

2024 Nevada Success Series

Online Test Proctoring Instructions



General Testing Guidelines

Who is a Testing Proctor and why are they needed?

A proctor is an adult who ensures proper administration of tests during the any online testing. The proctor oversees protecting the integrity of the tests and proper administration of tests in the online testing site.

Prior to Testing

- Review the event guidelines and sample proctor script.
- Have login information and instructions available for students.

During Online Testing

- Be ready to begin testing 10-15 minutes before the testing window opens.
- Ensure students have used the restroom, cleared their desks, and left their belongings, including cell phone, in a secured place away from testing.
- Once students have begun testing, walk around the room to ensure phones, watches and other outside resources and browser tabs are not being used during the test.
- Troubleshoot as needs arise.
- Results will be available in BluePanda after the conclusion of conference.
- Contact stateadviser@nevadafbla.org if there are challenges or rule violations.

Materials Needed

- Student access to computer lab and/or electronic devices with internet access
- Student login information and instructions
- Blank scratch sheet of paper for each student with pen or pencil

Integrity of Testing

To ensure the integrity and fairness of online testing, please indicate below that you have properly proctored these tests and understand if an irregularity is found, your student(s) may be disqualified from participating at state conference.

Print Adviser/Proctor Name: _____ Adviser/Proctor Signature: _____

Print Administrator Name: _____ Administrator Signature: _____

School Name: _____

Return a signed copy to: stateadviser@nevadafbla.org

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Proctor Script



NOTE: Instructions to the Proctor are printed in regular type. Information that should be read to the students is printed in bold. If students finish the test early, they may turn any test materials and leave the test site.

Announce to the students:

Using the login instructions provided, please login to take your online test.

(Wait for students to login)

Are you ready?

- **For high school competitors -- You will have 50 minutes to complete this event. At the end of 50 minutes, the system will submit your test. Once your test is submitted, please bring all test materials to the proctor. Any questions? You may begin.**
- **For middle school competitors -- You will have 30 minutes to complete this event. At the end of 30 minutes, the system will submit your test. Once your test is submitted, please bring all test materials to the proctor. Any questions? You may begin.**

The Test Proctor may assist with any hardware problems. Any time lost during a hardware problem may be added to the student's testing time. It is important that each student receives exactly 50 minutes (or 30 minutes for middle school competitors) —no more and no less. Proctors should keep distractions, including conversation, to a minimum.

Once students' time has expired, ensure any test materials (notes pages, testing materials, login cards, etc.) are returned to the proctor.

Please DESTROY all test materials once testing is complete. Thank you for serving as a proctor for this event.