

INSPIRE. LEAD. ACHIEVE.

Online Testing Procedures

Please carefully review this entire document. All participants will be held to these requirements.

IMPORTANT REMINDERS

- We strongly recommend that competitors use the Google Chrome browser and use a computer (Either Mac or PC) for the best testing experience. Firefox and Safari will work if updated to the most current version. Internet Explorer and Microsoft Edge Browsers do not work. Also, phones and tablets may be used, but do not work as well as a computer.
- **Do not navigate away from the testing screen.** Once you have loaded the testing screen be sure you do not change tabs or exit your browser or you will be logged out of the test and will not be able to continue.
- Once the exam is completed a message will pop up with a link to take the online survey. This is the same survey we've always done in the past (the one on the yellow card stock). All competitors should take the survey.

Timeline

- The testing window will be open from 9am to 10:30am on Monday, February 15th.
- All exams must be **completed** by 10:30am.
 - Any student who begins an exam after 9:30am will not have the full 60 minutes to take the exam.
- **All tests must be taken on this day and during this window**
 - **NO EXCEPTIONS**

Testing Portals

- Follow the link below to access the State Conference Testing Portal:
URL: <https://www.answerwrite.com/deca/NV>

Online Testing Guidelines

For the 2021 State Career Development Conference, the competitive event exams will be conducted online. The traditional rules have been adapted to accommodate the current virtual environment.

- All participants will have a 60-minute time limit per exam.
- Tests will be 100 questions with answer choices A-D.
- There is only one right answer per question.
 - There is no penalty for a wrong answer or guess.
- For this year only, tests will be open book, but students must take the test on their own.
 - Taking the test with another individual, talking with another individual on the phone, or communicating with another individual in any way during the test is considered a violation of the Code of Conduct and will result in disqualification.
- All exams must be **completed** Monday, February 15th by 10:30am.
 - The deadline supersedes the allotted testing time.
 - For Example, Exams started at 9:45am, must still be finished by 10:30am.
- An exam can only be taken once and during the testing window.
 - There will be no make-up window, so plan accordingly and allow sufficient time to start.
 - Answers and scores will be locked once submitted.
- Any technical support needed, must be submitted by the designated Chapter Advisor.
- Detailed instructions for the testing portal (AnswerWrite), can be found on the next page.

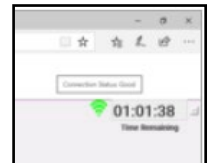
AnswerWrite Instructions

- In your browser, navigate to the Testing Portal (the link is on page 1).
- Type your “Participant ID” provided by your Advisor.
- **Enter in the password 20nvDECA21#**
- Click on the “Submit” button.
- Verify your Name, Member ID, School, State, Region and Test(s).
 - Notify your Advisor immediately if any of this information is incorrect.
- Carefully follow the on-screen Instructions.
- Click on the “Select” link located beside the appropriate “Test Name”.
- Carefully follow the on-screen Instructions.
- Click on the “Start Test” link.
 - **The timer will start once you click on the “Start Test” link.**
 - **Do not start the test if you will not be able to finish in one sitting.**
 - **If you close your browser or navigate away from the testing page, your test will automatically be submitted after 10 seconds and you will not be able to log back in to finish the test. (Note, while we recommend using a computer if you are using a phone or tablet be aware that if a call, text, or other notification comes in and you click on it this will also automatically close your test and you will not be able to complete the test).**
- Click the “+” and “-” sign on the button to hide and show the timer.
- Once you have completed your test, be sure to click on the “Submit Test” button for your test to be counted.
 - Never click on the “X” to close the Student Testing window or your test will not be counted.
- Once you have clicked on the “Submit Test” button, Click on the “Back to Test List” link (or you will be automatically redirected to the Test Selection page).
- Click on the Log Out link.

Important Internet Connection Status Information

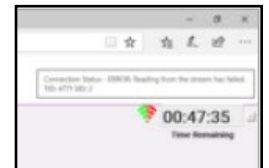
Good Internet Connection

If the WiFi icon beside the timer displays green, the computer is successfully connected to the internet.



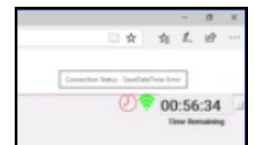
Server Error, Good Internet Connection

If the WiFi icon beside the timer displays as half green and half red, the computer is successfully connected to the internet, but is no longer connected to the online testing server.



Save Error, Date and Time

If the icons beside the timer display as a red clock and as green WiFi, there has been an error with the server saving the date and time on the test.



Internet Connection Error

If the WiFi icon beside the timer displays red, the computer is no longer successfully connected to the internet.

