



May 2, 2018

National FCCLA STAR Events Online Testing Instructions

To: FCCLA Advisers with participants in –
• Applied Math for Culinary Management
• Parliamentary Procedure

From: Christine Hollingsworth, Competitive Events Manager

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Testing for Applied Math for Culinary Management and Parliamentary Procedure will take place prior to National Leadership Conference. The testing window for participants is May 7-23, 2018. The testing window is open from 8:00 AM to 8:00 PM Eastern Time for the dates listed. Support will be available from 8:00 AM – 5:00 PM Eastern Time, Monday through Friday only.

In order to test, students must have their membership ID, found in the online FCCLA portal. Students will log into the testing site – https://www.answerwrite.com/fccla/na-star - and use their membership ID and the password “NLCTesting18” to log in to begin the test.

During the testing process, a school administrator will serve as the test proctor. Please follow these instructions:

- A school administrator (principal, counselor, curriculum director, etc.) will serve as the test proctor. Chapter advisers may not serve as the testing proctor.
• All members of the team must take the test at the same time. If a team member is absent from the schedule testing time (all tests take 30 minutes) then the absent team member will receive a “0” score.
• The proctor must supervise the students throughout the entire testing time. Students may NOT take the test at home.
• Only the registered student may take the exam.
• One calculator is allowed per participant for the Applied Math for Culinary Management test, but devices such as tablets or phones with calculator apps are not allowed. Blank paper and a pencil for calculations are allowed for all tests.
• If a student has a question about a test item, proctors can repeat the question for the student, but cannot help the student come up with the answer. The proctor must ensure that the student is not using resources during the exam. Participants may not bring reference materials for use during testing.
• Students will need computer and internet access. Students can test simultaneously with the only limitation being the number of computers that are available at the testing location.

- For a Student to take a test, they will need their Membership ID number and the password “NLCTesting18”. All students will use the same password in conjunction with their unique Membership ID number.
- Once the student has logged on to the Student Testing Site, the student must NOT leave the testing window until they have submitted their test.
- All unfinished answers are scored as incorrect answers.
- The test has a 30 minute time limit - the timer is located in the upper right-hand corner of the screen once the student starts the test.
- When the test is completed, the student **must click the “SUBMIT” button** at the bottom of the test in order for the test to be scored and recorded.
- If a student has an emergency, they must select the “X” in the upper right-hand corner of the screen. Once the Student is able to return to finish the test, the student will logon with their Membership ID and the password.

After all students have completed the test, the proctor must sign the Test Verification document, scan and email it to competitiveevents@fcclainc.org, or you can fax it to 703-439-2662. Please return the form no later than Wednesday, May 24.

For assistance or questions please contact:

Christine Hollingsworth
703-716-1301
chollingsworth@fcclainc.org

Please continue reading for instructions on login.

Student Testing Site URL: <https://www.answerwrite.com/fccla/na-star>

1. Each student will go to the above website and enter their Membership ID and password.
2. Type your Membership ID in the ID field.
3. Type your password in the Password field.
4. Click on the "Submit" button.
5. Verify your Name and School.
6. Carefully follow the On Screen Instructions.
7. Click on the "Select" link located beside the Test Name.
8. Carefully follow the On Screen Instructions.
9. Click on the "Start Test" link.
10. 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; it will only be counted if you had to use the "X" to close for an emergency.

11. Once you have clicked on the "Submit Test" button, click on the "Close this Window" link.
12. Click on the "Log Out" link.

FOR PROCTOR USE ONLY

NATIONAL FCCLA ONLINE TESTING VERIFICATION FORM

FCCLA Chapter Name: _____

FCCLA Chapter ID Number: _____ State: _____

Proctor Name and Title: _____

By signing this document you verify that:

- I personally observed the student throughout the entire testing process
- I did not provide assistance beyond reading the question to the student
- I did not allow resources, besides a pencil, blank paper, and a calculator (Applied Math for Culinary Management)
- Students completed their own work and did not talk to or receive assistance from anyone other than the proctor during testing
- Only students registered to compete in the STAR Event took part in the testing
- All members of a team took the test at the same time

Proctor Signature: _____

Date: _____

STAR Event Name and Category

STUDENT NAME	EVENT	CATEGORY (JR, SR, OCC)

Submit this form no later than Wednesday, May 24, via email to competitiveevents@fcclainc.org or by fax to 703-439-2662. Questions? Contact Christine Hollingsworth, Senior Competitive Events Manager, at 703-716-1301. IF THIS FORM IS NOT RECEIVED, TESTING SCORES CANNOT BE INCLUDED IN THE FINAL EVENT SCORING.