



2025-2026 MONTANA DECA EXAM PROCTOR & ADMINISTRATION GUIDELINES

This form must be signed and returned prior to administering the Montana DECA State Career Development Conference Exam.

It is increasingly important that exams used in Montana DECA's Competitive Events Program meet criteria for high-stakes testing. Montana DECA has contracted with MBAResearch to provide high quality comprehensive exams for use by Montana DECA. To help ensure quality, we monitor variables such as reliability, validity, discrimination, fairness and comprehensiveness. Further, we ensure that each exam item is appropriately anchored to performance indicators and curriculum standards derived from formal occupational analysis. Quality testing is expensive. The costs of industry research, item-writing and test development are shared among all participating associations and through the sale of sample exams. To help contain costs, we depend on the participation of Chapter Advisors in adhering to all copyright and proctoring restrictions. Proctoring/Testing Guidelines:

1. No notes, materials, or outside content may be used or visible during the exam.
2. All watches, necklaces, hats, and other accessories must be removed prior to testing.
3. Test-takers are permitted a writing utensil, and a piece of paper. The testing site should be free of any other materials and personal effects.
4. Calculators will be provided within the testing software. Outside calculators are not permitted.
5. Cell Phones, Bags, Hats, and other accessories must be properly stowed and outside reach of student taking the exam.
6. The student must take the exam under the direct supervision of the Chapter Advisor. Exams may not be taken from home or a location not pre-approved by Montana DECA. All chapter school-buildings are considered approved testing sites and do not require additional approval.
7. Chapter advisors are responsible for verifying the identity of the test-taker and ensure that the proper testing ticket is delivered to the proper student. Testing tickets should not be given to the student until they are ready to begin their exam, and should be collected and destroyed following their submission.
8. Testing room must be free of distraction, and should only be occupied by active test takers.
9. All exams must be taken between **January 5-9, 2026 or January 12-16, 2026**. Failure to complete an exam will result in a zero for the participant. No makeup exams will be offered.
10. Students may not exit the testing window or otherwise exit the testing software once the exam is launched. Should they leave the exam software window, or exit prior to submission, the score will result in a zero.
11. The exam will keep and maintain time allowed for the exam.
12. The testing environment must remain completely quiet, free of talking and outside noise/distraction.
13. Exam scores will not be released to the tester or the chapter advisor until after results have been published at the State Career Development Conference.
14. Testing participants and monitors must be a minimum 3-Feet apart. Each test has a random order of questions, but particular care should be given to the proximity of testing devices.
15. Testing must be completed in a single period of time. Students may not enter and exit the testing software once launched.
16. The Chapter Advisor will receive an advisor specific proctor link to administer the exam, which is not authorized to be released, copied, published, or by any other means disclosed to anyone except the chapter advisor. Should the link be deemed tampered, or in violation of our testing guidelines, the Chapter in violation will be ineligible to attend the International Career Development Conference for (1) year, and all chapter exam scores will result in a zero entry during the tabulation of scores for the State Career Development Conference.

Important Testing Dates

- January 3, 2026 | Advisor Proctoring Links Sent & Student Testing Tickets Available to Print.
- January 5-9; 12-16, 2026 | Online Testing Open 7:00am-7:00pm MST daily.

Advisor Signature

Chapter Name/Advisor Name