FLORIDA FFA
VIRTUAL CAREER DEVELOPMENT EVENT GUIDELINES
Revised 9.21.2023

Thank you for participating in and/or serving as a proctor for a Florida FFA Career Development Event. Your assistance and cooperation allows FFA members to participate in the event during the school day and contribute to their success. The virtual preliminaries are critical portions of each career development event. Student success in this portion of the event will determine if the FFA chapter moves on to the next level of competition.

EVENT PREPARATION
Proctors
Event integrity is a primary concern throughout this process. Proctors provide fairness and accountability in our events and ensure each student's successful participation and submission of answers.

Upon registration, advisors 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 registering for the CDE, the advisor will provide the proctor's name and email address. Proctors 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 advisors may follow-up with their proctor to ensure they received the event information.

It is the advisor's responsibility to communicate with the proctor about their responsibilities and schedule a time and location where they will have access to computers.

Proctor Responsibilities:
Proctors will be responsible for the following:
- Providing an appropriate testing environment.
    - A suitable environment is quiet and has no distractions. It does not allow communication with others who may encourage or facilitate sharing of answers or information. It can be controlled for sound, light, and access to the required technology, including the internet.
    - Testing rooms should be clear of event-specific displayed information. (Info posters, writing on board, etc.)
    - Students should be separated so that students cannot see another student's screen.
    - Electronic devices, such as cell phones, iPods, iPads, headphones, mp3 players, smartwatches etc. are not permitted. Students who use phones to monitor medical devices or conditions should be directed to leave them with the proctor for monitoring.
- Using the testing resources available and following the appropriate testing procedures.
- Refraining from answering questions on test content. Answer only questions on test-taking procedures and communicating appropriately with the students' advisor to ensure that all information and items required have been received.
- Monitoring examinees' to ensure that they do not access any website, additional pages of the event website or saved materials other than what are directed.

- Confirming the submission of all e-scansheets using the link provided by Florida FFA BEFORE students leave the testing room.
- Ensuring that a student is not permitted to leave the testing area until the test is completed.
- Do not allow unauthorized persons to access the test materials or testing site.
- Do not allow any of the testing materials to be downloaded or saved in any form.
- Timing the exam. Exam times will be sent to proctors and are to be strictly enforced. Proctors should help students manage their time by announcing the remaining time at regular intervals.
- Following all instructions and all requirements are met.

Proctors will not:
- Alter examinees' responses (indicate answers, point out the rationale, prompt, etc.).
- Permit examinees' to confer, trade out shout out responses to exam questions.
- Disclose individual examinees' test responses.
- Proctor examinees' who are family members, friends or otherwise closely acquainted.
- Keep, copy, photograph, record, reproduce, paraphrase, distribute, or discuss test materials and items.
- Use test items or any information in an assessment to review/prepared examinees' for a test.
- Share event passwords with any except the student's participating.

In the case that a proctor needs to be changed after registering a team please email the name and email address of the new proctor to Hannah.Cantrell@flaffa.org

Event Materials

Computers – Each student must have individual access to a computer, tablet, or device where they can switch between tabs for the exam. Student's screens must not be visible or in sight of other students. Students may have multiple screens if they desire. Larger screens are preferred and recommended.

E-Scansheets - Samples e-scansheets and scan sheet instructions are posted for each event. Students should be familiar with how to properly fill out the scan sheet.

Sample Materials - 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 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. Each of these will open in a separate tab. Students and proctors need to be aware that they will need to look at 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 the teams and their placing. All scores will be made available after the event when the scores are published.

There is $5 fee per student for each student over 8 that participates in each virtual CDE. *For example: if you have 10 members participate you will receive an invoice for $10.*

Please note that this is completely optional, chapters DO NOT have to allow extra students to participate if they 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.

The following events are excluded from this: Agricultural Education CDE & Conduct of Chapter Meetings LDE.

EVENT DAY

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

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

Virtual CDE Access
All virtual events will be accessed from the Virtual Events page of FLAFFA.org. The link to this page is located in the top right-hand corner of the FLAFFA.org homepage.

All virtual events require a password. Proctors will receive these passwords as part of their instructions. Passwords are only to be shared with the students participating in the event.
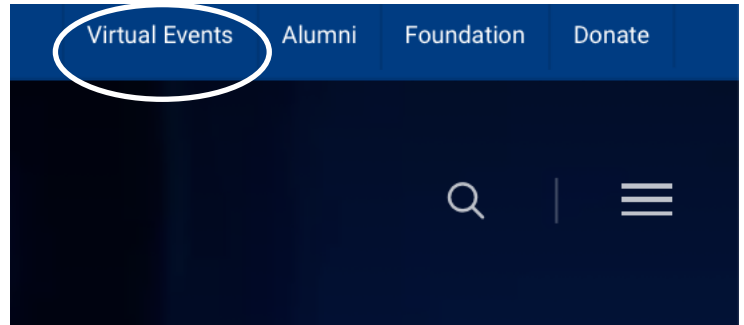
E-Scan Sheets
Students are required to fill out the following information on their e-scansheet:
1. First & Last Name (as it appears on the roster in FFA.org)
2. Chapter Number - the chapter number must be bubbled in as 4 digits including any leading zeros.

<mark>Students MUST know how to properly fill out the scan sheet. Failure to do so will result in a zero score for that student.</mark>

> **All sample e-scansheets and virtual event materials are posted on the Virtual Events page of FLAFFA.org. Scan sheet 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 that 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.**

E-Scansheet Submissions
It is imperative that both proctors and advisors use the link provided by Florida FFA to confirm the submission of all e-scansheets BEFORE a student leaves the testing room. If you are having trouble with a student's submission or if a student on your submission list is not from your chapter please email Hannah.Cantrell@flaffa.org or call (352)-378-0060.

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 accidently closes their browser during the event they may log back in on the same computer and start where the student left off.

Reporting Irregularities
Please let us know: Help us by emailing (Hannah.cantrell@flaffa.org) or calling (352)378-0060 when problems arise, including:
- Security incidents
- Misconduct
- Test question errors or ambiguities
- Other incidents or disturbances

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

Hannah Cantrell   Hannah.Cantrell@flaffa.org

or

Erin Walker   Erin.Walker@flaffa.org