

# HOW TO TAKE YOUR REGION BPA EXAMS/CONTESTS

As part of your virtual region competition, you may have events in our AnswerWrite platform. Below you will find all the information on when you can take these contests, how to access your login and information you will need to know about the technology used for these contests.

## TESTING WINDOW

### TESTING ACCESS

You will receive your **USERNAME**, **PASSWORD** and **TESTING LINK/ URL** from your chapter advisor prior to your testing window. The password is case sensitive.

### TESTING CHANGES

- The time allotted for the contests follow WSAP.
- Students can use outside materials such as textbooks and study guides during testing
- Students can take the exam either at home or at school
  - Your chapter may have specific requirements for when and where you take your exam. Please ask your advisor if you have any questions. You will not be able to access your test without your username and password from your advisor.

### TECHNOLOGY INFORMATION

Please confirm the following testing requirements prior to the day of administering exams

#### Suggested Configuration

- Use Google Chrome or Microsoft Edge. Safari may work but tends to be problematic
- Any OS with a supported browser should work as long as it supports current standards and JavaScript
- Ensure the testing site is working at the location you will be using for testing. Filtering Agents may be in place by the IT Department at the school or district level.

#### Required Settings

- Browser must have JavaScript enabled
- Disable all pop-up blockers
- Ensure that the site is working at the location you will be testing BEFORE testing begins. If the site is not working, or is blocked by your school be sure to get with the proper technicians prior to the contests.

## IMPORTANT CONTEST INFORMATION - REGION COMPETITION



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## ONLINE TESTING - STUDENT INSTRUCTIONS FOR ANSWER WRITE

### COMPETITION WINDOW HERE

**TIP** | Plan a time when you can devote approximately 90 minutes to the Online Contests. You will need Internet access.

1. Enter your region's testing link/url in your browser.
2. Type your Username in the ID Field
3. Type your Password in the Password field
4. Click on the "**Submit**" button
5. Verify your **Name, Competition ID, School, and Event Acronym**
6. Carefully read the On-Screen Information
7. Click on the "**Select**" link located beside the **Test Name**
8. Carefully follow the On-Screen Instructions.
  - a. If your time limit is not correct based on a possible IEP, please contact your chapter advisor, who should then contact the Region Chair.
9. Click on the "**Start Test**" link
  - a. If you click out of the test into a separate browser or application, you have only **ten seconds** to return to the testing window or **your test will be submitted and scored.**
  - b. If anything out of the ordinary occurs while taking your test, please contact your chapter advisor, who should then contact the Region Chair.
10. Once you have completed your test, be sure to click on the "**Submit Test**" button for your test to be counted
11. Once you have click the "**Submit Test**" button, click on the "**Close this Window**" link
12. Click on the "**Log Out**" link

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