

Business Professionals of America AnswerWrite Student Testing Instructions

Student Login Credentials

Locate your Student Testing Ticket or testing login credentials from your Proctor or System Administrator. An example of the testing ticket is shown below.

Student Testing Ticket

DEMO Sr. High School (FL)
Student, Test

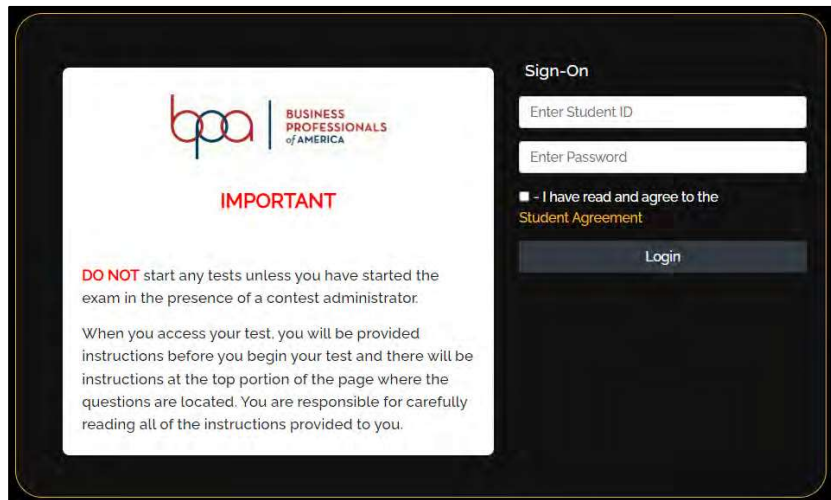
Student Login Credentials

Participant ID: 12345 **Password:** 46826d32
URL: <https://qa.registermychapter.com/aw/Login.aspx?id=117>

I understand that sharing or getting unauthorized help during the test is considered cheating. I understand that if I share or receive said help during this test, it will disqualify my test score:

Signature: _____

How to Login as a Student



The screenshot shows the BOA Student Login interface. On the left, there is a white box with the BOA logo and the text "IMPORTANT". Below this, it states: "DO NOT start any tests unless you have started the exam in the presence of a contest administrator. When you access your test, you will be provided instructions before you begin your test and there will be instructions at the top portion of the page where the questions are located. You are responsible for carefully reading all of the instructions provided to you." On the right, there is a dark blue box with the heading "Sign-On". It contains two input fields: "Enter Student ID" and "Enter Password". Below these fields is a checkbox labeled "I have read and agree to the Student Agreement". At the bottom of the "Sign-On" box is a "Login" button.

1. Read any instructions and agreement that appear at the top of the Login page.
2. Type the appropriate **"Student ID"** in the **"Student ID"** field.
3. Type the appropriate **"Password"** in the **"Password"** field.
4. Read the Student Agreement and click the **"Check to Agree"** box.
5. If the green check mark does not appear next to the CAPTCHA icon, click the box next in the CAPTCHA area.
6. Click on the **"Login"** button.

How to Verify Participant Information

Your Information		
<u>Name</u>	<u>Member ID</u>	<u>Participant ID</u>
John Doe	12345678	12345678
<u>School</u>		
Demo High School (MI)		

1. Review your name, member ID number, and school to ensure you have logged in with the proper credentials.
2. Notify the Proctor or System Administrator if your information is incorrect.

How to Select an Exam

NOTE: Once you click on a link to select a test, you will be taken to an instruction page before the test starts

Please select a test to take

ADMINISTRATIVE SUPPORT CONCEPTS (290)	Select
COMPUTER PROGRAMMING CONCEPTS (390)	Select
FINANCIAL MATH & ANALYSIS CONCEPTS (190)	Select

1. The events in which you have been registered are listed on the screen. If an event is missing from the list, notify the Proctor or System Administrator.
2. Click on the **“Select”** button next to the appropriate event you wish to complete.
3. The exam instructions will appear on the next screen.

Start Test

Once you click on the START TEST button, the timer will be started!

START TEST

4. Once you are ready to begin the event and start the timer, click the **“Start Test”** button. If you realized that you selected the incorrect test, click the **“Back to Test List”** link at the bottom of the page to go back to the list of events.

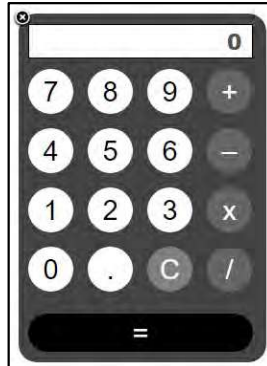
IMPORTANT: Before you begin your first event, make sure you have read the remainder of this document to become familiar with the entire website and testing process.

Calculator



If your test allows a calculator to be used, click on the calculator icon located above the test name to use the calculator on the computer. If your test does not allow calculators to be used, the calculator icon will not be visible.

NOTE: You may have to click the plus symbol (+) or multiply symbol (x) to open the calculator. Once the calculator is open, a sample of what the calculator looks like appears in the image below.



NOTE: If the calculator icon appears for your event, which includes a calculator is allowed, you may use your own calculator. The calculator you use must meet the BPA Calculator Guidelines (i.e., must be an ACT-approved calculator).

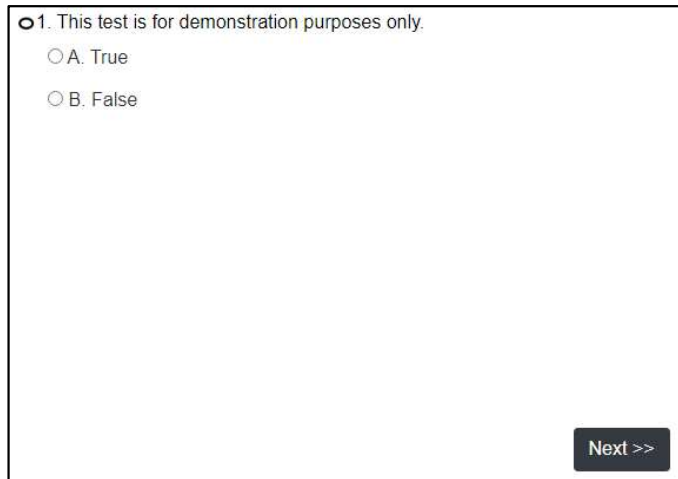
How to Review Exam Questions, verify Wi-Fi connection and Hide Time Remaining to Finish the Exam



The following items apply to the main header area that appears at the top of the screen:

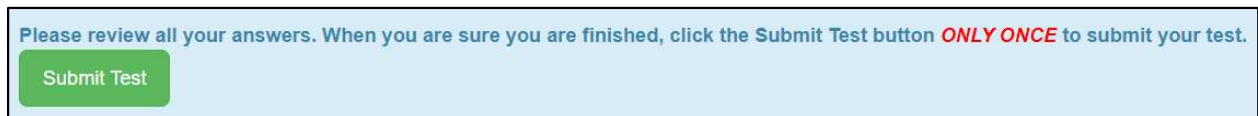
- If a question has NOT been answered, the oval next to the question number will be white.
- If a question has NOT been saved, the oval next to the question number will be yellow.
- If the question has been saved, the oval next to the question number will be black.
- Review the Internet/Wi-Fi icon connection. If the icon is green, there is a good connection and it will be red if the Wi-Fi connection is lost. Once the Internet connection has been restored, the questions you have answered will be saved.
- To hide the Time Remaining clock, click on the minus symbol to the left of the time clock.

How to Answer Questions and Submit an Exam



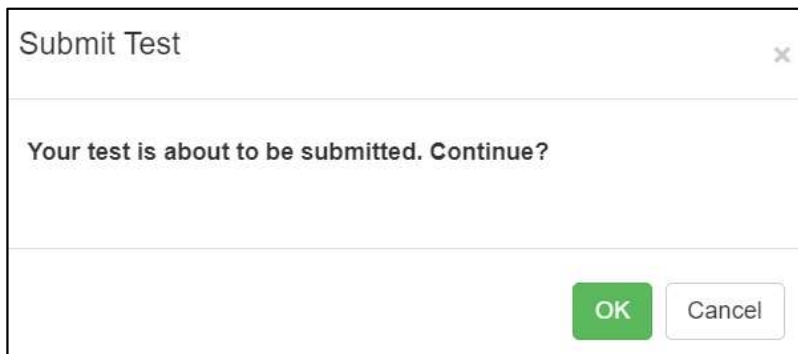
A screenshot of a test interface showing a single question. The question text is "1. This test is for demonstration purposes only." Below the question are two radio button options: "A. True" and "B. False". In the bottom right corner of the question box is a dark button labeled "Next >>" in white text.

1. If the test style is one question at a time, click the “**Next**” button to go to the next question and the “**Back**” button to review the previous question. (See image above.) Otherwise, all questions will appear on one continuous screen.



A screenshot of a light blue horizontal bar. On the left is a green button with the text "Submit Test" in white. To the right of the button is the text: "Please review all your answers. When you are sure you are finished, click the Submit Test button **ONLY ONCE** to submit your test."

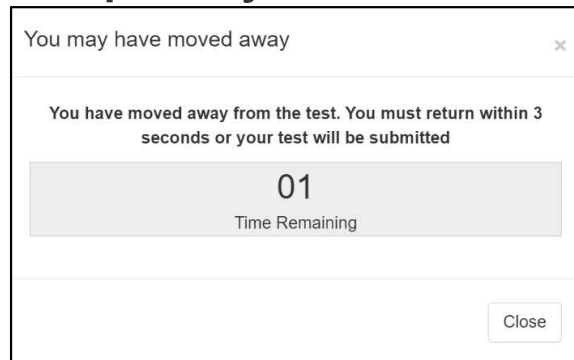
2. When you answer the final question and have reviewed all your answers if you wish to do so, click on the “**Submit Test**” button to submit the test.



A screenshot of a confirmation dialog box titled "Submit Test" with a close button (X) in the top right corner. The main text inside the box reads: "Your test is about to be submitted. Continue?". At the bottom right of the box are two buttons: a green "OK" button and a white "Cancel" button with a grey border.

3. If you are certain you are ready to submit your exam, click the “**OK**” button in the confirmation box. Otherwise, click the “**Cancel**” button to return to your exam.

Move Away: Do not open any other Windows



Once you begin a test, you are not allowed to navigate to any other browser or application window open during the testing time. **The testing window must always be the main screen in focus the entire time you are taking the test.**

Some examples of what will cause a Move Away feature:

- Navigating to a different window or application (software, tab browser, etc.)
- Using the snipping tool
- Using the print screen/screen capture feature
- Using AI technology
- Using any shortcut features (i.e., CTRL+F or Command-F for searching)
- Frequent surges of Internet connectivity
- Web browser pop-up messages
- Pop-up notifications or reminders from the Windows or Operating System or other applications

Users should set up their computer as much as possible to avoid any of the scenarios indicated above.

Do not do the following:

- ✗ Use any shortcut features through CTRL, Function, or Command options
- ✗ Use any of the browser's navigation buttons such as the back or forward arrows
- ✗ Use the snipping tool, print screen, or screen capture features
- ✗ Use AI technology
- ✗ Minimize the testing window
- ✗ Move anywhere else other than within the main testing window

If you open or switch to another window or the testing page is no longer the screen in focus, a three (3) second countdown period will begin. After three (3) seconds, the exam will be automatically submitted. The Move Away dialog will not be visible in the window you moved to. It will remain on the testing page and will continue to count down. If three (3) seconds have elapsed before you return to the testing page, upon returning to the page you will receive a notification that the exam has been submitted similar to the image below.

You moved away from the test. The system has saved your score and submitted your test.

IF YOU MOVE AWAY FROM A TEST, YOU WILL NOT BE ALLOWED TO LOG BACK INTO THAT TEST.

What to do if there is an Emergency while taking an Exam

If you have an emergency that arises, notify your Proctor immediately.

To close the exam for an emergency, click on the X in the upper right-hand corner of the page to close the browser window. You may receive a browser message that your work may not be saved, click the button to “**Leave**” the page. The exam will be closed and your work will indeed be saved at that point. When you are ready to begin your exam again, log in to the website and select the exam again.

IMPORTANT: You may not leave the exam for any situation if you are taking the exam without a Proctor in the room with you.

How to Logout as a Student

Click on the “**Logout**” button located in the upper right-hand corner of the screen. If you have just completed an exam, the Logout button may be in the bottom left corner of the screen.