



Objective Test and Production Test Instructions
Missouri FBLA
2023-24

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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 (30 minutes with 50 questions for Business Ethics) 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 last year, Missouri FBLA will use Blue Panda for the objective testing software.
- All tests must be completed in the window pre-set by Missouri FBLA and in one setting.
- 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 always see the computer screen.
- Tests should be scheduled with an additional 15-20 minutes to allow time to get set up.
- The use of outside websites, electronic devices, or reference materials is prohibited.
- Computer Applications and Word Processing are permitted to use 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:

Blue Panda

- support@gobluepanda.com
- Main phone line: 256-808-2583
- Backup phone line: 256-824-0084

List of Objective Tests

- Accounting I
- Accounting II
- Advertising
- Agribusiness
- Banking & Financial Systems
- Business Calculations
- Business Communication
- Business Ethics
- Business Law
- Business Management
- Computer Problem Solving
- Cyber Security
- Economics
- Entrepreneurship
- Future Business Leader*
- Healthcare Administration
- Help Desk
- Hospitality & Event Management
- Human Resource Management
- Insurance & Risk Management
- International Business
- Intro to Business Communication (9/10 Only)
- Intro to Business Concepts (9/10 Only)
- Intro to Business Procedures (9/10 Only)
- Intro to Event Planning (9/10 Only)
- Intro to FBLA (9/10 Only)
- Intro to Financial Math (9/10 Only)
- Intro to Information Technology (9/10 Only)
- Intro to Marketing Concepts (9/10 Only)
- Intro to Parliamentary Procedure (9/10 Only)
- Journalism
- Management Information Systems*
- Marketing
- Network Design*
- Networking Infrastructures
- Organizational Leadership
- Parliamentary Procedure
- Personal Finance
- Public Policy & Advocacy
- Securities & Investments
- Sports & Entertainment Management
- Supply Chain Management
- UX Design

*Event only offered at State and National level

List of Production Tests

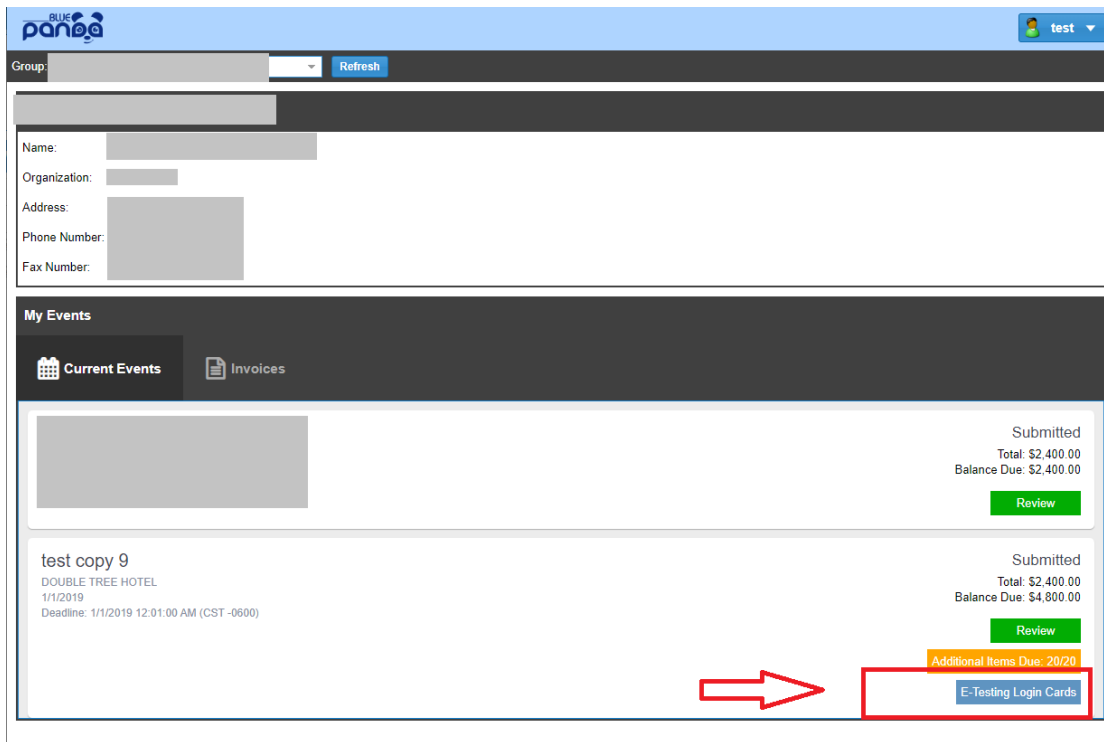
- Computer Applications (2 hours)
- Database Design & Application (1 hour)
- Spreadsheet Applications (1 hour)
- Word Processing (1 hour)

Note, all Production Tests also have an objective test portion at the State and National level. They do not have the additional objective portion at the District Level.

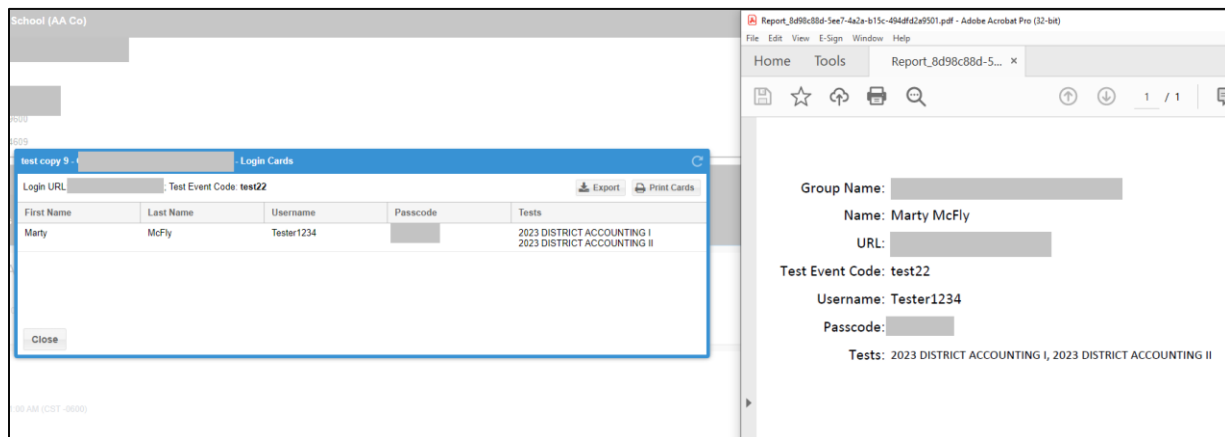
Objective Testing Instructions

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

Step 1: Advisers 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.



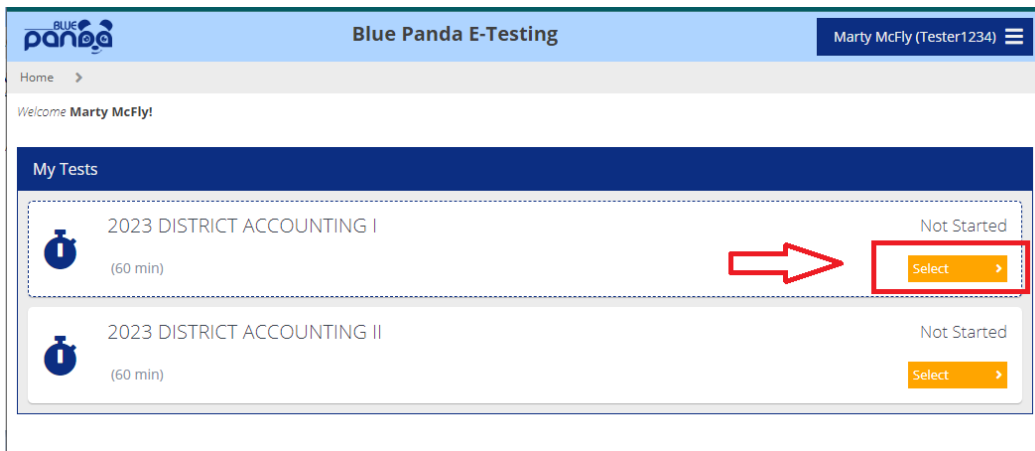
Step 2: Click the Login Cards button to view your logins, then click “Print Cards” on the top right to create a PDF to cut up and share with students when they get ready to test.



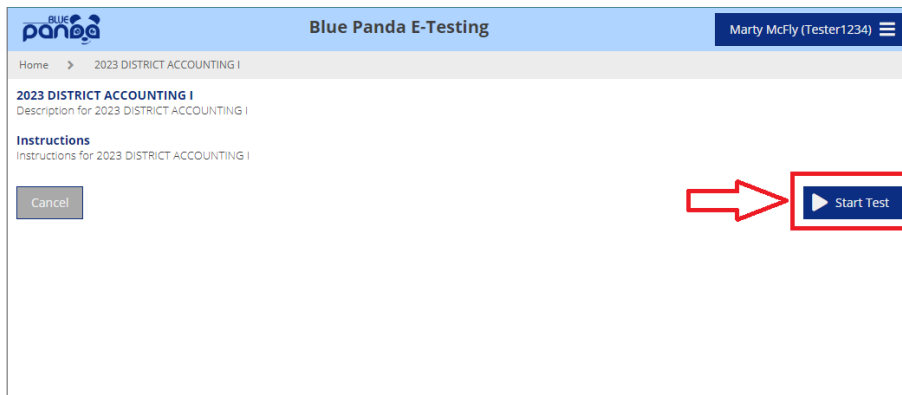
Step 3: Begin testing students. Students will go to <https://bpet.gobluepanda.com/students/login> They will login with the Event Code, Username, and Passcode as printed on their login card. Regardless of the amount of tests they are signed up for, there will only be one login card per student.



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 submitted through Wufoo on the [Missouri FBLA DLC webpage](#) or the [Missouri FBLA SLC webpage](#) – scroll to the bottom to find the submission section. 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.