in to provincials@deca.ca by the end of the day.
- The move-away feature WILL BE enabled on the online testing site. Students who download the AI extension will be blocked and will NOT be allowed access to the test. DECA INC will NOT reset the system for the student to continue. The time will NOT be reset.
- Proctors will need to be even more intentional in moving around the room and checking students' computers.
- Seating plans will need to be submitted and teachers will be required to have students sign in for the test. ID must be checked. (May not be necessary for smaller schools but the larger schools of 100+, you need to check).
- Students must write on-site at the school. If they are using personal laptops, they must tap into the school's WiFi. They cannot use their own data on their phone to access internet.
- All **Electronic Devices** should be removed from the testing area i.e. cell phones, tablets, watches, glasses – any device that is connected to the internet or allows storage of an app on the device.
- Proctors should **ALWAYS** be aware of what the students are doing in the classroom while students are testing. It doesn't matter if it is on paper or online, ai apps can capture an image and return an answer.
- Students should be made aware that the Move Away feature is turned on and that is recording the action that the student is taking by moving away from the exam. It is important that Students are aware that educators know that **ai** apps and extensions for browsers exist and preventive measures are in place to catch it.
- Students should be instructed to notify the proctor if they are having pop ups going off in their browser while testing. If this is happening, they should be moved to another computer or a different browser. If they show several move aways, they could be questioned. The proper protocol for this is for the student to stop the exam and ask for another computer.
- A high Move Away rate higher than 50 will be considered questionable.

Please be advised, schools/students who:

- do not submit the seating chart will have deductions placed on the school for failing to submit.
- have move-away alerts exceeding the DECA INC threshold, will have deductions placed on the student.

I certify that the above standards were maintained throughout the testing period and for all students who participated in the online testing. I understand that it is my responsibility to ensure proper administration of the DECA online exams and have done so. I have read and understand these responsibilities and have ensured compliance with all aspects of this form. I realize that the consequence of non-compliance to the individual test candidate is an invalid exam score and that if there is a breach of the integrity of the exams by a member of my chapter (e.g. test questions/content taken by one student and shared with other students, etc.) it could result in our chapter's disqualification from DECA competition.

Keep this form with you.

_____   _____   _____
Print Proctor Name   **Proctor Signature**   **Chapter Name**

Ontario DECA Online Testing Instructions

February 6 and/or 7, 2024   **Online Multiple Choice Exams**

ANYTIME between 7am – 6pm but students writing the SAME Cluster Exam must write in the same time period!! If your numbers are small enough, have the entire group write at the same time! Each test will have 100 multiple choice questions; maximum of 75 minutes to complete the exam.

Business Management and Administration Cluster	**BLTDM, HRM**
Finance Cluster	**ACT, BFS, FTDM, FCE**
Financial Literacy exam	**PFL**
Hospitality & Tourism Cluster	**HLM, RFSM, HTDM, TTDM, HTPS**
Business Administration Core	**PBM, PFN, PHT, PMK**
Entrepreneurship Exam	**ENT, ETDM,**

1. Ask each student to go to the following testing site: https://www.answerwrite.com/DECA/on
   Participant ID: **student's email address** (whatever was used to register with Ontario DECA)
   Password: **testing tickets – unique ID PER student; one time use**

2. 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 Cluster Exam they are writing. The system will display the test they are to write.** If someone's information does not match, instruct that student to stop and wait for further instructions. The others may proceed. Then call me at 416 363-3322.

3. For every student that has matching data, ask them to click on the **SELECT** icon located by their specific test.

4. Let all of your students know that they will have 75 minutes to answer 100 multiple choice questions 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.

5. If there are no questions, tell your students to click on the **START TEST** icon and begin the test.

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

A 'calculator button' is available for students while the test is on. A physical calculator CAN be used instead of the built-in one.

https://www.answerwrite.com/proctor
Username: **teacher's email address** (the one you registered with Ontario DECA; available on two testing days February 6/7)
Password: **DECAismysport**

Preparation – Each student will need the following with them on the day of the test:
- Student picture ID
- Student email address and password for the testing web site

They may also have with them:
- Pencils/pens
- Hand held calculator
- Scrap paper (scratch paper should be provided, collected and destroyed at the conclusion of testing)
- Notes identifying only their username and password

Examinees are not allowed:
- References or resources of any kind
- Use of other computer programs while logged into the testing web site
- Communication with other students; with the Proctor or Chapter Test Coordinator (except for technical difficulties)
- To record in any manner any element of the exam
- Use of cell phones or other PDA devices. Calculator built into online testing platform.

Testing Environment

Ontario DECA 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 own professional judgment to determine responses to specific requests or circumstances within the overall context of a positive, credible testing process. Proctors will verify each and every examinee with a picture ID. **To minimize data complications, Proctors are encouraged to allow students to login and begin testing as they arrive. It is not necessary that all students begin or end at precisely the same time.**

Acknowledgement

Chapter Testing Coordinators and Proctors acknowledge that the Ontario DECA exams are proprietary and have 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 **75 minutes** of being activated if a student does not begin the test.
- The test will "time out" in 75 minutes after the student has started.
- Once they have completed their test, 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.
- Students will take the Cluster Exam that corresponds to their Competitive Event.
- Students, Proctors and Chapter Test Coordinators will not have access to test scores. Rankings will be available only after Provincials.
- Please note that the questions and responses will be presented in random order for each student, to prevent copying.
- 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.
- Proctors may supervise a maximum of 30 examinees at any one point in time. If more than 40 are to be tested concurrently, an Assistant Proctor or the Chapter Testing Coordinator must be present.

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

"Once the test has begun, no talking may take place. The Proctor (I) and the Chapter Test Coordinator (your DECA Advisor) 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 75 minutes, the test 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.

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

Hand-held calculators are permitted but only the kind that does NOT have a database or internet connection. A built-in calculator is provided on the online testing platform. You may use scratch paper if needed, but these must be turned in at the completion of your test.

Cell phones are not allowed. Please turn them off.

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 really 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 re-take the test or change any answers."

Online Testing Frequently Asked Questions

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

IDs are the student email addresses used to register in Ontario DECA and the passwords will be UNIQUE to each student.

Is there any way to do a trial test of the system to see how it works?

The DECA Practice site is up until the end of the school year. Students can practice exams dating as far back as 2011.

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

It is preferred that all students from your school write in the SAME testing window. If this is not possible, students in the SAME cluster exam grouping MUST write at the same time.

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

No. The testing will be open only between 7am and 6pm.

Just to clarify...students must start taking the test within a 75 minute window after being activated, right?

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 ID is the student's email address should ONLY be keyed in when the student is SITTING in front of the computer and ready to write the test.

After they begin the test, each student will have 75 minutes to complete the test, correct?

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 the 75 minutes are 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 DLG directly at **dlgtestingsupport@registermychapter.com***