

From:
Bcc: Missouri Collegiate DECA Exam Proctoring
Tuesday, January 23, 2018 7:29:35 AM
Subject: [PROCTOR COPY - Proctoring Procedures and Policies.pdf](#)
[Proctor Manual Instructions 2018.pdf](#)
Date: High
Attachments:
Importance:

Good morning,

Thank you for agreeing to help your local Collegiate DECA Chapter by providing your services as a proctor for our new online testing! We are excited to have gone online with this process and we could not have done it without help from persons like you!

Advisors who receive this email: I am just keeping you in the loop so you will understand the process. You will not have any access to the Proctor's login or the student login information which will be coordinated by your proctor. Any violation of the attached policies and procedures from DECA, Inc. may result in student/chapter disqualification.

Attached above you will find the Proctoring Procedures and Policies and the Proctor Manual Instructions. I will send you your log in information on February 2nd so that you may have that day to become familiar with the system. It is NOT recommended to print your roster or tickets at that time. The system will only be open on that Friday prior to the testing window opening. The testing window is open from 7 am – 7 pm (Eastern Time) from Monday, February 5 to Friday, February 9. This should be ample time for students to take their required tests...yes, some may take more than one test.

I will be available all of those days from 7 am to 3:30 pm (Central).

You will receive additional information in the February 2nd email if there are any further instructions or updates.

Again, thank you for volunteering to help. The system is quite easy to use and we should have little problems if we follow the procedures and policies.

Regards,

Tammy Stains 

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