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**TO:** Virginia FBLA Advisers  
**FROM:** Sandy Mills, Virginia FBLA-PBL State Specialist  
**DATE:** January, 2019  
**SUBJECT:** Online Testing Procedures

**PLEASE TAKE A FEW MOMENTS TO DOUBLE CHECK TO ENSURE THAT EVERY COMPETITOR IS A PAID MEMBER OF YOUR CHAPTER**

**CHAPTERS MAY ENTER TWO MEMBERS IN EACH ONLINE TEST ONLY EVENT (BUT STUDENTS MAY ONLY COMPETE IN ONE INDIVIDUAL/TEAM EVENT)**

**Registration Deadline: February 6, 2019**  
**Testing Period: February 13, 2019 – February 27, 2019**

This memorandum is being sent to assist you in getting your school-site testing center ready for the 2019 regional competitions. If you have any technical questions concerning this information, please contact Jim Washington ([vafblacontests@gmail.com](mailto:vafblacontests@gmail.com)). If you have any general questions about testing procedures, contact Sandy Mills ([smills@vafbla-pbl.org](mailto:smills@vafbla-pbl.org)). Please make sure that you adhere to these guidelines as soon as possible. Registration procedures for non-objective competitive events will be sent to you by your regional director.

**Important Information: It snows in Virginia—even in the Tidewater area. The due dates listed in this memo are firm. If your weather forecasters are calling for snow and you are close to the registration deadline, please take your materials for registration home with you so that you can submit the names if school is canceled. Please have your students TEST at their first opportunity—we cannot extend our testing window as the first regional conference is scheduled for March 1.**

If you wait until the week before testing to ensure that your testing center is in order, you may not get your technology set up in time for your students to test. Please begin the process as soon as possible so that you do not jeopardize your students' ability to compete. If all efforts to set up the technology in the school have been exhausted, alternative and independent testing labs may be used as long as all guidelines are followed and labs are established prior to the testing cut-off.

**Computer set-up.** The testing program is web-based, and will work on Windows XP or higher and Unix-like operating systems such as Mac OS X and Linux. If you have a choice, always choose the fastest machines available with the best Internet connections. Current versions of most graphical web browsers should work.

**Sample Test Link.** We strongly recommend trying the sample test before the competitive event testing period. It is a little practice test, using the same on-line engine as the actual tests. The sample test can also serve for letting your students practice using the test system so that they are familiar with the format. The link is at <http://exam-site.appspot.com> and should be available by January 24, 2019. If it almost works, but has cosmetic or other problems, try using a different web browser. Please double check the sample test again, on the machines the students will use, one week before the testing period to ensure everything is working. **It may be necessary to set [exam-site.appspot.com](http://exam-site.appspot.com) as a "trusted site" in Internet Explorer and/or in your local and/or school division firewall.** The application uses "Session" cookies and javascript. Internet Explorer may also need ActiveX enabled, if that has been disabled.

**Proctors.** You will need to identify a proctor or proctors for your competitive event testing. These individuals may be administrators, school counselors, testing coordinators, or media/technology specialists. **Under no circumstances may a teacher proctor the competitive events.** If you have any questions concerning this, please contact Sandy Mills. The proctor(s) that you identify will get instructions for receiving the competitors' user names and passwords as well as instructions for giving the tests *once you hit the SEND button upon entering their information.* Proctors should be aware of the rules and regulations of online testing; failure to follow rules and regulations may result in your students' disqualification. Please enter the proctor's e-mail address carefully! **Once you have the correct e-mail address for your proctor(s), click the "Send" button to send the proctor an e-mail that will have the instructions for proctoring the competitive events.** If your proctor loses that e-mail, you may send it again. Even if the proctor has not changed from last year, your proctor needs instructions from the system for this year's competition. If your proctor does not receive the e-mail, check to verify that you have entered the address correctly and try to resend the e-mail. If the proctor does not receive the e-mail after e-mail verification and the second attempt, contact Jim Washington.

**Registration Site.** The registration site will open approximately **January 24, 2019**, and registration must be completed no later than **Wednesday, February 6, 2019**, at 5:00 PM EST. This is the place to register your students and proctors for the competitive events for which there is an "objective test" that is delivered on-line. All other event information will come from your regional director. Remember, a student may enter in only one individual or team event on the regional level. The exceptions are Who's Who and the scholarships, which are not on-line competitions.

Directions for registration are as follows:

1. Go to <http://exam-site.appspot.com>
2. Click the link for this competition.
3. Click links to navigate to your school.
4. There will be text entry boxes in the upper right for username and password. Put in *adviser* and *fbla2019* and *Enter*. You will see a button for logging out when you sign in successfully.
5. Follow the instructions. You will need to register students for contests, and register proctors to administer the tests. **Do not forget to click the button to send instructions to your proctors.**

**Testing Period.** The testing period will begin on **Wednesday, February 13, 2019**, and will run through 5:00 PM **Wednesday, February 27, 2019**. Unless your regional director stipulates otherwise, your students may take their respective tests anytime during this two-week period. Students will only be allowed one log on and should plan to take the test during an uninterrupted period of time. Teams taking the Banking and Financial Systems, Entrepreneurship, Global Business, Hospitality Management, Management Decision-Making, Management Information Systems, Marketing, Network Design, and Sports & Entertainment Management tests should schedule a time that ALL team members can take the test together. If you experience technical difficulties while testing, your proctor will need to contact Jim Washington ([vafblacontests@gmail.com](mailto:vafblacontests@gmail.com)) immediately. Mr. Washington prefers to work with proctors rather than advisers, because they are closer to the difficulties (advisers should not be in the room).

Should you need to make substitutions after the registration period is over, you may do so by email to Jim Washington. Please notify your regional director **ONLY** if the student places. Regional directors cannot keep up with the hundreds of changes that will be made in a region. The exception to this would be the Future Business Leader event. If you substitute a member in this event, you will need to notify your regional director immediately so that the appropriate person is interviewed in the finals.

Best of luck!