



2024 Regional School-Site Production Proctor Information & Script

Thank you for agreeing to support the educational and career preparation of FBLA members by serving as a Proctor for this competitive event. Your involvement and commitment make this program possible for our students. We appreciate your willingness to help!

As you prepare to administer and proctor the event, familiarize yourself with all the materials needed by you and the student competitors. It is important that the guidelines and instructions be followed carefully to ensure fairness to all competitors.

Please note that all tests must be submitted via a URL from a cloud storage space (Dropbox, Google Drive, One Drive, etc.) by the chapter adviser through the conference registration system prior to January 4, 2024 by 5 p.m.

Proctor Materials:

- Proctor Instructions & Information
- Handbook for Production Test Submission (should be reviewed by district technology coordinators, advisers, and students)
- Proctor Script for each competition

Student Materials:

- Test
- *FBLA Format Guide*
- Handbook for Production Test Submission

Before the Event:

1. Familiarize yourself with the test so that you will be better prepared to anticipate the needs of the students.
2. Become familiar with the equipment and facility in which the testing will take place. You may need to specifically check for the following:
 - Are all devices and software working properly?
 - Can the students sign on to the network drive?
 - Can the students access the cloud storage site?
 - Where will students save their test files?
 - How do the students get into the software package(s) they will be using?
 - Is there a PDF print driver available to the students?

Event Times:

Word Processing (High School)

1 hour



During the Event:

1. You may only give the competitor a paper copy of the test. The competitor cannot have access to an electronic copy of the test.
2. Be sure to review the General Directions on page 1 of the test carefully with the student(s) at the beginning of the event.
3. Go through the Proctor Script for the specific skill event(s) you are proctoring with the student(s). Read all the information printed in bold to the student(s).
4. Software templates are permitted. Only standard software templates may be used. Customized templates or macros may not be brought in by the students. Students may use the Help feature on their software program.
5. Students are permitted to print a paper draft of their work and to make corrections. **However, all printed copies must be returned with all testing materials. Students must upload their work to their cloud storage space at the END of the testing session.**
6. Proctors are **not** to provide ANY assistance in using the software. Proctors are permitted to assist only with equipment problems.
7. Be sure to watch the time carefully to ensure that each student is allowed only what is indicated for the event. Time lost due to equipment problems can be added on at the end of the event.

After the Event:

1. As students hand in their materials, make sure that the test and anything they printed is handed in. Please DESTROY all paper documents.
2. Students must upload their work to their cloud storage space at the END of the testing session and give you the URL that will allow the judges to access the documents for grading. You will then ensure the local chapter adviser receives the URL.
3. Check to see the students have exited their software properly and all files have been deleted from the computer network or hard drive.

If you have any questions or require clarification, please contact : Missey Boucher-Goodman at missey.boucher-goodman@azed.gov or Seth Filo at seth.filo@azfbla.org.



WORD PROCESSING 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 in the test materials and leave the test site.

Make sure students can sign on to the network drive and have a place to save their files. Hand out test packets and other required materials. Make sure you are handing out the correct test.

Announce to the students:

Each job should include a header or footer containing your name, school, chapter name, and job number.

Announce to the students:

During the test, documents are printed as a PDF and saved on the computer or network drive. After the test is over and uploading is complete, delete all the saved files.

Announce to the students:

The *FBLA Format Guide* may be used. Proofread carefully. You may print a paper draft of your work to proofread during your test time. All documents will be uploaded after time is called. Anything printed on paper must be turned in at the end of the event. Extra time *will not* be allowed at the end of the event for printing and or proofing, so make sure you pace yourself accordingly. You now have five minutes to warm up.

Students may warm up by keying in the directions to the test. At the end of five minutes, announce:

Please stop. Are there any problems with the equipment?

After any equipment problems have been corrected, announce to students:

Open the test document. I will read the Cover Page and General Directions with you.

Read the directions aloud to the students.

Please read the test carefully and monitor your time.

Are you ready? You will have 1 hour to complete this event. Don't forget to create a header or footer containing your name, school, state, and job number on each document you want graded. 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 receive exactly 1 hour—no more and no less. Proctors should keep distractions, including conversation, to a minimum.

When there are five minutes left in the testing period, announce:

You now have five minutes left in the testing period. Please begin to finish your work.

After exactly 1 hour, announce:

Stop.



Save and print to PDF your current document if you have not already done so. If you have not already done so, you will need to create a cloud storage folder (Dropbox, Google Drive, One Drive, etc.) where you will upload all documents you created. *It is extremely important that the URL be publicly accessible, shareable, and with no password protection.* Save each of your .pdf documents to your cloud storage folder and send the URL to your proctor or local chapter adviser, who will submit it to the State Office through the registration system.

If needed, specific uploading instructions can be found in the Production Test Submission Handbook, which was made available to your local adviser.

After uploading to cloud storage is complete, delete the saved PDF files. (Proctors may assist with the uploading of student files, if necessary. Afterwards, please go around to each computer to make sure files are deleted.)

Hand all printed documents back to me.

Please remain in your seat until I have collected the test, test documents, and other testing materials.

Please make sure the local adviser has the URL to the competitor's cloud storage location.

Please DESTROY all test documents and verify that all files have been DELETED from the computer/network.

Thank you for serving as a proctor for this event.