

# AREA XI OFFICER SELECTION ONLINE EXAMINATION INSTRUCTIONS

## Writing Exercise

### Part 1: Students Log in to the Online Exam System

Step 1: Access the testing system at <http://quiz.judgingcard.com/studentLogin.aspx>

Step 2: Students will be asked to enter a passcode to access the exam. The passcode is **2022area11writing**. Enter this passcode in the left (One-Time Passcode Login) box. You will then be asked to enter your First Name, Last Name, and Chapter Name before choosing "Next".

Step 3: Read all of the information provided before selecting "Start Exam."

Step 4: Begin the examination. **YOU WILL HAVE 60 MINUTES TO COMPLETE THE WRITING EXERCISE.** Your time will begin when you click start and the prompt is shown on the screen.

Note: The examination will only be open from 8:00 a.m. on Monday, May 16, 2022 to 5:00 p.m. on Wednesday, May 18, 2022. You may take the exam one time and one time only. Once you begin the exam, you cannot stop or pause the timer.

### Part 2: Students Complete Writing

- Read all of the information provided before selecting "Start Exam."
- Your essay will be evaluated using the rubric published in the Area XI Officer Selection Handbook.
- You may bring up to **5 SHEETS OF EITHER** blank copy paper or lined notebook paper for notes, outlines or a rough draft.
- Please use **NO** identifying language in your essay! Put your candidate number **ONLY** at the top left-hand side of the page!!

## Part 3: Exam Completion

- Your final copy must be typed and saved as a .pdf file using the following title:  
**writing\_exercise\_candidate#**  
*(Please do not put spaces between candidate and number.)*
- You need to email your writing exercise to [areaxiffaelection@gmail.com](mailto:areaxiffaelection@gmail.com) by 5:00 pm on May 18, 2022. Any writing prompts received after that time will not be scored.
- When you finish the proctor will collect any scratch paper you used. You may not take any notes you made during the writing exercise with you.
- Your test administrator must submit the "Online Examination Administrator Certification" form that is available on the Area XI website on the "Area Officer Selection" page and under "Area Officer Selection" at the bottom of the page. The form can also be emailed to your test administrator. Please contact Amy Hartman ([ahartman@schulenburgisd.net](mailto:ahartman@schulenburgisd.net)) to have form emailed to Test Administrator). The form can be scanned and emailed to [ahartman@schulenburgisd.net](mailto:ahartman@schulenburgisd.net). More information about submission is provided on the form. **The form must be submitted by NOON on Thursday May 19, 2022.**

## TROUBLESHOOTING

- If your computer crashes or you are kicked off of the system, you may log back in. You will be taken back to the beginning of a new exam and will start over. If you have technical issues, please contact Tyler Wieghat at (979) 246-2826 or [tyler@wieghatgraphics.com](mailto:tyler@wieghatgraphics.com)

Please email [ahartman@schulenburgisd.net](mailto:ahartman@schulenburgisd.net) or text/call 979-450-2124 should you have questions regarding the online examination process.

**\*\*You have from 8:00 a.m. on Monday, May 16, 2022 to 5:00 p.m. on Wednesday, May 18, 2022 TO COMPLETE THE EXAM AND WRITING EXERCISE. \*\***