



# Proctor Script

## FBLA WORD PROCESSING

---

NOTE: Instructions to the Proctor are printed in regular type. **Information that should be read to the students is printed in bold.** If students finish the test early, they may turn in the test materials and leave the test site.

Make sure students can sign on to the network drive and have a place to save their files. Hand out test packets and other required materials. Make sure you are handing out the correct test.

Announce to the students:

**Each job should include a header or footer containing your name, school, state, and job number.**

Announce to the students:

**During the test, documents printed as a PDF and saved on the computer or network drive. After the test is over and uploading is complete, delete all the saved files.**

Announce to the students:

**The *FBLA-PBL Format Guide* may be used. Proofread carefully. You may print a paper draft of your work to proofread during your test time. All documents will be uploaded after time is called. Anything printed on paper must be turned in at the end of the event. Extra time *will not* be allowed at the end of the event for printing and or proofing, so make sure you pace yourself accordingly. You now have five minutes to warm up.**

Students may warm up by keying in the directions to the test. At the end of five minutes, announce:

**Please stop. Are there any problems with the equipment?**

After any equipment problems have been corrected, announce to the students:

**Open the test document. I will read the General Directions with you.**

Read the directions aloud to the students.

**Please read the test carefully and monitor your time.**

**Are you ready? You will have 1 hour to complete this event. Don't forget to create a header or footer containing your name, school, state, and job number on each document you want graded. You may begin.**

The Test Proctor may assist with any hardware problems. Any time lost during a hardware problem may be added to the student's testing time. It is important that each student receive exactly 1 hour—no more and no less. Proctors should keep distractions, including conversation, to a minimum.

When there are five minutes left in the testing period, announce:

**You now have five minutes left in the testing period. Please begin to finish your work.**

After exactly 1 hour, announce:

**Stop.**

**Save and print to PDF your current document, if you have not already done so.**

**After uploading and form submission is complete, print the confirmation page and give it to your adviser. Delete the saved PDF files.** (Proctors may assist with the uploading of student files, if necessary. Afterwards, please go around to each computer to make sure files are deleted.)

**Hand all printed documents back to me.**

**Please remain in your seat until I have collected the test, test documents, and other testing materials.**

As a proctor, please go to [Proctor Certification](#) and complete the proctor certification form. It is important that this file is completed within 1 hour of the test submission.

Please DESTROY all test documents and verify that all files have been DELETED from the computer/network.

Full URLs in case the links do not work there are:

FBLA Tests: <https://fblaarizona.wufoo.com/forms/pdpnbz80uc2e78/>

Proctor Form: <https://fblaarizona.wufoo.com/forms/p1hh7s4y1ifsd0h/>

Thank you for serving as a proctor for this event.