

**ONLINE TESTING**

**PROCTORING POLICIES AND PROCEDURES**

**Proctors for any DECA Inc. Exam must meet ALL of the following criteria:**

* Must be a faculty/staff member of the same college/university as the chapter and may be the advisor if someone cannot be found to proctor.
* Cannot be a student member of the chapter.
* Not a current test taker.
* Physically capable of observing activities throughout the testing site.
* Able to be present during the entire testing period and willing to actively supervise the exam process throughout the entire time.
* Willing to enforce all policies and procedures for testing.
* Willing to document his/her role as a proctor by submitting the signed Student Roster within twenty-four hours of the completion of the exam period.

**Acknowledgment:**

Testing coordinators and proctors acknowledge that DLG and DECA Inc. exams are proprietary and have a substantive monetary value. They further acknowledge liability for any action that results in the actual breach of security of exam questions or in a perceived breach of security that would diminish the overall value of the exams, competition, Institute, or sponsoring organizations.

**Testing Procedures:**

Exam proctors are expected to maintain a professional decorum typical of all high-stakes testing environments throughout the entire testing process (e.g. quiet room, no communication of any kind among examinees, etc.). Proctors may utilize their own professional judgment to determine responses to specific requests or circumstances within the overall context of a positive, credible testing process. Proctors will verify the examinee with a picture ID.

To minimize data complications, proctors are encouraged to allow students to log in and begin testing as they arrive. It is not necessary that all students begin or end at precisely the same time.

Proctors may supervise a maximum of 30 test takers at any one point in time. If more than 30 are to be tested concurrently, an assistant proctor must be present.

**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.**

**Test takers are NOT allowed:**

* References or resources of any kind.
* Use of other computer programs while logged into the DLG Testing Site.
* Communication with other students or the test coordinator.
* To record in any manner any element of the exam.
* Use of cell phones or other PDA devices.

**Proctor registration is to be completed in advance by the chapter advisor via the online form at** <https://deca.formstack.com/forms/collegiate_icdc_testing_proctor_registration>