



Online Proficiency Testing

2023 ADVISER GUIDE

GEORGIA FCCLA

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Online Proficiency Testing At-A-Glance

- OPTs are 50 questions.
- Competitors will have 1 hour to complete their OPT.
- To protect the integrity of the tests, members in the same test must take their test at the same time.
- THERE ARE NO STUDY GUIDES FOR OPTs.
- Registration for Online Proficiency Testing can be found through the State Leadership Conference Registration System.
- Advisers DO NOT need to provide a proctor.
- All competitors will agree to a Security and Ethical Statement prior to the start of their test.
- Chapter Advisers will receive the login credentials for their competitors on Monday, March 6th
- OPT Testing Window is from Wednesday, March 8th through Wednesday, March 15th – Weekdays only from 7:00 AM to 7:00 PM.
- The entire test is accessible throughout the test session.
- Although the test will be scored upon submission, the score will not be available to the competitor or the adviser.
- Test results (top 3 from each program area) will be posted on the website by March 20th.
- The top 3 competitors in each event will receive medals on stage at the Awards Session during State Leadership Conference. Medals will not be mailed – students must be at the STAR Events/Closing Session to receive his/her medal.

Online Proficiency Testing Deadline Checklist

Date	Deadline
February 28 th	Early Bird Registration Deadline (Through SLC Registration)
March 2 nd	Regular Registration Deadline (Through SLC Registration)
March 6 th	Login Information sent to Advisers
March 9 th	Payment Postmark Deadline (On SLC Registration Invoice)
March 8 th -15 th	Online Testing Window – from 7 am to 7 pm – weekdays only
March 20 th	Top 3 posted to the website

General Information

The Online Proficiency Events will test Georgia FCCLA member's knowledge in a specific Family and Consumer Sciences area. Tests are open to any paid, affiliated member registered for our State Leadership Conference.

The top 3 students for each proficiency test will be recognized at the 2023 Georgia FCCLA State Leadership Conference. The top 3 students in each test will receive a **medal** on stage. **Medals will not be mailed – students must be at the STAR Events/Closing Session to receive his/her medal.**

Requirements

- Participants must be paid, affiliated members of FCCLA.
- An FCCLA member may only take ONE test, but several FCCLA members from the chapter can take the same test.
- **To protect the integrity of the tests, members in the same test must take their test at the same time.**

Online Proficiency Tests

Consumer Services	Interior Design
Culinary Arts	Middle School: Family and Consumer Sciences
Early Childhood Education	Nutrition and Food Science
Etiquette	Parliamentary Procedure
Fashion Design	Teaching as a Profession
Hospitality	

Testing Window/Dates:

Wednesday, March 10th, 2023 through Wednesday, March 15th, 2023
(Monday through Friday dates only – no weekend testing)

Location: A classroom near you! The location needs to include computers with internet access.

Cost:

	Registration Deadline	Early Bird Cost February 28th	Regular Cost March 2nd	Late Cost* After March 2nd
Online Test (per student)		\$10	\$10	N/A

Late Registration Guidelines*

- To register late, email croberson@gafccla.com
- Late registrations will be allowed until **48 hours** after the posted regular registration deadline.
- After 48 hours, no late registrations will be accepted.

Information Needed to Register

- Student Names
- Online Test

Testing Registration

Use the State Leadership Conference Registration Link

Registration Deadlines

- Early Bird Registration Deadline: February 28th
- Regular Registration Deadline: March 2nd
- Payment Postmark Deadline: March 9th

Registration Refunds

No registration refunds will be processed after the registration deadline.

Payments

Payment Postmark Deadline: March 9th

Checks

Checks can be made out to Georgia FCCLA and mailed to P.O. Box 840, Bogart, GA 30622.

Credit Card Payments

Please email croberson@gafcccla.com to request a credit card invoice.

A 3% credit card processing fee will be added to all credit card invoices.

Registration Refunds

No registration refunds will be processed after the registration deadline.

Testing Schedule

7:00 am – 7:00 pm

Wednesday, March 8th, 2023

Thursday, March 9th, 2023

Friday, March 10th, 2023

Monday, March 13th, 2023

Tuesday, March 14th, 2023

Wednesday, March 15th, 2023



Adviser's Responsibilities

Each Chapter Adviser that has students registered for Online Proficiency Testing (OPT) will receive an informational email on Monday, March 6th, 2023.

Chapter Advisers will visit the OPT website <https://www.answerwrite.com/fccla/ga-slc> and make sure that your school system will allow your student competitors to access the site.

- DO NOT PUT IN AN PARTICIPANT IDs OR PASSWORDS. Doing so may DISQUALIFY your competitor

Chapter Advisers will email and/or print the Student Directions and Testing Information to each competitor. They should NOT share the login credentials with anyone except the competing student.

Chapter Advisers will ensure that all students taking the same test will test at the same time. This is put into place to make sure that students are not sharing questions/answers or taking the test for each other. Competitors who fail to begin their test at the same time will result in a disqualification of their scores.

Chapter Advisers will notify all competitors of the testing schedule and will secure a testing site with computers the day of the test.

Chapter Advisers will prompt students to read and follow the directions you provided them via email/printed.

Chapter Advisers will ensure that all competitors do not have cellphones/smartphones/tablets, any books, or other materials at the computer/laptop/chromebook during their chapter's testing period.

Chapter Advisers will contact the State Office at croberson@gafcccla.com or 770-530-1874 if their competitors have any technical issues.

Checklist to Prepare for Online Proficiency Testing

- Set chapter deadlines for registration and payment
- Provide students with necessary information, including cost
- Collect student payment before registration deadline
- Secure computer lab/laptops for testing window
- Register all students for the conference by the deadline
- Print e-mailed invoice and check, double-check, triple-check for accuracy
- Submit invoice to bookkeeper for payment
- Mail payment to Georgia FCCLA
- Create a testing schedule for students during the testing window

Competitor's Responsibilities

Competitors may access the website 5 minutes before the time their chapter members and advisers have planned to take the exam.

Competitors will have 60 minutes to complete the test. There will be a timer on the computer in the top right-hand corner. The timing of the test session will begin when the test/questions are presented, not when the first question is answered.

At the end of the 60 minutes, the computer will automatically log out and the competitor will not be allowed to log back in. All answers will be automatically submitted when the time expires.

Competitors will ensure that their testing area is free of cellphones/smartphones/tablets, any books, or other materials at their computer/laptop/chromebook during the testing period.

Competitors are responsible for logging into the testing site using the Participant ID Number and the Password that is located on the Testing Information given to them by their Chapter Adviser.

To ensure that we are being equitable to all student members, we have a Security and Ethical Statement (This statement can be found in this document) at the start of each test. When a competitor clicks on "START TEST", they are agreeing to be ethical while taking their exam. This will allow competitors who are in a virtual or hybrid setting to not have proctor submitted to the State Association.

Competitors will contact their Chapter Adviser in the event of any technical issues.

Questions?

Contact Caitlin Roberson at croberson@gafccla.com

Security and Ethical Statement

Welcome to the Georgia FCCLA State Leadership Conference Online Proficiency Testing. You will have 1 hour to complete the test independently. In order to continue to the test you must read, understand, and agree to the following:

I understand I am to abide by the following security and ethical statement:

2023 Georgia FCCLA
Online Proficiency Test Competition
Security and Ethical Statement

As Family, Career, and Community Leaders of America, FCCLA members are held to a higher standard regarding their ethical behavior as a competitor. FCCLA members are expected to always follow FCCLA rules and act honorably and ethically. Any attempt to gain an unfair advantage is unacceptable and cannot be tolerated. Violation of the ethics rules will be severely penalized and may lead to forfeiture of future awards.

Georgia FCCLA members may not consult with other members, advisers, or parents during the testing period. This test allows you an opportunity to show your mastery of the subject matter, not someone else's. It is strictly forbidden to give or receive aid during the Test. Any students found using the work of others, exchanging, or sharing information on test topics, collaborating via any online platform, or soliciting tips for problem-solving approaches will be investigated for violating test security.

We are confident that the vast majority of members will follow the rules for taking tests through the testing center. For the small number of members who try to gain an unfair advantage, we have provided a comprehensive and strict set of protocols to prevent and detect cheating.

FCCLA Members Who Violate Exam Security Will Receive Consequences

- *FCCLA members whose responses mirror online content or other members' submissions will have their scores questioned and possibly cancelled.*
- *FCCLA members sharing or receiving test content or test responses or engaging in any plans or efforts to provide or gain an unfair advantage, will be blocked from testing or their scores will be cancelled. This includes communications or assistance in-person, via the Internet, social media, or any other means.*
- *If we determine that a FCCLA member gained or provided an unfair advantage on a FCCLA Test, we'll notify the school so the school can choose to take necessary disciplinary action, as appropriate*
- *FCCLA members who attempt to gain an unfair advantage also may be prohibited from taking a future FCCLA Test at state or national conferences.*
- *We encourage anyone with knowledge of any dishonest behavior with respect to FCCLA Testing to contact FCCLA Test Security. Reports can be shared confidentially with croberson@gafcccla.com*

If you agree to all of the statements above, CLICK the START TEST link.

Take Your Time, Do Your Best, and Good Luck!