



INDIVIDUAL CERTIFICATION EXAM

REGISTRATION AND TESTING INSTRUCTIONS

STEP 1: REGISTER

1. www.decaregistration.com/sbe
2. Click “Registration”
3. Enter your DECA Advisor username and password (the same username and password used to log on to DECA’s membership system.)
4. After logging in, your school information may appear if there are fields that need to be updated (such as cell phone #). Add/correct any information on this screen and click “Submit”. If you did not see a screen to edit info fields after logging in, skip to #5.
5. Click “ADD OTHER NAME” to add exam proctor information. **You MUST complete this step, even if you are designating yourself as proctor.**
6. Fill in all fields for proctor information. Select the desired testing window range. (Must register at least 2 weeks prior to desired testing window.)
7. After filling in proctor info, click “Submit”.
8. Now add your students that will take the exam – click “ADD STUDENT MEMBER” to select the students who will be testing. Click “Submit”.
9. After adding the proctor and all students, click “VIEW INVOICE AND SUBMIT TO DECA”. You will then see a summary registration screen with your invoice total. Payment in the form of a check, school purchase order or credit card must be received by DECA before access to the exam site will be granted. To pay by credit card, email Debbie Taylor at debbie@deca.org to receive a payment link.
10. Submit your payment to DECA – be sure to indicate payment is for the SBE Certification Exam on your check or school purchase order.

Mail To:

DECA Inc.

Attn: SBE Certification Exam | Programs Department

1908 Association Drive

Reston, VA 20191

Fax To:

703-860-4013

Attn: SBE Certification Exam | Programs Department

STEP 2: PRINT TESTING TICKETS

****This step will not be accessible until your check or purchase order is received at DECA****

1. Upon receipt of check payment or school purchase order, the registered proctor will receive an email containing the proctor website URL, proctor user ID and password.
2. For security reasons, access to the proctor website will be open no sooner than the Friday prior to the start of the testing window selected at registration.
3. Once the proctor site is open, log on using the information emailed to you in order to download and print the Student Testing Tickets. The Student Testing Tickets provide the exam site URL and a unique Participant ID and Password for each of your students registered to take the exam.
4. Upon logging on to the proctor site, click the link "Create Student Testing Tickets". A link to a pdf file will appear on the bottom of the page. Click the link to access the file and print the student testing tickets. **TESTING TICKETS SHOULD NOT BE DISTRIBUTED TO STUDENTS UNTIL IMMEDIATELY PRIOR TO THE EXAM START TIME.**

STEP 3: TAKING THE EXAM

1. The exam is entirely online – therefore you will need to arrange for the students being tested to have computer and internet access for the 90-minute duration of the exam.
2. Immediately prior to the start of the exam, distribute student testing tickets to all students participating.
3. Students will log on to the exam site using the information found on their testing tickets.
4. Students should check the name listed upon log-in for accuracy.
5. The exam will be listed under "Please select a test to take". Students should click "Select" for the "SBE Individual Certification Exam".
6. After selecting the exam, the students will see a confirmation screen. Here they will click "Start Test" when they're ready. The exam clock starts once this is clicked.
7. All exam questions and multiple choice answers are presented at once. Students can change their answers at any point throughout the exam. All questions must be answered.

FAQ

What is my username and password?

Your username and password are the exact same as those used to log on to the online membership system for DECA. If you do not know your advisor username and password, please contact Debbie Taylor at debbie@deca.org.

I registered for the exam. Why have I not received the proctor instructions?

Your payment for the exam may not have been received at DECA yet. Proctor instructions and student testing tickets will not be released to advisors/proctors until payment is received at DECA.

I received my proctor instructions; why am I unable to log on to the proctor site?

For exam security, the proctor site will not be accessible to proctors prior to the start of your testing window. If proctors attempt to access the site earlier than this date, they will receive an error message that the site is not available.

What forms of payment do you accept for the exam?

For the exam, DECA accepts checks or credit card payments. Checks must be received prior to the start of your selected testing window. To pay by credit card, email Debbie Taylor at debbie@deca.org to receive a payment link.

I am unable to complete payment in time for the testing window we selected at registration. May I transfer our registration to a future testing window.

Yes – please contact Debbie Taylor at debbie@deca.org to reschedule your testing window.

One of the students registered of the exam was unable to take it on test day. Are they permitted to make-up the exam?

Keep in mind, the testing window selected at registration is for the entire month. If a student is absent on the day you administer the test, but available during another day during the testing window, you may administer the exam to that student on another day as long as it is within the testing window. If the student that missed the exam is not able to make it up within the testing window, proctors should contact DECA to arrange a make-up test window.

Are students allowed to re-take the exam if they did not achieve a passing score of 70%?

At this time, no. We do not have a large enough question bank built to ensure students re-taking the exam will be presented with entirely new questions. So for exam security, we do not permit retakes. This policy may change in the future after we build up our question bank.

For additional questions, please contact:

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(703) 860-5000
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