

PA FBLA--Bruce Boncal

From: PA FBLA--Bruce Boncal
Sent: Monday, April 23, 2018 12:08 AM
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Cc: PA FBLA--Bruce Boncal
Subject: NLC Alert #07-- School-site (Computer Production) Test Due Dates/Timelines (see specific events in email) for Submission to Judges
Attachments: Production Test Submission Handbook.pdf
Importance: High

Dear FBLA Advisers, NLC Competitors, and NLC Travelers

**You must submit the form listed below directly to the state office, not the national office.
Please read all information before taking any action.**

This email is focused on students who are competing in the following events:

1. Computer Applications
2. Database Design and Applications
3. Spreadsheet Applications
4. Word Processing

Complete Form #1

PA FBLA Event Form due to state office no later than Monday, April 30, by 11:59 pm.

<https://pafbla.wufoo.com/forms/r1u688ku0fmbay1/>

Computer Applications

1. Lehigh CTI

Database Applications

1. Everett

Spreadsheet Applications

1. Wilson
2. Wilson

Word Processing

1. No school submissions have been received.

Read the [summary of the these events](http://www.fbla-pbl.org/fbla/competitive-events/category/production-objective-test/) at the following link:

<http://www.fbla-pbl.org/fbla/competitive-events/category/production-objective-test/>

Competitors in Computer Applications and Word Processing must use the National Format Guide to complete their problems:

<http://www.fbla-pbl.org/media/Format-Guide-Competitive-Events.pdf>

This is the timeline that will be followed for the distribution and submission of the school-site production tests:

May 01, 2018 – school-site production tests distributed by email to test proctors (based on test request forms received)

May 02-18, 2018 – allowable event testing dates

May 18, 2018 – final date for tests to be uploaded directly to the national office (*don't wait until the last moment, please*)

None of your production tests will be submitted to the state office. Your student's destiny is in the hands of your IT staff, your school-site event proctor, and your students.

Practice this process; read the attached handbook.

When you submit your materials, there should be a confirmation that will appear on the screen. TAKE A SNAPSHOT OF THAT CONFIRMATION SCREEN or anything that looks like a confirmation that your materials have been submitted.

Attached is the Production Test and Submission Handbook. Advisers, test proctors, students, and IT staff need to read this document. All documents created by the student must be saved as PDF files AND uploaded as PDF files according to the Handbook. This is something advisers need to make sure students know how to do as they complete these production tests, and you should practice this process with your students.

Students must be able to access the following link to upload their tests:

FBLA Test Upload Link: go.fbla.org/ProductionTests

OR <http://www.fbla-pbl.org/fbla/competitive-events/production-test-online-submission/>

The submission page will look like the following:

PBL	FBLA
Accounting for Professionals	Computer Applications
Administrative Technology	Database Design & Application
Business Communication	Spreadsheet Applications
Computer Applications	Word Processing
Cost Accounting	

Proctors must complete the online form upon completion of the test:

FBLA Test Proctor Submission Form Link: go.fbla.org/ProctorCertification

OR

<https://fblapbl.wufoo.com/forms/proctor-certification-form/>

The proctor must be able to certify the following:

Proctor Certification Form

As a Proctor for the FBLA–PBL NLC 2016 skill events, I certify that the following statements are true:

1. I received a testing packet for each competitor.
2. I administered the test on the date listed below.
3. I watched the competitor complete the tests.
4. I was the only person in the room, other than the competitor and additional proctor(s), during the testing.
5. I gave no help to the competitor beyond that allowed in the instructions (i.e., equipment problems).
6. I verify that the competitor used no textbook, reference materials, or calculators other than four–function calculators, other than what was provided in the online system or in the testing packet.
7. I attest to the fact that no test materials were saved, copied, or printed in any way, and no test materials remain in my possession or in the possession of anyone else at this location other than was specified in the instruction packet.
8. I certify that I have destroyed all testing materials per the proctor instructions and proctor script.
9. I certify that each participant completed his/her test in one session.
10. I verify that no cell phones or electronic devices were used by students during testing.

The national office has provided practice submission forms to be used by the students to familiarize themselves with the process:

Use this link to access the practice form:

<https://fblapbl.wufoo.com/forms/online-test-practice/>

The students are certifying the following information as they upload components of their test to the national office.
Look for the following:

Online Test Practice

As a Participant in the above indicated event and by my actions in submitting files, I certify that the following statements are true.

1. I did not take more time than allowed by the test guidelines, and I completed the exam in one session.
2. No help, beyond that allowed in the instructions (ie. equipment problems), was given.
3. I used no textbook, reference materials, or other aids other than the FBLA-PBL Form where appropriate.
4. All test materials generated are my original work, unless otherwise allowed in the event guidelines.
5. No test materials were copied in any way; no test materials remain in my possession or possession of anyone else not associated with FBLA-PBL National Center.
6. Test materials saved to any hard drive or network drives are deleted.
7. All copies of printed test materials, all test printouts (including drafts and discarded) have been returned to the proctor.
8. I am registered to attend the National Leadership Conference and to participate in the indicated event. I plan to take the objective test associated with my event.

Each document should be printed to .pdf and uploaded as a .pdf. Failure to do so could result in that job not to be graded and/or the test to be disqualified.

Name *

<input type="text"/>	<input type="text"/>
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First

Last

Chapter Number *

Chapter Name *

State Abbreviation *

Test Files

Sample Job 1

Sample Job 2

Sample Job 3

Proctor Name *

First

Last

Proctor Phone Number *

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