

ONLINE TESTING ELEARNING

PLEASE READ INSTRUCTIONS CAREFULLY.

GENERAL INFORMATION

Students may log in to ESESS any time to take their tests.

January 21: Testing window for all objective test events for Middleton High School

It is preferred that you take your test between 9 AM and 6 PM ET, in case you need technical support.

Team testing information is in this document.

When you have completed your test, contact Mr. Watson to let him know that you have finished.

Text your name to 813-404-5721 or Telegram @sergeantdad

PRACTICE TESTS

It is recommended that students do a **SAMPLE TEST** on the device that you plan to use for testing. The sample test is available at:

www.techfluency.org/esess

- Organization: Sample
- First Name: Sample
- Last Name: Sample
- Password: Sample

The testing program is best viewed using the following browsers: Chrome, Internet Explorer 9.0+, Firefox. The program will work at 800 X 600 or higher resolution, but is best viewed at 1024 X 768 resolution. Set the resolutions before log into the testing program. (Click on Start; click on Settings; click on Control Panel; click on Display; click on Settings; go to Screen Area and change to 1024 X 768.)

TESTING INSTRUCTIONS

Here are the instructions for online testing:

- For tests that allow the use of calculators, students will be able to access a calculator as part of the online test. They should not use any other calculators.
- Due to COVID-19, we are not using proctors this year, which is why every student has been required to complete the honor code. Please use honesty, respect, and integrity for this process. Test questions **MUST NOT** be shared with others.
- Once an online test begins, the clock may **NOT** be stopped – and the test will close at the end of the allocated time.

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- If a competitor has any problems with the online testing process that you cannot answer, please contact our testing company, TFI. Email: info@techfluency.org Phone: 866-277-5061
- **PLEASE NOTE that competitors can log on and take their test any time, but if a problem occurs, assistance is only available from TFI between the hours of 9 a.m. to 6 p.m. (U.S. Eastern time).**

TO ACCESS THE TEST:

- Competitors should go to the following website:

<http://www.techfluency.org/esess/>

Prior to logging in, the competitor can access “**Participant Guide**” on the left to receive instructions about the testing platform. This does not count as part of their time as long as they have not started a test and can be reviewed prior to starting the test.

IMPORTANT HIGH SCHOOL ONLY: If you are taking Banking, Entrepreneurship, Global Business, Hospitality Management, Management Decision Making, Management Information Systems, Marketing, Network Design, or Sports and Entertainment that you realize that all of you have a label with password; however, only use **ONE** team member’s label. You **MUST** take the test collaboratively. Team members can choose any of the passwords to login. After the first student logs in, each team member will be required to verify their password before they can begin the test. There is an option to mark a team member as "not present. **E-learners – all team members on a Zoom meeting at the same time ONE test submitted.**

TO LOG IN TO THE TEST:

- Enter the Organization: **FL FBLA** —it is **NOT** the name of your school.
- Enter First Name, Last Name, and the **Password (which is labeled “Individual record number”)** typed exactly. These must be entered exactly as provided, **even if a name is misspelled.**
- Click Log in.
- Read the “General Instructions” and must agree to all the check boxes before you can click continue to move into the test.
- The name of the event should be on the screen, if there is a discrepancy, you need to contact the adviser immediately.

TO TAKE THE TEST:

- Read each question carefully and select your answer. You may mark any question for review or click *Save Answer*. All answers may be reviewed and/or changed. Any question you skipped may be answered during the review by clicking on “find unanswered items.” At any time during the test, you may choose to review and/or change your answers. The answers you mark for review will be highlighted in blue. Once you have clicked on *begin*, you will have one hour to complete the test. Do not rush and do careless work in an effort to complete the entire test. When you are finished with the test, click on “submit for grading.” Once you click on “submit for grading” no further changes may be made.

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- To activate the built-in calculator, click the calculator icon at the top of the page.
- Remember—you will have one hour to complete the test, after which time the testing program will automatically stop.
- Click the “Begin” button to start the selected test. Do NOT click this button before you are ready to start.
- If you experience any problems while taking the test contact your adviser immediately.