



# FLORIDA FFA

## VIRTUAL CDE GUIDELINES

Revised 9.21.2022

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## EVENT PREPARATION

### Proctors

When you register, you will provide the name of an unbiased, in-person proctor. Proctors can include school administrators, computer lab coordinators, media specialists, guidance counselors, testing coordinators, teachers not affiliated with the agriculture program, other non-instructional school or school district officials. **Agriculture teachers/FFA Advisors cannot serve as proctors.** A proctor cannot be related to someone taking the exam or to an agriculture teacher at the school.

When you register for the CDE, you will provide your proctor's name and email address. Your proctor will not receive an email until approximately two days prior to the virtual event. Once the proctor emails have been sent, we will email all advisors so that you may follow-up with your proctor to ensure they received the event information.

As the Advisor it is your responsibility to communicate with your proctor about their responsibilities and schedule a time and location where they will have access to computers.

The proctor will guide students through opening the event materials and getting started. After successfully assisting students begin the event, the proctor will need to monitor the students so that there is no talking and no assistance provided from external websites, etc. It is the proctor's responsibility to ensure that each student correctly submits their event materials.

In the case that you need to change your proctor after you register your team, proctor changes are to be emailed to [Hannah.Cantrell@flaffa.org](mailto:Hannah.Cantrell@flaffa.org)

### Event Materials

Samples scan sheets and scan sheet instructions are posted for each event. This is the scan sheet that will be used for the virtual event. Students should be familiar with how to properly fill out the scan sheet.

A sample set of event materials will be posted on the FLAFFA.org Virtual Events page. Please note that these sample materials are only meant to better acquaint your students and proctors with the event day procedures, they may or may not match the event your students are participating in.

Each participant will be required to open a virtual scan sheet AND a materials platform. Your students and proctors need to know how to open TWO tabs of their internet browser at the same time.

### Participants

There are no limits to the number of students who can participate in team\* Virtual Career Development Events. Your chapter's top 3 scores will be used to determine your team and placing. All scores will be made available to you after the event when the scores are published.

There is \$5 fee per student for each student over 4 that you have participate. *For example: if you have 10 members participate you will receive an invoice for \$30.*

Please note that this is completely optional, your chapter DOES NOT have to allow extra students to participate if you do not wish to do so. The scores from the virtual preliminary WILL NOT carry over to the next round of competition.

You DO NOT have to declare how many students you are having participate prior to the event day.

*\* Individual events such as the Agricultural Education CDE are excluded from this.*

## EVENT DAY

### Event Time

Virtual events will be available during the hours of 7am – 6pm. Your team can take the exam at any time during this time frame. All of your participants MUST participate in the virtual event at the same time. Failure to do so will result in disqualification.

You may have multiple teams participate in different virtual CDEs at the same time however, AN ENTIRE TEAM must take their exam at the same time.

### E-Scan Sheets

Students should be prepared to fill out the following information:

1. First & Last Name (as it appears on the roster in FFA.org)
2. Chapter Number - the chapter number must be bubbled in as 4 digits including any leading zeros.

**Students MUST know how to properly fill out the scan sheet. Failure to do so will result in a zero score for that student. Example scan sheets and instructions are posted on the Competitive Events page of FLAFFA.org under the Judging Card tabs.**

### Permitted Materials

All general CDE guidelines apply during virtual events including those participants will not be allowed to utilize personal electronic devices during the exam. Participants who access personal electronic devices without prior approval of the event officials will be disqualified. **Please refer to the Event Planning Guide for specific guidelines concerning event materials.**

### Honesty & Integrity

All participating students & proctors are required to agree to an integrity statement before the virtual competition starts.

### Technology Issues

In the case of a technology failure, you should contact Florida FFA immediately. If your student accidentally closes their browser during the event they may log back in on the same computer and start where the student left off.

### Questions

If you have any questions about the policies and procedures for Virtual Career Development Events please contact:

Hannah Cantrell     [Hannah.Cantrell@flaffa.org](mailto:Hannah.Cantrell@flaffa.org)

or

Erin Walker            [Erin.Walker@flaffa.org](mailto:Erin.Walker@flaffa.org)

