



## Career & Leadership Development Events

### Preparing to Proctor

1. Read through Proctor Script below and test the links/password. Note: The Judging Card link will not open until the event day.
2. Work with ag. teacher to reserve a testing location where students can be set up with a computer/laptop and Wifi.
3. Obtain from the ag. teacher a list that indicates each student's team code and individual student code for the Judging Card.
4. If allowable materials are listed in the script, please work with the agriculture teacher to provide them.

### Proctoring Script Example

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

1.	<b>SAY:</b> Please listen carefully as I read the testing guidelines aloud.
2.	You are about to begin the <b>SAMPLE</b> Event, the virtual component of a Nevada FFA Association 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. <b>If materials are allowed, state here.</b>
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 exam process, your exam may be invalidated.
4.	During the event, you should not talk, share questions/answers or communicate in any way regarding event materials at any time. You should complete your exam <b>ALONE</b> , 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 <b>XXXX</b> minutes to complete the virtual component of the <b>SAMPLE</b> CDE. At the



	end of your <b>XXXX minutes</b> , 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 exam- none of your answers will be scored. Exams are generated randomly, and no two exams are identical.
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 exam time.
9.	You will not receive any results immediately after you submit your exam. Scores will be included with your overall scores at the in-person portion of State Convention.
10.	After you submit your exam, please raise your hand, so that I can confirm that your exam is completed and submitted. When I tell you that it is okay 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 <a href="http://www.nvaged.com">www.nvaged.com</a> Click on Virtual Events in the yellow bar on the top of the screen.
13.	Once you click on "Virtual Events", you will be redirected to the Virtual Events homepage. Scroll down to find the specific event <b>SAMPLE EVENT</b> you are participating in. Click on the "Start Exam" red button next to the specific CDE ( <b>sample event</b> ) you are participating in. You will be redirected to the exam login page. Once we are all there, I will give you the password for the exam.
	<b>Your exam password for this event is: <u>PASSWORD</u></b>
	Once you enter the password, scroll to the second slide in the exam, it says, "Welcome to the Virtual CDE _____ Event!" and wait for further instructions.
14.	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.
15.	Go to PAGE 2 of the exam and read silently as I read aloud the testing guidelines:



**Please adhere to the following guidelines during the event:**

- No additional materials are permitted to be used during the exam **UNLESS ALREADY IDENTIFIED.**
- 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 exam is administered on); such as cell phones, smart watches, tablets, etc.
- Do not take pictures, screenshots or download test material 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.

**Exam inconsistencies and violations of these procedures will be investigated thoroughly, including the monitoring exam submission timestamps and IP addresses.**

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| 16. | Scroll to the next page (page 3) that states: "Before you begin, please complete the following steps." We will now go over to our Judging Card to enter the information.   |
| 17. | Now that your judging card is open, let's bubble your name on your judging card.   |
| 18. | Next you will need to bubble your FFA Chapter Number on your judging card. Your FFA Chapter Number is: _____ (Proctor should receive this from the FFA Advisor prior to testing).<br><br><b>DO NOT SUBMIT YOUR JUDGING CARD UNTIL YOU HAVE COMPLETED THE ENTIRE EVENT!</b> |
| 19. | It is now time to begin your exam. When I say begin, your exam time of <b>XXX minutes</b> will start. You may toggle back and forth between your judging card and the exam. No other items should be open on the computer.   |



20.	If you have questions, please raise your hand and I will come to you. You have <b>XXXX minutes</b> to complete this exam. You may begin now.
21.	<b><u>STOP!</u></b> <i>Addressing Questions: Proctors are permitted to answer technical or general procedure type questions <u>ONLY</u>.</i>
22.	<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 (or here: <a href="http://bit.ly/JudgingCardResults">http://bit.ly/JudgingCardResults</a>) to check that their card was submitted <b>BEFORE</b> you allow them to leave the room. If a student leaves the testing room and it is discovered their card was not submitted, they <b>CANNOT</b> come back to complete.</i>