**General Proctor Instructions**

1. Log on to the Proctor Site
   * Use the link, username and password sent to you by DECA Inc.

**(Username will be your email address unless otherwise noted by DECA Inc.)**

1. Print your Student Testing Roster
   * Click on the **“Create Student Testing Roster”** Link
   * Click on **TestingRoster-SCHOOLNAME.pdf** **to print**
2. Each student should have a testing ticket given to them by their Advisor.
   * If they do not have a testing ticket, please click on **“Create Student Testing Tickets” l**ink
   * Click **“TestingTickets-SCHOOLNAME.pdf** and print on plain paper
3. Verify the student’s name on the ticket matches the student’s photo ID
   * Mark the Student Testing Roster for each student presenting you with a Testing Ticket
4. Have the Students logon to the Student Testing Site (URL is listed on the Student Testing Ticket)
5. Once the student has completed the Online Test, have them sign the Student Testing Roster under the comments section beside their name.
6. Sign and print your name on the Student Roster and return to DECA Inc.

**Returning Student Roster to DECA Inc.:**

A copy of the Student Roster with student signature in the comments section must be returned to DECA Inc. within 24 hours after the testing window has closed. These documents should be scanned and emailed to [collegiatedecaicdc@gmail.com](mailto:collegiatedecaicdc@gmail.com?subject=Student%20Roster%20Form). Please copy [michael@deca.org](mailto:michael@deca.org) and make the subject of the email “Student Roster Form.”

**General:**

If you have any problems, contact the Data Management Department at DECA Inc. at 703.860.5000 or [michael@deca.org](mailto:michael@deca.org).

The testing window is March 22–31.

Test takers should be provided with blank paper and a pencil upon request or be allowed to bring their own. This paper should be collected and disposed of by the proctor when the student leaves the testing area.