Testing Proctor

Who is a Testing Proctor?

An adult that is welcoming to competitors and ensures proper administration of tests during the National Leadership Conference

Why do we need Testing Proctors?

The proctor oversees protecting the integrity of the tests and proper administration of tests in the online testing site at the Home School Site. This adult cannot be a WV FBLA Adviser or WV FBLA Co-Adviser, and must sign the Proctor Agreement Form.

Prior to the Competitive Event

* Review the event guidelines online
* Plan extracurricular activities around the event commitment time

During the National Leadership Conference/Competitive Event

* Show up to the testing site 20-30 minutes early to check-in testers.
* Make this a positive experience for the competitors
* Ensure the event is organized and ready for an on-time start
* **For high school only:** During check-in, complete a photo ID check
* Walk the room during the tests to ensure phones, watches and other outside resources and browser tabs are not being used during the test
* Troubleshoot as needs arise
* Involve the CEC if there are challenges or rule violations. Their job is to support you.

Materials Needed

Students need a device to test on (Desktop, Laptop, Tablet)

Materials Provided

All competition materials provided by WV FBLA and in coordination with the local chapter.