

School-Site Skills Testing Information

The school-site portion of the following events will be administered prior to the district conference using the School-Site Testing Procedures:

- Computer Applications (individual)
- Database Design & Applications (individual)
- Spreadsheet Applications (individual)
- Word Processing (individual)

School-Site Testing Procedures:

1. Each local chapter must secure a local school district employee to administer the skill tests. **A member of the business department faculty or FBLA adviser (senior high or middle level) may not serve as test administrator.**
2. FBLA advisers and other business department faculty may not handle, see, or be present in the classroom when tests are administered.
3. The tests will be emailed directly to the designated test administrator (proctor) and must stay in the possession of the administrator at all times. The test administrator will be responsible for packaging the tests and returning all testing materials to the designated person by the stated deadline date.
4. The test administrator and contestant must sign statements of verification that the tests were: (a) not duplicated (b) not saved to the hard drive or other devices and (c) no extra copies of the contestants' papers were printed.
5. Additionally, the test administrator must sign a form verifying that the tests remained in his/her possession the entire time and were not seen by the FBLA adviser or members of the business department faculty.
6. Contestants taking the production portion of skill tests **must also complete the school-site online objective testing portions of the events.** Failure to complete the final part of the event will result in **disqualification of the student involved for the current and all subsequent years for that particular event. If a student takes any portion of the test, he/she must pay conference registration.**
7. Forms requests must be received by the stated deadline.
8. Violation of these rules or **failure to return all testing materials** will result in the local FBLA chapter being disqualified in those events for the current year.