

## STUDENT TESTING INSTRUCTIONS

This guide will show you how to access the *AnswerWrite* system to take your cluster exam.

1. Log into the role play system using your designated link. Your chapter advisor will provide this.

2. Enter your assigned username and password. Note that your password is only good for one login. If, for any reason, you need to exit the system and re-enter, your advisor will need to provide you with a new password. Click the checkbox next to the Academic Integrity warning, then click **Submit**.

3. Once you log in to the testing system, you will see a box at the top that shows your name, school, state, event, and the test you will be taking. Double-check this information and make sure it is correct. If not, contact your chapter advisor before you start testing. Once you are ready to begin, click **Select** next to the name of your test.



PA DECA District 1

Please enter the ID and password you were given for this test:

ID:

Password:

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.

### AnswerWrite Test

#### Test Selection

Name	Test Student
School	Test School
State	PA
Event(s)	Example Test

Event Name  
Test Event

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

[Refresh List](#) (You will want to do this after taking a test to refresh the list below)

Please select a test to take:

Example Test	<a href="#">Select</a>
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[Log Out](#)

4. You will be presented with the **Pennsylvania DECA Online Exam Agreement**. Please read this in its entirety! By starting your exam, you agree to follow the terms of Pennsylvania DECA's Online Testing Program.

Once you are ready to start testing, click on **START TEST**. Do not click this until you are ready to begin! Once you start the exam, you should not interrupt your test except for extreme emergencies.

5. The test window will now open and questions will be displayed one-at-a-time. You will notice four things in the top menu bar – a timer, a WiFi icon, an answer bubble legend, and a calculator icon. The timer indicates how much test time you have remaining.



If time runs out before you finish your exam, your exam will automatically submit with the questions you've answered up to this point. The Wi-Fi icon indicates your connection strength. Green = good! The answer bubble legend tells you whether or not an answer has been saved in the system. The system works if you briefly lose internet connectivity, so this bubble will tell you whether or not your answer has been saved on the server. Finally, you can click on the Calculator icon if you need to use it during the exam. You can click and drag the purple border around the calculator to move it on your screen or click the X in the calculator window to close.

Go through the system and answer each question, clicking **Next** after you select an answer. If you don't know the answer to a question, you can skip it and move on to the next one. You will have an opportunity to review all answers before submitting. Once you have answered all questions, you will reach the Review Screen.

## AnswerWrite Test

**Test Selection**

Name	Test Student
School	Test School
State	PA

Example Test

You will have 60 minutes to complete the test.  
Once you click on the START TEST link, the timer will be started!

**START TEST** Copyright © 2000 - 2020 , DLG Enterprises, Inc.

Question has NOT been answered.
  Answer has NOT been saved.
  Answer HAS been saved.

00:59:36 Time Remaining

## AnswerWrite Test

PLEASE NOTE:

- You may not leave this page until the test is complete. Doing so will submit your test.
- Unanswered questions have an asterisk (?) to their left and are highlighted in DARK RED.

**Example Test**

Welcome to the Pennsylvania DECA Online Testing. Please remember the following information while you test:

- A calculator is embedded inside the testing window should you require it.
- The use of any external notes or resources is prohibited. Failure to follow this may result in your test score being invalidated.
- You may not open any other browser windows or tabs. The test is configured to automatically submit your exam if you move your cursor away from the *AnswerWrite* window.
- If you encounter technical issues with your exam, please contact your chapter advisor for assistance.

01. What is the capital of Pennsylvania?

A. Harrisburg  
 B. Pittsburgh  
 C. Philadelphia  
 D. Northampton

[Next >>](#)

6. On the Review Screen, you will have an opportunity to review all questions before submitting your exam. If you did not answer a question, those questions are underlined in **RED**. To change your answer to any question, click on the underlined question. You will then be given an opportunity to change your answer. Once you have reviewed all questions and are ready to submit, click on **Submit Test**. Do this only once – it may take a few seconds for the next page to load.

## AnswerWrite Test



**PLEASE NOTE:**

- You may not leave this page until the test is complete. Doing so will submit your test.
- Unanswered questions have an asterisk (\*) to their left and are highlighted in DARK RED.



Question has NOT been answered.



00:58:53



Time Remaining



Answer has NOT been saved.



Answer HAS been saved.

You have **unanswered questions** on your test.

### Please review all your answers.

You are unable to change your answers within the review. To change an answer, click on the underlined question.

When you are sure you are finished, click the **Submit Test** button **ONLY ONCE** to submit your test.

**Submit Test**

## Example Test

Welcome to the Pennsylvania DECA Online Testing. Please remember the following information while you test:

- A calculator is embedded inside the testing window should you require it.
- The use of any external notes or resources is prohibited. Failure to follow this may result in your test score being invalidated.
- You may not open any other browser windows or tabs. The test is configured to automatically submit your exam if you move your cursor away from the *AnswerWrite* window.
- If you encounter technical issues with your exam, please contact your chapter advisor for assistance.

● 1. What is the capital of Pennsylvania?

- A. Harrisburg
- B. Pittsburgh
- C. Philadelphia
- D. Northampton

○? 2. What is the capital of the United States of America?

7. You will be presented with a confirmation screen. We recommend printing or saving the confirmation by clicking **Print Confirmation**. Once you see the confirmation screen, click **Back to Test List**.

### AnswerWrite Test

Thank you for testing with us. Good luck in the rest of your competition! As a reminder, you are prohibited from sharing or disclosing the contents of this exam, including your answers, until the statewide testing window has concluded. Evidence of unauthorized sharing of protected exam contents may be grounds for invalidation of your test score.

[Back to Test List](#)

8. You will now see your home page and your test status shows **Finished**. You've successfully completed your exam and can now click on **Log Out**.

### AnswerWrite Test

#### Test Selection

Name	Test Student
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State	PA
Event(s)	Example Test

#### Event Name

Test Event

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[Refresh List](#) (You will want to do this after taking a test to refresh the list below)

Please select a test to take:

[Log Out](#)

If you have any questions or require assistance during your exam, contact your chapter advisor.