

## WRITTEN EXAM INSTRUCTIONS

**Q: What is the dress code for Sunday's written exam?**

The dress code is business casual. If you are interviewing to be a state officer, the uniform is business professional with a DECA blazer.

**Q: When and where do I take my written exam?**

Members will take their written exams on Sunday, February 11, 2024. Check-in begins with your advisor at 12:30 p.m. The conference will be held at the Sioux Falls Learning Center on the Southeast Technical College Campus. The address is 2205 N. Career Ave., Sioux Falls, SD 57107. Testing will begin at approximately 1:00 p.m. When finished with the exam, you may leave.

**Q: What written exam do I take?**

Each member will take one written exam. If the member is entered into an individual event and a team event, then they will take the test for the individual event. If the member is only entered in one event, they will take that event exam.

**Q: Where do I get my written exam?**

Students must get the exam from their advisor prior to testing. Make sure you get it before school or after school if taking a Zoom Proctored Test. Unless there are extenuating circumstances, you should get your test on your test day.

**Q: How long do I have to complete my exam?**

Students will have 90 minutes to complete their exam.

**Q: What do I need to take the test?**

You may only bring a No. 2 pencil to take the test. There is no need for a calculator. You may write on the test itself if you need to do calculations.

**Q: When I get my exam, can I just start?**

No. Students will be given a scantron form when they check-in with their advisor. As they go into the testing area they will be given their written exam. Students will find a seat and place the exam on the table face down. Students may only turn over the exam when told TO START THE TEST.

**Q: I finished the test now what?**

When you are finished with your test, quietly get up with your test and scantron. Turn them in to the proctor and leave quietly. Take them to the proctor and turn both of them in. National DECA requires us to safeguard the written tests. To keep the integrity of the test, you must return the entire test with your scantron. You may not make copies of it. You may not write down test questions.

**Q: What if I have a question during the test?**

To ensure the best testing environment for everyone in the session, if you have a question, please raise your hand and wait for a proctor to come assist you. Students will be coming in and out of the session, so please be mindful of that.