Objective Test and Production Test Instructions
Missouri FBLA
2026 - 2027

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Overview of Testing

There are two types of tests members can participate in: objective test and production test.

- **Objective test:** Often referred to as an "online test" is a 100-question multiple choice exam developed by National FBLA on a set topic. Members are given 50 minutes to complete the exam.
- **Production test:** An event that uses Microsoft Office Suite to recreate formatted documents using unformatted text and instructions. Members are given exactly 60 minutes or 120 minutes depending on the exam.

Policies & Procedures

- Continuing from previous competition cycles, Missouri FBLA will use Blue Panda for the objective testing.
- All tests must be completed in the window pre-set by Missouri FBLA and in one setting.
    - Browser monitoring is active during the test. No software is required for browser monitoring, it is built into Blue Panda.
- Test scores are not released until the close of the conference.
- All tests must be proctored. For DLC, the local adviser of the chapter may serve as the proctor. For SLC, another educator, such as the guidance counselor, outside of the chapter must serve as the proctor. The proctor should see the student competitor's computer screen at all times.
    - ***Team tests require that all teammates begin their tests within 15-minutes of each other. Teams who test outside of this window will be disqualified.***
- Tests should be scheduled with an additional 15-20 minutes to allow setup time.
- The use of outside websites, electronic devices, or reference materials is prohibited.
- Computer Applications and Word Processing are permitted to use the 2026 - 2027 Production Test Reference Guide *(previously known as the "FBLA Format Guide")*.
- All tests must be taken individually – including team events.
- Missouri FBLA receives all tests from National FBLA.
- All documents should be collected and destroyed at the end of the test.

Customer Support

If you are having technical issues please contact: Jade Schmedding at 573-751-8679 or Jade@missourifbla.org.

Customer Support is available from 9:00 am - 5:00 pm Monday through Friday.

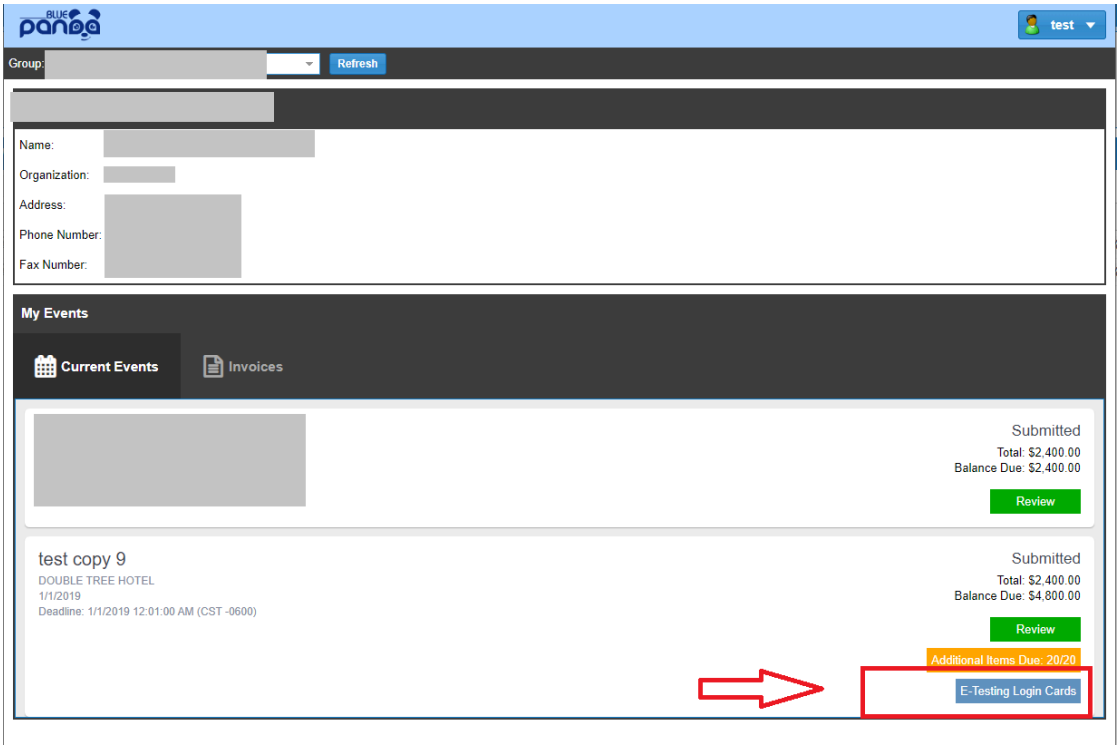
Blue Panda

- support@gobluepanda.com
- 256-808-2583

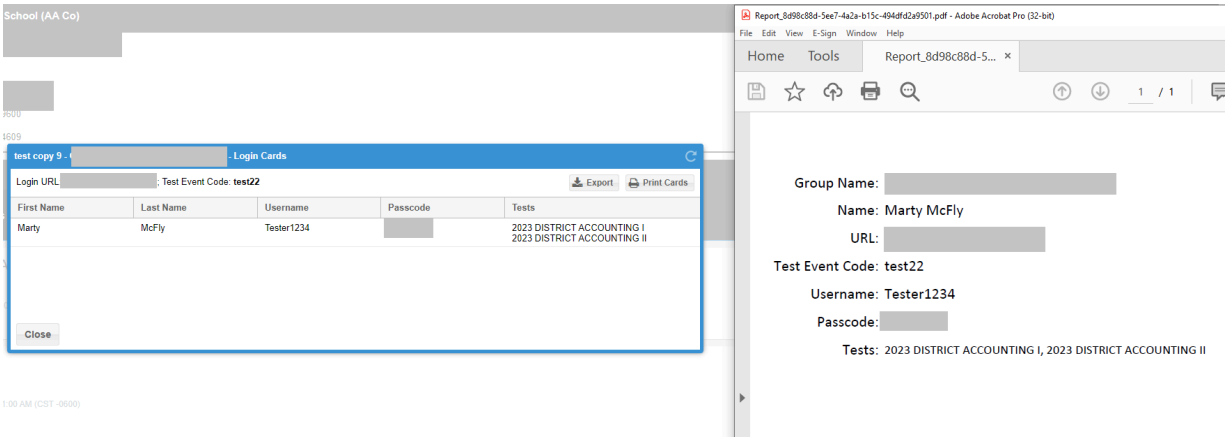
Objective Testing Instructions

Advisers can follow the instructions below on how to access login cards from Blue Panda.

Step 1: Advisers/proctors will login to Blue Panda using the "Login with FBLA Connect" button to access and print student login cards. Click the bottom button under the conference that you are registered for.

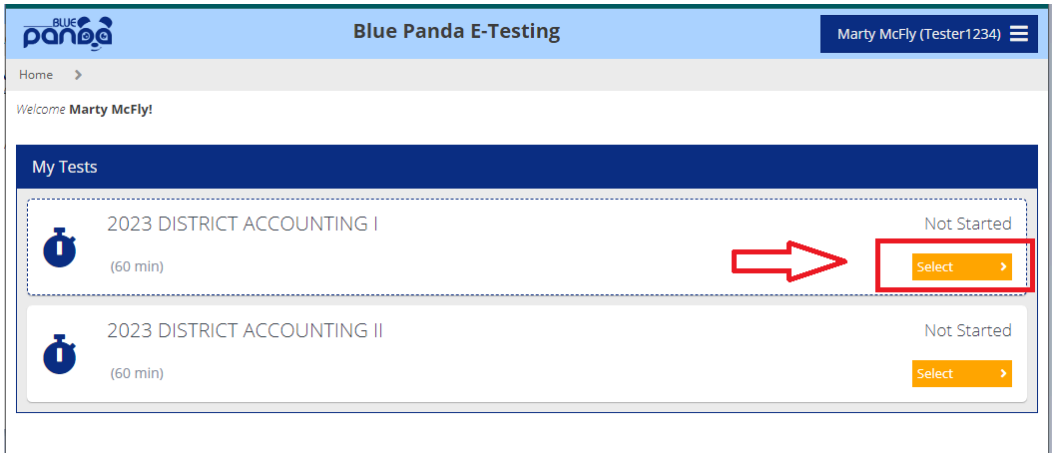


Step 2: Click the Login Cards button to view your logins, then click "Print Cards" on the top right to create a PDF to cut up and share with students when they get ready to test.

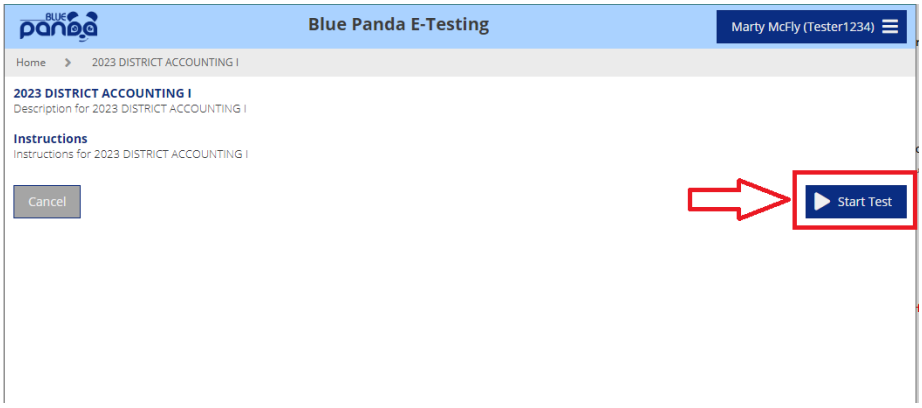


Step 3: Begin testing students. Students will go to https://bpet.gobluepanda.com/students/login They will login with the Event Code, Username, and Passcode as printed on their login card.

Step 4: Once logged in, the assigned tests will display. Click “Select” on the desired test to begin.



Step 5: Click the Start Test button to begin the test. Click submit once completed with the test.



Production Testing Instructions

Production tests will be saved as PDFs and uploaded using Blue Panda. Each event has its own link to submit. There is an additional objective test portion at the State and National Leadership Conference – not at the District Leadership Conference.

Saving and Submitting a Production Test

- During the test, a student member will be instructed to print files on their computer as PDF. Students should save all these files where they can find them using the proper naming convention. Click here for instructions on how to print to PDF.
- In some instances, a student may need to screenshot information, such as in access, in order to submit the required file to the judge. A student may screenshot using their print screen button, screenshot button or a snipping tool, place the image into a Word document, and print to PDF. Please click here for an overview of screenshots.
- All files must be PDF'd during the exam and not at the end. Files not submitted as PDF will not be graded.
- When the test has concluded, the proctor may assist the student in uploading their PDF's to WuFoo.
- Files submitted in the wrong place will not be graded.
- Files started but not completed can still be submitted for partial scoring.
- If a job was not completed, the upload should be left blank.