



## AREA XI OFFICER SELECTION WRITTEN TEST AND WRITING ONLINE EXAMINATION ADMINISTRATOR CERTIFICATION

Proctor,

The following procedures are designed to ensure the integrity and validity of the Area XI Officer Selection Online Examination and Writing section of the Election Process. Failure to follow these procedures will invalidate the examination.

Neither you nor the student is permitted to duplicate, photocopy, transfer, or transmit by any means, electronic or otherwise, any portion of the examination or writing prompt for any reason at any time. The exam should only be submitted using the online system provided by the Area XI FFA Association. Students can either the exam first or the writing exercise first. They cannot switch between the two. They must complete each in one sitting. If two different people administered the exam and the writing exercises, then each proctor will need to complete the Administration Certification

### **Checklist for Proctoring an Examination and Writing Exercise**

#### Before Administering the Examination

- Chapter advisors are not allowed to proctor the exam. Campus administrators, testing coordinators or other certificated school employees are eligible to proctor the exam.
- Ensure the students have read and understand the "Area XI Exam and Writing Exercise Procedures" provided on the Area XI FFA website on the Officer Selection page: <http://www.area11.ffanow.org/default.aspx?ID=62398>
- Ensure the student takes the exam and completes the writing exercise within the allotted time **(8:00 a.m. on Monday, May 16, 2022 – 5:00 p.m. on Wednesday, May, 18, 2022)** unless an exception is granted by the Area XI FFA Association.
- Check the student's identity to ensure the appropriate student is taking the exam.
- Make sure the student has all necessary log-in information.
- Make sure the student does not have access to printed study guides, books, calculators, electronic devices (other than the computer used for the exam), or notes. These must be collected prior to the exam.
- The student may bring in 5 pages of either blank copy paper or lined paper for the writing exercise only!

#### During the Examination

- Observe the student throughout the examination period. Be prepared to attest to the integrity of the student's work.
- Ensure the student does not access any website other than the testing website during the exam.
- You may answer the student's questions about the online process and procedures; however, you may not answer questions regarding the content of the exam.
- You may assist the student in keeping time.



#### After the Examination

- Sign the certificate attesting to proper administration of the examination.
- Scan and email the certificate to the Area XI Elections Committee ([ahartman@schulenburgisd.net](mailto:ahartman@schulenburgisd.net)) at the **by noon Thursday May 19, 2022.**

#### During the Writing Exercise

- Observe the student throughout the examination period. Be prepared to attest to the integrity of the student's work.
- Ensure during the writing exercise, the student does not access the internet or other resources.
- You may answer the student's questions about the online process and procedures; however, you may not answer questions regarding the content of the exam.
- You may assist the student in keeping time.
- If the student brings paper in, ensure they have no more than 5 SHEETS OF EITHER blank copy paper or lined notebook paper for notes, outlines or a rough draft.
  - **The student may not LEAVE with any of the 5 sheets of paper they brought in to use.**

#### After the Writing Exercise

- Ensure the student properly saves the Writing Exercise as a PDF (instructions will be in the "Area XI Exam and Writing Exercise Procedures" and emails their submission to the Area XI Area XI Elections Committee ([areaxiffaelection@gmail.com](mailto:areaxiffaelection@gmail.com)) at the **by 5:00 pm Wednesday May 18, 2022.**
- Scan and email the Writing Prompt certificate to the Area XI Elections Committee ([ahartman@schulenburgisd.net](mailto:ahartman@schulenburgisd.net)) at the **by noon Thursday May 19, 2022**



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Proctor,

Please read the following information to students before they take the online exam for the Area XI Officer Selection Process:

*"You are about to begin the online exam and writing exercise for the Area XI Officer Selection Process. Listen to the following rules and instructions carefully:*

*You may do either the exam or writing section first, but you may not switch between them. You are not allowed to use any materials during the exam. All other materials including notes, cell phones, smart watches, calculators, and scratch paper must be put away.*

*You are not allowed to view other internet sites while taking the exam. You may only use the official Texas FFA online test system during the exam.*

*You may not discuss the exam with other students taking the exam. You may only ask questions about the online examination process or your time limit during the exam.*

*You may not copy any questions or answers on scratch paper during the exam.*

*You will have 60 minutes to complete the exam after you begin. A timer is located at the top of your screen and will update every time you save or advance to a new question.*

*To begin the exam, you will go to <http://quiz.judgingcard.com/login>. The passcode is **2022area11**. 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".*

*Read the instructions on the page before clicking "Start Exam." The exam will consist of 50 multiple choice questions. You will have 60 minutes.*

*To begin the writing exercise, you will go to <http://quiz.judgingcard.com/login>. The passcode is **Area11Writing**. 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". Read the instructions on the page before clicking "Start Exam."*

*you will use a word processing program to complete this portion of the process. You will have 60 minutes to complete this part of the exam, once you click start exam, I will keep time for the writing exercise. When you have completed your writing exercise, you will need to click File Save As, then click the pull down menu and select PDF. Name the file **"writing\_exercise\_candidate#"**. Then email to [areaxiffaelection@gmail.com](mailto:areaxiffaelection@gmail.com). This must be done by 5:00 pm on Wednesday May 12, 2021.*

*You may begin.*



Proctor,

Please ensure that the students follow these rules. You may answer questions regarding the online testing procedures; however, you may not assist students in answering actual exam questions. The exam will have a timer built into the exam, you will need to monitor the time of the writing exercise and ensure the student does not use more than the 60 minutes allowed. Students can either take the exam first or the writing exercise first. They cannot switch between the two. They must complete each in one sitting. Make sure the student does not have access to printed study guides, books, calculators, electronic devices (other than the computer used for the exam), or notes. If two different people administered the exam and the writing exercises, then each proctor will need to complete the Administration Certification.

If problems occur during the exam, contact Amy Hartman, Area XI Election Coordinator at 979-450-2124 or 979-743-0712 or [ahartman@schulenburgisd.net](mailto:ahartman@schulenburgisd.net).

If you experience technical issues, please contact Tyler Wieghat at 979-246-2826.

**Please submit page 5 by NOON on Thursday May 19, 2022.**



## AREA XI OFFICER SELECTION WRITTEN TEST AND WRITING ONLINE EXAMINATION ADMINISTRATOR CERTIFICATION

I, \_\_\_\_\_ hereby certify that \_\_\_\_\_  
*Administrator/ Proctor Name* *Student Name*

completed the Area XI online examination and writing exercise according to the rules and procedures read to him/her prior to the examination. I observed nothing that could be considered cheating or unethical during the examination. The test was administered according to the outlined rules and procedures to the best of my knowledge.

\_\_\_\_\_  
 Administrator/ Proctor Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Administrator / Proctor Title

\_\_\_\_\_  
 Administrator / Proctor Phone Number

\_\_\_\_\_  
 Administrator/ Proctor Name (Printed)

\_\_\_\_\_  
 Administrator/ Proctor Email Address

\_\_\_\_\_  
 School

**Scan and email this form to [areaxiffaelection@gmail.com](mailto:areaxiffaelection@gmail.com)**