



Florida FFA Association Proctoring Script

Begin reading after **SAY** and end at **STOP**.

1	<u>SAY</u> : Please listen carefully as I read the testing guidelines aloud.
2	You are about to begin the MS/HS Sample Event a Florida FFA Association virtual CDE. You cannot have anything on your desk during the event. Using study materials, talking, eating, drinking or causing distractions is not permitted and you will be subject to disqualification.
3	If you have an electronic device such as a cell phone, tablet, smart watch or calculator with you, turn it OFF and store it securely. If your device is visible to you at any time during the event process, your event may be invalidated.
4	During the event, you should not talk, share questions/answers or any way communicate regarding event materials at any time. You should complete your exam ALONE, during the allotted time, without any assistance from anyone else or by any other means.
5	If you experience technical difficulties during the event, raise your hand and I will come to you.
6	You have 90 minutes to complete the virtual CDE. At the end of your 90 minutes, I will call time and your exam must immediately be submitted. Anything left blank will be scored as incorrect responses. If you do not 'submit' your card-none of your answers will be scored.
7	You may skip items; however, please be sure that you remember to go back and complete those left blank. Anything left blank will be scored as incorrect responses.
8	You can review all of your answers and make any changes prior to submitting the exam for scoring, provided you are within the allotted event time.
9	You will not receive any results immediately after you submit your event. Scores will be sent to your advisors within 2 business days of testing.
10	After you submit your event, please raise your hand, so that I can confirm that your event is completed and submitted. When I tell you that it is ok to exit, please exit the testing platform by closing out of the page.
11	Are there any questions?
12	Open your internet browser and go to FLAFFA.org. Click on Virtual Events in the right-hand corner.
14	Once you click on 'Virtual Events' you will be redirected to the Virtual Events homepage. Scroll down to find the specific event (MS/HS Sample Event) you are participating in.

	Click on the 'Start Event' red button next to the specific CDE (MS/HS Sample Event) you are participating in. You will be redirected to the event login page. Once we are all there, I will give you the password for the event.
	Your exam password is: FFASampleExam
	Once you enter the password, scroll to the second slide in the event, it says, "Welcome to the 2023 Virtual CDE Preliminary!" and wait for further instructions.
15	Go back to your open Virtual Events Page browser, click on the 'Judging Card' red button next to the specific CDE you are participating in. This will open your judging card. Leave this internet browser open.
16	<p>Go to PAGE 2 of the event and read silently as I read aloud the testing guidelines: Please adhere to the following guidelines during the event:</p> <ul style="list-style-type: none"> • No additional materials are permitted to be used during the exam. • Do not talk, share questions/answers or any way communicate regarding event materials at any time. • Complete your exam ALONE, during the allotted time, without any assistance from anyone else or by any other means. • Have only two internet browser tabs open (your virtual scorecard & this document) while taking the test. • Do not use any electronic devices (other than the device on which the event is administered on); such as cell phones, smart watches, tablets, etc. • Do not take pictures, screen shots or download test materials. Your ENTIRE TEAM WILL BE DISQUALIFIED if this is done. • Complete your exam in one sitting/session. • Adhere to the CDE/LDE honesty and integrity policy as published. • Adhere to the Code of Ethics as set forth in the FFA Manual. <p>Event inconsistencies and violations of these procedures will be investigated thoroughly, including the monitoring exam submission timestamps and IP addresses.</p>
17	Scroll to the next page (page 3) that states: "Before you begin complete the following steps:" We will now go over to our Judging Card to enter the information.
18	Now that your judging card is open, lets bubble your name on your judging card.
19	<p>Next you will need to bubble your FFA chapter Number on your judging card. Your FFA Chapter Number is: _____ (You should get this from the FFA Advisor).</p> <p>DO NOT SUBMIT YOUR JUDGING CARD UNTIL YOU HAVE COMPLETED THE ENTIRE EVENT</p>
20	It is now time to begin the event. When I say begin, your exam time of 90 minutes will start. You may toggle back in forth between your judging card and the event page. No other items should be open on the computer.
21	If you have questions, please raise your hand and I will come to you. You have 90 minutes to complete this event. You may begin now.
22	<u>STOP</u>

	<i>Addressing Questions: Proctors are permitted to answer technical or general procedure type questions <u>ONLY</u>.</i>
23	<i>When each student finishes, confirm that they have hit the “SUBMIT” button on their judging card and closed BOTH internet browser tabs. Use the informational link that you received in your proctor email to check that their card was submitted BEFORE you allow them to leave the room. IF a student leaves and it is discovered their card was not submitted, they CANNOT come back to complete.</i>

*Details of this document will change according to the CDE the students are participating in.