



## Ontario DECA Online Testing Proctor Verification Form

## Regionals

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 70 minutes will be allowed to complete the exam; unless student has been assigned double time according to their IEP. The proctor must move throughout the room during the exam and view the computer screens of all students on a regular basis to ensure that students have not opened any other program or internet browser window/tab other than <https://www.answerwrite.com/deca/on-regionals> 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 with disabilities will be allowed necessary aids provided they have an IEP or an IPRC. 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 program 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-regionals>. Students may NOT use any type of 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 circumstances 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.

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.

Sign and email this form to [regionals@deca.ca](mailto:regionals@deca.ca)

\_\_\_\_\_  
Print Proctor Name

\_\_\_\_\_  
Proctor Signature

\_\_\_\_\_  
Chapter Name

# Ontario DECA Online Testing Instructions

November 1 or 2, 2023

Teacher decides which day and time

Online Multiple Choice Exams

**ANYTIME between 7am – 6pm but students writing the SAME Cluster Exam must write in the same time period!! Each test will have 100 multiple choice questions. Students will have a maximum of 70 minutes to complete the exam.**

Marketing Cluster	AAM, ASM, BSM, FMS, MCS, RMS, SEM, BTDM, MTDM, STDM, IMCE, IMCS, IMCP, PSE
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, PEN, PFN, PHT, PMK
Entrepreneurship Cluster	ENT, ETDM

1. Ask each student to go to the following testing site: <https://www.answerwrite.com/deca/on-regionals>

Participant ID: **student's email address** (whatever was used to register with Ontario DECA)

Password: **given to the Advisor on the day of**

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. The 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 70 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.
  - For students who had problems with incorrect names or incorrect tests...logon with their information one last time, if the information does not match, please call Olga immediately at 416 363-3322 (office). If you get a busy signal or voice mail, please hang up, wait five minutes and call back again...most likely on another line with another Advisor.
  - 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.**

**NEW THIS YEAR!!!!**

A 'calculator button' is available for students while the test is on. A physical calculator CANNOT be used nor the computer's calculator. Use ONLY the calculator button found within the DLG AnswerWrite testing portal.

<https://www.answerwrite.com/Proctor>

Username: **teacher's email address** (the one you registered with Ontario DECA; available on November 8/9)

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
- 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, graphing or scientific calculators. A calculator is already built into the 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 **70 minutes** of being activated if a student does not begin the test.
- The test will “time out” in 70 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 only will be made available on the website.
- 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 (myself) 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 70 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.*

*Calculators of any kind are **not** permitted. 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.*

*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 emailed to the teacher on the actual testing day.*

**Can students use Chrome Books for the online exam?**

*Yes! So long as they use the school's WIFI!*

**Can students use their own laptops for the online exam?**

*Yes! So long as they use the school's WIFI! In addition, MANY of our students use NETFLIX and apparently it masks the IP addresses. If they are using their own laptops, they MUST disable Netflix so that their IP addresses are clearly identifiable on my end. Failing to do so will cost result in a 10-point deduction on their exam. Our servers WILL vet IP addresses to ensure students are being proctored and are in fact writing, on-site, at your school.*

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

*The DECA Practice site is now up and students have until November 1 to practice with the [2011 - 2018 Cluster Exams](#). All clusters are available for students to practice from each year.*

**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 in the SAME cluster exam grouping 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 on November 1 or 2, 2023](#).*

**Just to clarify...students must start taking the test within a 70 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 70 minutes to complete the test, correct?**

*Correct. 70 CONTINUOUS minutes.*

**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 70 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 Olga at 416 363-3322.*