

2025 State Leadership Conference

Production Testing Information



Chapter Adviser Information

It is important that each chapter adviser do their part to ensure that testing is completed in a manner that upholds academic integrity.

You will need to recruit someone to serve as a proctor for the students in your chapter that need to test. A Chapter Adviser may not serve as a proctor. The Chapter Adviser may remain in the room during testing, but the proctor must also be in the room.

You may test during regularly scheduled class time, if this works within your school structure, but again the chapter adviser may not serve as the proctor.

Proctoring must be completed face to face, students may not be proctored remotely (ex, you may not proctor a student via Zoom).

The state office must have a completed ***Proctor Information form*** for each person serving as a proctor. We only need one form per proctor.

The state office must have a completed ***Proctor Certification*** form completed after each testing session, please note that as a part of this, the Proctor will need to submit the ***testing sign-in sheet*** as well.

Reminder that for Computer Applications, Word Processing, and Spreadsheet Applications these events require an Objective-based test, as well as, a production test. These tests do not have to be completed back to back or even on the same day. Testing must occur within the testing window.

Test Proctor Information

Informational Links:

- [About FBLA](#)
- [Link to High School Competitive Events National Guidelines](#)
- [National Competitive Events Policy & Procedures Manual](#)
- [Honor Code](#)

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Who is a Test Proctor?

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

FBLA Proctors must meet the following criteria:

- Familiar and comfortable with use of technology/computer and troubleshooting basic technology issues
- Minimum of 21 years old on the day of testing
- Not a competitor within the FBLA chapter at any time during the current academic year
- Not a current FBLA member of middle school, high school, collegiate divisions
- Physically capable of observing activities throughout the testing site
- Able to be present during the entire testing period and willing to actively supervise the test process throughout the entire time
- Willing to enforce all policies and procedures for testing
- Impartial and free from bias toward any competitors

Testing Procedures

FBLA test proctors are expected to act professionally, as is standard in all high stakes testing environments, throughout the entire testing process (e.g., quiet room, no communication of any kind among testers). Proctors may utilize their own professional judgement to determine responses to specific requests or circumstances within the overall context of a positive, credible testing process.

Proctors may supervise a maximum of 30 testers at any one point in time. If more than 30 are to be tested concurrently, an assistant proctor must be present.

Timeline

Prior to Testing

- Testing will be completed between **March 4 and March 20**.
- Testing credentials, detailed information, and proctor forms will be sent to Chapter Adviser's on **February 27**.
- Secure a testing location that is quiet and free of distractions
- Review the event guidelines and sample proctor script
- Review the testing window and post testing times for your competitors to test in-person with a proctor
- Have login information and instructions available for competitors
- Confirm any testing accommodations that might have been submitted by the FBLA adviser. This may include additional time, physical translation dictionaries, or the availability of cell phones within reach.

During Testing

- Be ready to begin testing 10-15 minutes before the testing window opens
- Ensure that competitors sign-in before they start testing and sign-out upon completion

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- Troubleshoot as needs arise
- Do not answer questions about the question content or review questions
- Production Events will require that the Chapter Adviser (or Proctor) upload the students completed work into Blue Panda. (Details will be provided in the February 27 email.)

Proctor Acknowledgement

Testing administrators and proctors acknowledge that FBLA tests are proprietary and have substantive monetary value. They further acknowledge liability for any action that results in the actual breach of security of test questions or in a perceived breach of security that would diminish the overall value of the tests, FBLA or MBA Research.

Honor Code

The Future Business Leaders of America (FBLA) Honor Code embodies principles of integrity, trust, respect, and responsibility essential for fostering excellence and ethical leadership in a community devoted to learning.

Every member, local adviser, and State Leader must maintain and enforce these principles. To ensure a high standard across FBLA, every competitor registered in any competitive event must agree to comply with the following guidelines:

- **Compliance:** Competitors are required to read and adhere to the Competitive Event Guidelines relevant to their event.
- **Original Work:** Competitors must ensure that all content submitted for competitive events is their own work or that of their team members. Proper citation of sources is mandatory.
- **Use of Materials:** Only items and materials explicitly allowed by FBLA Competitive Event Guidelines may be utilized.
- **Independence:** No external assistance beyond what is explicitly permitted in FBLA event instructions or guidelines is allowed.
- **Cell Phones, Smart Watches, and Headphones:** Unless apre-approved accommodation is in place, all cell phones, smart watches, and headphones must be turned off and put away before testing or role play competition begins. Any report of these devices being visible or in use will be considered a violation of the Honor Code.
- **Data Storage:** Competitors are prohibited from saving any competitive event or test materials provided by the National Center or a state organization to any storage device or cloud storage.
- **Originality:** Competitive entries must be entirely original and not previously entered in national competition by the competitor or others. (It is the intent to preclude local chapters from rewriting the same event, and it is recognized that chapters may utilize the same or similar activities on an annual basis in some events. In this case, chapters may use these activities, ensuring that the project or portions of projects are not rewritten and therefore plagiarized.)
- **Honest Participation:** Competitors must engage in all competitive events with honesty and integrity.

Violations of the FBLA Honor Code may result in disqualification.

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