

Online Testing Procedures

Please be sure to carefully review this entire document.

Failure to do so may lead to disqualification and participation in future DECA events.

Timeline

- The testing window will be open from 8:00am to 6:00pm on Tuesday, January 12th
- All exams must be **completed** by 6:00pm.
 - Any student who begins an exam after 5:00pm will not have the full 60 minutes to take the exam.
- **All tests must be taken on this day and during this window**
 - **NO EXCEPTIONS**

Testing Portals

- Navigate to your respective District for testing
 - NorCal CDC: www.answerwrite.com/deca/CA-Northern
 - SoCal CDC: www.answerwrite.com/deca/CA-Southern
 - SV CDC: www.answerwrite.com/deca/CA-Silicon

Online Testing Guidelines

For the 2021 District and State Career Development Conferences, the competitive event exams will be held online. The traditional rules have been adapted to accommodate the current virtual environment.

- All participants will have a 60-minute time limit per exam
- Tests will be 100 questions with answer choices A-D
- There is only one right answer per question
 - There is no penalty for a wrong answer or guess
- For this year only, tests will be open book, but students must take the test on their own.
 - Taking the test with another individual, talking with another individual on the phone, or communicating with another individual in any way during the test is considered a violation of the Code of Conduct and will result in disqualification.
- All exams must be **completed** Tuesday, January 12th by 6:00pm
 - If you are taking multiple tests, both must be **finished** by 6:00pm
 - The deadline supersedes the allotted testing time.
 - For Example, Exams started at 5:15pm, must still be finished by 6:00pm
- An exam can only be taken once and during the testing window of 8:00am to 6:00pm on Tuesday, January 12th
 - There will be no make-up window, so plan accordingly and allow sufficient time to start
 - Answers and scores will be locked once submitted
- Any technical support needed, must be submitted by the designated Chapter Advisor.
- Detailed instructions for the testing portal, named AnswerWrite, can be found on the next page.

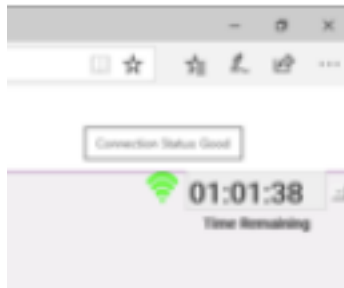
AnswerWrite Instructions

- In your browser, navigate to your District's Testing Portal from the links on Page 1.
- Type your "Participant ID" provided by your Advisor
- **Enter in the password: 20caDECA21**
- Click on the "Submit" button
- Verify your Name, Member ID, School, State, Region and Test(s)
 - Notify your Advisor immediately if any of this information is incorrect
- Carefully follow the on-screen Instructions
- Click on the "Select" link located beside the appropriate "Test Name"
- Carefully follow the on-screen Instructions
- Click on the "Start Test" link
 - **The timer will start once you click on the "Start Test" link.**
 - **Do not start the test if you will not be able to finish in one sitting.**
 - **If you close your browser or navigate away from the testing page, your test will automatically be submitted after 10 seconds.**
- Click the "+" and "-" sign on the button to hide and show the timer.
- Once you have completed your test, be sure to click on the "Submit Test" button for your test to be counted.
 - Never click on the "X" to close the Student Testing window or your test will not be counted.
- Once you have clicked on the "Submit Test" button, Click on the "Back to Test List" link (or you will be automatically redirected to the Test Selection page)
- Click on the Log Out link

Important Internet Connection Status Information

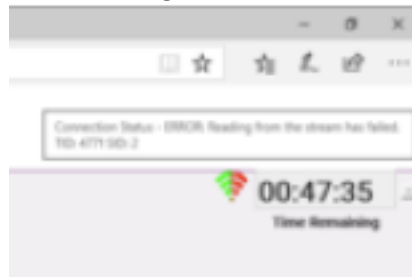
Good Internet Connection

If the WiFi icon beside the timer displays green, the computer is successfully connected to the internet.



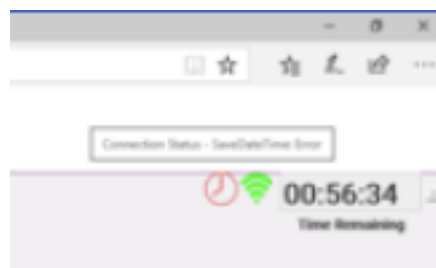
Server Error, Good Internet Connection

If the WiFi icon beside the timer displays as half green and half red, the computer is successfully connected to the internet, but is no longer connected to the online testing server.



Save Error, Date and Time

If the icons beside the timer display as a red clock and as green WiFi, there has been an error with the server saving the date and time on the test.



Internet Connection Error

If the WiFi icon beside the timer displays red, the computer is no longer successfully connected to the internet

