FCCLA

May 1, 2024

National FCCLA STAR Events Online Testing Instructions

To: FCCLA Advisers with participants in –

- Parliamentary Procedure

From: National FCCLA

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Testing for Parliamentary Procedure will take place prior to National Leadership Conference. The testing window for participants is **May 1- 31, 2024**. The testing window is open from 8:00 AM to 8:00 PM ET for the dates listed. Support will only be available from 8:00 AM – 4:00 PM ET, Monday through Friday.

In order to test, students must have their membership ID, found in the FCCLA Portal. Students will log into the testing site – https://www.answerwrite.com/fccla/na-skill and use their membership ID and the password "**NLC2024**" to log in to begin the test. Please note the site will not open until 8:00 AM ET on May 1.

During the testing process, a test proctor is required. 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, then the absent team member will receive a "0" score.
- The proctor must supervise the students throughout the entire testing time.
- Only the registered student may take the exam.
- 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 "**NLC2024**". 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 timer is located in the upper right-hand corner of the screen once the student starts the test. Testing time frames are as follows:

15 Minutes	20 Minutes	25 Minutes
Level 1: Parliamentary Procedure	**Level 2**: Parliamentary Procedure	**Levels 3 & 4**: Parliamentary Procedure

- 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.
- Verification Form, located in the FCCLA Portal (Resources > Competitive Events > Online Testing Proctor Verification Form), must be completed and submitted (click here to submit) no later than **June 7, 2024**.

For assistance or questions please contact:

National FCCLA Competitive Events
703-476-4900
competitiveevents@fcclainc.org

Please continue reading for instructions on login.

Student Testing Site URL: https://www.answerwrite.com/fccla/na-skill

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.
   a. "NLC2024"
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.
    a. **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"