

Iowa FBLA-PBL

**FBLA ONLINE OBJECTIVE TESTING
INSTRUCTIONS**

***SERVICE.
EDUCATION.
PROGRESS.***



WHAT IS AN ONLINE OBJECTIVE TEST



- **An online objective test (referred to commonly as either just “online test” or “objective test”) is a 100-question multiple choice exam developed by National FBLA-PBL on a set topic**
 - Events are designed for an individual (1) student or a team of students (1-3)
- **A student member/team of student members is given exactly 60-minutes to complete the exam**
- **Ties are broken by the best score of the last ten test questions (91-100). If a tie still exists, the next ten question section will be reviewed from question 90 to zero.**

LIST OF EVENTS WITH ONLINE OBJECTIVE EXAMS



• Individual Objective Only

- Accounting I
- Accounting II
- Advertising
- Agribusiness
- Business Calculations
- Business Communication
- Business Law
- Computer Problem Solving
- Cyber Security
- Economics
- Healthcare Administration
- Insurance and Risk Management
- Introduction to Business
- Introduction to Business Communication
- Introduction to Business Procedures
- Introduction to FBLA
- Introduction to Financial Math
- Introduction to Information Technology
- Introduction to Parliamentary Procedure
- Journalism
- Networking Concepts
- Organizational Leadership
- Personal Finance
- Political Science
- Securities and Investments

• Individual Objective with Skills/Production Component

- Computer Applications *
- Database Design & Application *
- Spreadsheet Applications *
- Word Processing *

• Individual Objective with Performance Component

- Future Business Leader
- Help Desk

• Team Objective Events with Performance Component

- Banking and Financial Systems ^
- Entrepreneurship ^
- Global Business ^
- Hospitality Management ^
- Management Decision Making ^
- Management Information Systems ^
- Marketing ^
- Network Design ^
- Parliamentary Procedure
- Sports & Entertainment Management ^

Key

* No production/skills test is given at RLC

^ For the 2020-21 membership year, tests are taken individually and averaged together

IOWA FBLA-PBL ONLINE TESTING PROCEDURES



- **Iowa FBLA-PBL partners with TFI (Technological Fluency Institute) to manage the online objective testing process**
- **Advisers will register student members for the respective competitive events for RLC and SLC in Blue Panda**
- **Iowa FBLA-PBL will use the information submitted in Blue Panda to generate login information and exams for all online objective tests**
- **Login information and instructions are sent to the adviser who is registered to receive this information during the registration process**
- **All online objective exams must be completed in the window pre-set by Iowa FBLA-PBL**
- **Exams scores are not released until the close of your respective RLC**
- **Access to the performance standards by student are available at the close of SLC registration for RLC and the close of SLC for SLC**



BLUE PANDA REGISTRATION

- **For a complete set of instructions for registering students in Blue Panda for a competitive event, please visit the landing page for the respective conference on the Iowa FBLA-PBL website**
 - **Attendees identified as the ‘Adviser’ attendee type will receive the information.**
- **Information on registration and testing for the National Leadership Conference will be made available by the National FBLA-PBL Center in March**

RECEIPT OF ONLINE OBJECTIVE TEST MATERIALS

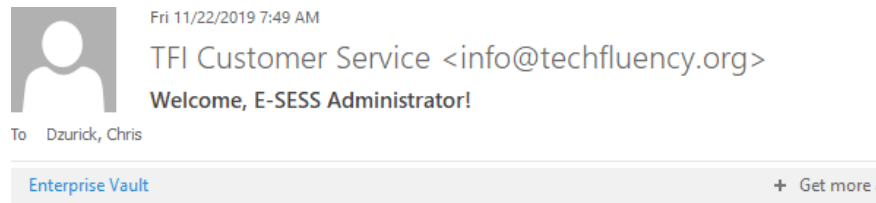


- **The day before the testing period opens, Iowa FBLA-PBL will send you an email with the following documents relative to online objective testing**
 - Proctor Instructions (removed for the 2020-21 membership year)
 - Proctor Script (removed for the 2020-21 membership year)
 - ESESS Help Guide & Instructions
- **You will also receive an automated email from our online objective testing platform ESESS with your Administrator login credentials**
 - This email will arrive from TFI Customer Service (info@techfluency.org)
 - Your school firewall may filter this email automatically to junk
 - Please check your junk mail before reaching out regarding not receiving this email
 - Your ESESS login is the only way to retrieve student testing card



ACCESSING STUDENT LOGINS

- Visit the log in link in your ESESS email
- Login using the Organization and Password provided in your ESESS email
 - Do not copy/paste your password – you must key it in separately



Chris Dzurick,

You have been added as an administrator to the MO FBIA E-SESS organization.

Please log in at https://urldefense.proofpoint.com/v2/url?u=https-3A_www.techfluency.org_esess_Admin_&d=DwlCaQ&c=GSntNbUav5AC0JJyPOufmfQT3u3z17UKdoVzPd-7og&r=mL27ufszF8ToBMayWtmpeoY1mEH47Bvik4Exi15NS88&m=ZFDmzvC0WPZ9NksGoTgBaBziULugQYLrhgox-d32KOk&s=vvbPmWhMhua6jatPbrRknc5L_G-nO4202vzSyGhZg64&e= using the following information.

Organization: MO FBIA
Password: 12345

Login Link

Credentials

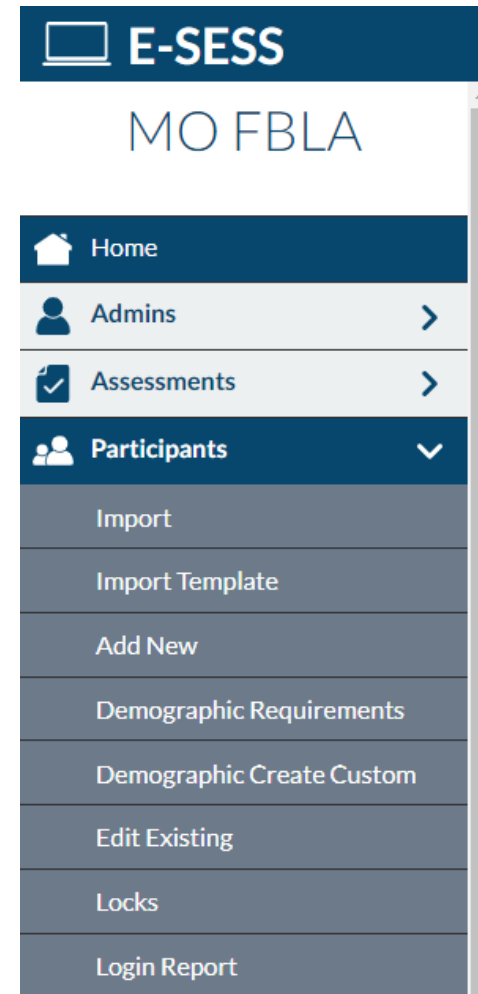
Admin Login

A diagram of an "Admin Login" form. The form is enclosed in a blue rounded rectangle. It contains two input fields: "User Name" and "Password". Below the "Password" field is a "Log In" button. Two red arrows point from the right towards the form: one points to the "User Name" field with the text "Enter Org.", and the other points to the "Password" field with the text "Enter PW".



ACCESSING STUDENT LOGINS

- Once logged in, the Administrative Menu will only grant you access to one function
- Select Participants on the left menu
- Next, select Login Report





ACCESSING STUDENT LOGINS

- The Login Report will generate individual login cards for your students that can be printed and cut for each exam
- The Login Report can be filtered using many demographics, but you can also run the entire list of cards for your chapter by selecting View and not selecting any filter

A screenshot of a web application interface titled "Login Report". The user's name "Chris Dzurick" is visible in the top right corner. Below the title is a "Filters" section. Under "Assessments", there is a scrollable list of exam categories: Accounting I, Accounting II, Advertising, Agribusiness, Banking & Financial Systems, and Business Calculations. A red arrow points to this list with the text "Filter by Exam". Below the list is a checked checkbox labeled "Only include accounts with assessments". Under "Other Filters", there are input fields for "Enrollment Date", "Begin:", and "End:". In the top right of the filters section, there is an orange button labeled "Show login report". A red arrow points to this button with the text "Select Show Login Report".

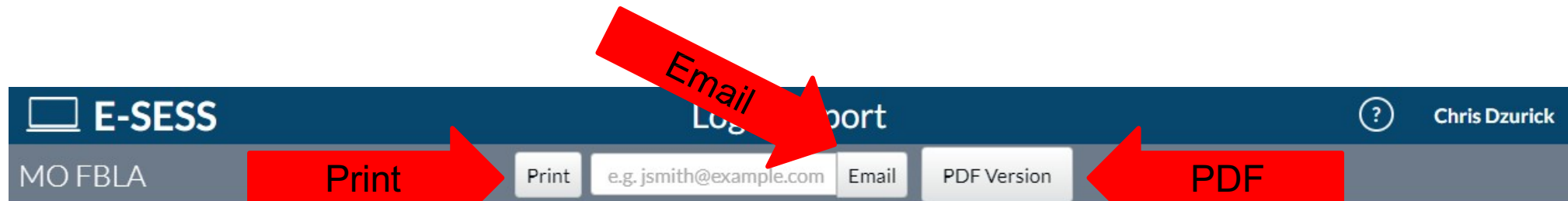
Filter by Exam

Select Show
Login Report



ACCESSING STUDENT LOGINS

- You have three options for downloading student login cards
 - Print – creates a printer friendly version that can be cut into cards
 - Email – email a copy of all cards to yourself
 - PDF – download and save a PDF version of all cards



In order to print correctly, the left and right print margins should be set to 0.5". This message will not print.

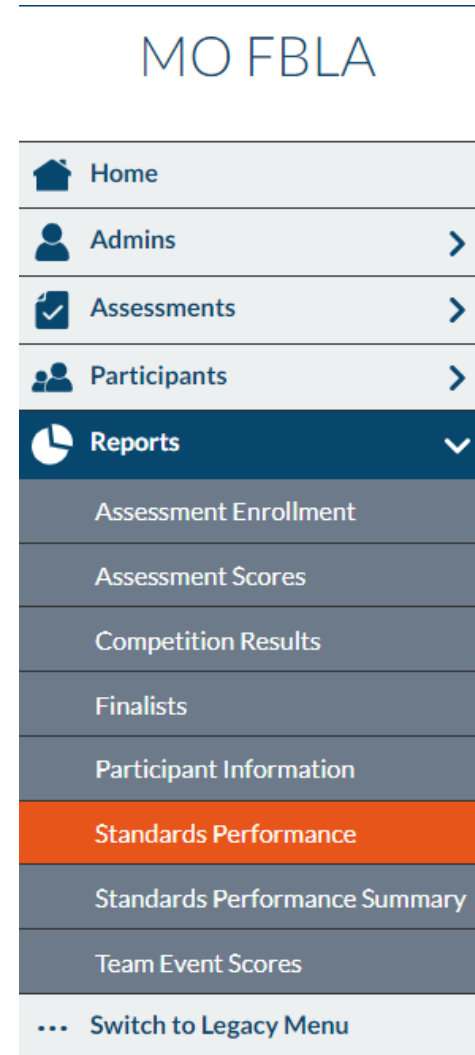
Site URL:	https://www.techfluency.org/esess/
Org. Name:	MO FBLA
First Name:	Joseph
Last Name:	Smith
Password:	C12345
Assessment:	Entrepreneurship

Site URL:	https://www.techfluency.org/esess/
Org. Name:	MO FBLA
First Name:	Jane
Last Name:	Smith
Password:	C6789
Assessment:	Computer Problem Solving

ACCESSING EVENT STANDARDS PERFORMANCE



- At the close of SLC registration, Iowa FBLA-PBL will turn on functionality in ESESS that allows you to see how well a student performed based on the standards of the event
 - These are not and will not be accessible prior to this date
- To access standards, log back into ESESS using your Administrator credentials
- Under Reports in the left menu, select Standards Performance



ACCESSING EVENT STANDARDS PERFORMANCE



- Select the FBLA National Competencies under Standards
- Filter the Standards that you wish to see by Assessment, Participant, etc.
- Select Show Standards Performance

A screenshot of a web application interface titled "Standards Performance". The user name "Chris Dzurick" is visible in the top right. Below the title is an "Options" section with a "Show standards performance" button. The main area is divided into three sections: "Standards" with a "Select standards to report on" button, "Assessments" with a dropdown menu listing Accounting I, Accounting II, Advertising, Agribusiness, Banking & Financial Systems, and Business Calculations, and "Demographics" with a "Select demographic fields to display" instruction.

Select Standards

Filter by Exam or Demographic

Run Report

ACCESSING EVENT STANDARDS PERFORMANCE



- View how well a student performed against FBLA National Competencies
- Utilize this information to focus studying on areas a student underperformed in
- Tailor your classroom curriculum to FBLA competitive events

Note: Not all events have crosswalks, especially those not of business nature

1. Joseph Smith

Assessment: Accounting I (Taken: 2019-03-08, Score: 63/99)

Standard Set: All standards

Standard	Correct	Incorrect	Not Attempted	Total	% Correct
Event : Accounting 1	65	39	0	104	62.50%
Competency A: Journalizing	18	4	0	22	81.82%
Task 1: Prepare a multi-column journal for recording data.	7	0	0	7	100.00%
Task 4: Journalize adjusting and closing entries for a business.	6	1	0	7	85.71%
Competency B: Account classification	10	7	0	17	58.82%

CUSTOMER SERVICE AND ASSISTANCE



- **Online objective testing customer service is available at the following**
 - Dana Lampe – 319-360-3799 – stateconference@iowafbla.org
 - Kent Seuferer – 850-499-5328 – kent@iowafbla.org
 - Chris Dzurick – 515-419-4792 – chris.dzurick@iowa.gov
 - Evenings or Weekends Only – 850-499-5328
- **Technical assistance is available at the following**
 - TFI Tech Support – 866-277-5061