

Virginia DECA Online Testing Integrity Statement

Instructions for Advisors and Proctors

Please review the following reminders and script before permitting students to begin their test. Please print out a copy of the Student Instructions for each student taking a test. Each time a student takes a DECA test, a new Student Testing Integrity Statement should be completed and kept on file.

Reminders

- Testing must be between the hours of 6:00 am and 7:00 pm Monday - Friday (no holidays). Note: Assistance may not be provided outside of regular office hours.
- Testing must be completed at a school. Testing is not permitted at home.
- Tests will be 100 questions.
- Students must use the calculator in the testing site.
- Macbooks are NOT recommended for testing.
- All advisors and students participating in a DLC must sign the Testing Integrity Agreement in ink prior to testing. Advisors will hold onto these agreements for the 2026-2027 school year.
- There must be a minimum of 2 proctors in each testing room. One of the proctors should be the teacher/advisor.
- Accommodations will be pre-set in the testing site. Advisors should submit any requests for accommodations to their District Advisor for their students at least 1 week prior to their testing window.
- **New 2026-2027 Students will be permitted a reset of the DLC exam 2 times and the SLC exam 1 time.**

ADVISOR AND PROCTOR SCRIPT

Please read all the text in BOLD.

Before we begin, please ensure any cell phones and smart watches are turned off and kept in a bag away from your person. Take a moment to check your battery and plug in if needed. Checking your battery level may trigger a security lock out. Before logging in, please listen to these instructions carefully.

Each test will be 100 questions and must be completed within 90 minutes. You MAY NOT navigate away from the testing site, doing so will result in your test being automatically submitted. Any use of unauthorized materials will result in disqualification. Please take a moment now to read and sign the Student Testing Agreement. *Pause and collect testing agreements as students complete it.*

Students who are partnered together should not be sitting next to each other. Please check your surroundings and move if needed. As a reminder, no one should be talking while others are testing and you may not discuss the test or any other related materials in the testing room.

When logging in to the test site, close all other windows and tabs to reduce the chance of accidentally navigating away from the testing site. *Hand out testing tickets if you have not already done so. Before we begin, does anyone have any questions? Pause to answer if needed. Take a moment to ensure you have been given the correct testing ticket.*

You may now log in to the URL that can be found on your testing ticket using your personalized Login ID and Password.

Student Testing Integrity Statement

Before you begin your Virginia DECA Competitive Events Exam, please read the following statement carefully. By checking the agreement box and signing your name, you acknowledge that you understand and agree to abide by these rules.

Student Honor Code & Testing Agreement

As a proud member of Virginia DECA, I understand that integrity, ethics, and character are core values of leadership and the business community. I recognize that this exam measures my true knowledge and preparation for competitive events.

By initiating this exam, I pledge and agree to the following:

- **Independent Work:** I will complete this exam entirely on my own. I will not give assistance to, or receive assistance from, any other student, peer, or individual.
- **Authorized Resources Only:** I will not use any unauthorized resources during this test. This includes, but is not limited to: textbooks, study guides, notes, scrap paper, calculators (other than one if provided in the testing window), smart watches, search engines, artificial intelligence tools, or translation software.
- **No Copying or Sharing:** I will not take screenshots, photos, or notes of exam questions, nor will I share or discuss the contents of this exam with anyone during or after the testing window.
- **Single Window Policy:** I will keep only the testing window open on my device and will not navigate away to other browser tabs or applications.

Consequences of Violation:

I understand that any violation of this agreement compromises the fairness of the competition. If I am found to have violated this code of conduct, I will face immediate disqualification from this competitive event, forfeiture of any awards or recognition, and my chapter advisor and school administration will be notified for further disciplinary action.

Acknowledgment & Signature

[] I have read, understand, and agree to abide by the Virginia DECA Honor Code and Testing Agreement.

Student First and Last Name : _____

Student Signature : _____

DECA Chapter / High School: _____

Date: _____

Virginia DECA Advisor & Proctor Testing Integrity Agreement

Before administering or proctoring the Virginia DECA Competitive Events Exams, please read the following statement carefully. By signing this agreement, you acknowledge that you understand, agree to, and will enforce these rules to maintain testing security, fairness, and academic integrity.

Advisor & Proctor Honor Code & Testing Integrity Policy

As a chapter advisor and educator representing Virginia DECA, I understand that integrity, ethics, and character are core values of leadership and the business community. I recognize my responsibility in safeguarding exam security and providing an equitable competitive environment for all students.

By proctoring or overseeing this exam, I pledge and agree to the following:

- **Supervision & Independent Work:** I will ensure that all students complete their exams entirely on their own in a proctored environment without receiving assistance from peers, advisors, or external sources.
- **Enforcement of Authorized Resources:** I will actively monitor the testing environment to ensure students do not access unauthorized resources, including textbooks, study guides, notes, unauthorized calculators, smartwatches, search engines, artificial intelligence tools, or translation software.
- **Exam Security & Non-Disclosure:** I will not capture, screenshot, copy, print, record, or retain any exam questions or materials. I will not discuss or disclose exam contents with students, other advisors, or third parties before, during, or after the testing window.
- **Single Window Policy Monitoring:** I will ensure students maintain only the active testing window on their devices and do not navigate to other browser tabs, software, or external applications during the exam.
- **Reporting Irregularities:** I will immediately report any suspected academic dishonesty, security breaches, or technical anomalies to Virginia DECA state leadership.

Consequences of Violation

I understand that any failure to adhere to proctoring standards or compromise of exam materials severely impacts the integrity and fairness of the competition. Violations may result in the disqualification of affected students, invalidation of chapter testing results, and review by school administration and Virginia DECA leadership.

Acknowledgment & Signature

[] I have read, understand, and agree to uphold the Virginia DECA Advisor & Proctor Testing Integrity Agreement and enforce all testing regulations.

Advisor/Proctor First and Last Name : _____

Advisor/Proctor Signature : _____

DECA Chapter / High School: _____

Date: _____