



**FUTURE BUSINESS LEADERS OF AMERICA**

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**TO:** Alabama FBLA Advisers

**FROM:** Lisa R. Weeks, State FBLA Adviser

**DATE:** November 1, 2012

**SUBJECT:** ONLINE REGION TESTING - FEBRUARY 4-8, 2013

Alabama FBLA continues to ignite innovation. The next opportunity will be for the 2013 region online competitive events. **We are pleased to announce that the region written events will again be taken online at your individual school sites.**

The online test may be taken from 7:30 a.m. until 4:30 p.m. on February 4-8, 2013. The top fourteen (14) finalists from each region will be eligible to compete at the State Leadership Conference on April 10-12, 2013. Finalists will be posted on the Web site at [www.alabamafbla.org](http://www.alabamafbla.org) by 4:30 p.m. on February 13, 2013. Production events will be posted by 4:30 p.m. on February 27, 2013.

All skills participants from each region will advance to the production portion of the event. The production portion of the event will be mailed to the school to be administered by a proctor. Finalists in the skill events will be posted on the Web site by February 27, 2013. A tentative state conference agenda is posted on the region registration Web site at [Alabama FBLA Region Online Testing Registration](#).

Please use the following information to ensure that your school's site-testing center is in order. If all efforts to set up the technology in the school have been exhausted, alternative and independent testing labs may be used as long as all guidelines are followed and labs are established prior to the testing cut-off date.

**Operating System.** Ensure that your school site's testing center meets the system requirements. The testing program will work on Pentium II 450 or higher (or equivalent). Choose the fastest machines available with the best Internet connection.

**Browser.** The testing program is best viewed using Internet Explorer 8.0 (or higher) or Firefox 3.0 (or higher). The program will work at 800 X 600 or higher resolution, but is best viewed at 1024 X 768 resolutions. Set the resolutions before logging 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 1014 X 768.

**Pilot Test Link.** **To ensure that the process of testing works properly on each school's equipment, an opportunity will be provided to each adviser, student, and proctor to test the system from November 1, 2012, until February 8, 2013.** You are strongly encouraged to do so. This is just a sample assessment that is similar to what the actual test will look like and to let you know if your equipment is satisfactory to use for the test. Practice navigating through the Web site so that you become familiar with the format. You are encouraged to have your proctor and students take the sample assessment. To enter the pilot test link, go to <http://www.techfluency.org/esess/>. Please allow students, advisers, and proctor(s) to use the log in credentials below to take the sample assessment.

**Log in credentials:**

Organization Name: AL FBLA

First Name: FBLA

Last Name: FBLA

Password: FBLA

Please review the *Participant Guide* prior to entering log in credentials. Click Log In, and follow instructions on screen. This is a generic log in that may be used for practice by students, advisers, and proctors. Scores for the sample test will not be calculated.

**Proctor(s).** One or more proctors are required for your online testing in February. **Proctors must be technology literate and employees of the school system or a local business representative.** The individual(s) may be an administrator, guidance counselor, media/technology specialist, local representative, or a teacher other than a business/marketing teacher. **Under no circumstances should a business/marketing teacher proctor the online testing, or be in the room when the test is administered.**

**Request for Special Services.** If you submit a *Request for Special Services* form, please be advised that because a review of Individual Education Plan accommodations is required, the proctor(s) for these students must **hold a valid teacher certificate issued by the Alabama Department of Education.** All requests for accommodations must be verified as common practice outlined in the IEP. Please review the special services for each student with your special needs proctor(s), and inform them that they may not advise student(s) regarding correct or incorrect answers. If additional testing time is requested for a student, IEP documentation must be submitted with the *Request for Special Services* form.

**Registration Process.** Registration ends on January 9, 2013 and all documents and payment are due in the Montgomery office by January 28, 2013. Please contact the state adviser for late registration. The registration will be online at [Alabama FBLA Region Online Testing Registration](#) beginning November 1, 2012.

**The direct link to the online registration site is:**

<http://ams.fbla-pbl.org/fbla/issi/main/loginchap.asp?TP=/states/AL/regstart.asp&PARAM=@action=start@aff=AL>

**Testing Period.** Online testing will begin Monday, February 4, 2013, and continue through Friday, February 8, 2013, from 7:30 a.m. until 4:30 p.m. each day. Team members must take their test at the same time. Students will only be allowed one log on. They must take the test during an uninterrupted hour. Technical issues that cannot be resolved must be reported immediately to technical assistance staff at 1-866-277-5061.

All skills participants from each region will advance to the production portion of the event. The production portion of the event will be mailed to the school to be administered by a proctor. Finalists in the skill events will be posted on the Web site by February 27, 2013. The interview portion of Future Business Leader will be conducted on the morning of the first day of the State Leadership Conference. A tentative state conference agenda is posted on the region registration Web site at [Alabama FBLA Region Online Testing Registration](#).

**Troubleshooting** If a computer freezes up or shuts down suddenly while a student is testing, the proctor should instruct the student to immediately restart the computer and re-enter the test using his or her original login information. The student's test will resume without loss of time. If testing issues cannot be resolved, the proctor should hold the student(s) and immediately call for assistance at 1-866-277-5061.

If you need further assistance, contact Lisa Weeks at 334-242-9109 or [lweeks@alsde.edu](mailto:lweeks@alsde.edu).

Best of luck as FBLA continues to *ignite innovation!*