

Welcome Colorado TSA Members!

INSTRUCTIONS

Before taking the exam, please review the testing instructions provided by your Chapter Advisor as well as the honor code below. Once you have reviewed the instructions, honor code, and agreement, you may begin your exam.

If you experience issues with the exam, please refer back to the instructions. If there is still an issue after reviewing these resources, please contact your the proctor.

Student Online Testing Schedule:

Day	Date	Open Time	Close Time
Monday	Feb 1	7:00 AM	8:00 PM
Tuesday	Feb 2	7:00 AM	8:00 PM
Wednesday	Feb 3	7:00 AM	8:00 PM
Thursday	Feb 4	7:00 AM	8:00 PM
Friday	Feb 5	7:00 AM	8:00 PM

- Student Testing Site: <https://www.answerwrite.com/tsa/co>
- Username: Member ID
- Password: See student testing ticket

HONOR CODE

Integrity and honor are integral elements of ethical, responsible leadership. In a community devoted to learning, a foundation of integrity and honor among individuals must exist if that community is to thrive with respect and harmony among its members. Great care must be taken in maintaining academic integrity and honor while preparing students/members for their future careers, and as they grow into future leaders. It is the individual responsibility of every member and advisor to maintain and enforce these standards. In order to administer such a high standard across our organization, every competitor must agree and certify to the compliance of the following guidelines for every competitive event exam into which they are registered:

As TSA member you agree to maintain a level of integrity and follow the guidelines below as indicated and instructed by the proctor:

- Examinees are NOT permitted to leave during the exam.
- The exam must be completed in one sitting and no more than 90 minutes will be allowed to complete the exam.
- All TSA 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. Taking 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. Students MAY NOT discuss any aspect of the exam with anyone in their own chapter or in any other chapter until the state-wide testing window has closed.
- 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 the exam. Students may use a simple four function calculator (no devices with memory allowed including, but not limited to cell phones and scientific calculators).
- 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 TSA student will result in their immediate disqualification from competition and will bar them from participation in any Colorado TSA sponsored event for the remainder of the school year.

As indicated by my below signature, I certify that the above standards were maintained throughout the testing period. 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 myself (e.g. test questions/content taken by one student and shared with other students, etc.) it could result in the chapter's disqualification from TSA competition.

- No more time will be taken than allotted - If a competitor has a 504/IEP for extended testing time, this must be communicated by the Chapter Advisor to the State Advisor during registration.
- No TSA competitive event or test materials will be saved to any storage device remaining in the possession of the competitor or that of any other person; nor has it been saved to any cloud storage
- No notes, search engines, textbooks, reference materials, or other aids not specifically allowed in the TSA competitive event guidelines will be used during the exam
- The contents of the TSA exams, and any answers or solutions provided, are solely the work of the registered competitor
- Participation of the competitor in this, and any, TSA exams will take place in an honest fashion

In the event of an alleged violation to one or more of these guidelines, the Colorado TSA Staff, Competitive Events Committee, and/or Advisory Board has the authority to make an official decision in order to settle the allegation. If a violation is determined to have occurred, the entry will be subject to penalties of point deductions or disqualification.

By completing the agreement below, you are indicating your understanding of the consequences of violating this honor code.

HELPFUL TIPS

- Close all other tabs/windows and shut down your other devices so you are not tempted to look at them
- Take a deep breath and practice positive self-talk - YOU ARE AWESOME AND YOU GOT THIS :)
- Thoroughly read through the instructions, the question, and all possible answers before selecting a response
- Focus on one question at a time rather than the exam as a whole
- If you are unsure of an answer, flag the question, and return to it later to review
- If you do not know the answer to a question, make an educated guess
- Check, double-check, and triple-check your answers before submitting the exam

Colorado TSA Online Testing Member/Participant Verification

Colorado TSA is committed to maintaining the highest level of integrity in our competitive events system. To ensure that the proper procedures are followed, and the online testing portion of our competitive events system is administered according to these high standards each proctor/advisor and participant is required to acknowledge and agree demonstrating his/her compliance. The form should be read and acknowledged prior to testing.

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