



HIGH SCHOOL *of*
BUSINESS

By  MBA Research & Curriculum Center



High School of Business™

WebXam Policies and Procedures Manual



User Agreement

The following message appears at the start of each WebXam student exam. After reading, each student must “Click here if you agree to the statement above” in order to proceed to the exam.

Application Use Notification

This system – WebXam – is an Ohio State University information system, unauthorized use of the information system is prohibited and subject to criminal and civil penalties; usage may be monitored, recorded, and subject to audit; use of the information system indicates consent to monitoring and recording.

Acceptable Use of the Content Presented by WebXam.org

Administrators/Teachers:

1. Those using WebXam.org as administrators or teachers should not view, reproduce, or disseminate the content of the exams presented by WebXam. It is recognized that administrators or teachers may inadvertently view some test content while assisting students with exams.
2. Administrators or teachers should grant access to exams only to persons who are students enrolled in a career-technical program.
3. Administrators or teachers should only grant access to students for the purpose of assessing his/her performance in his/her career-technical program or IEP.
4. Administrators or teachers may not use WebXam.org to grant themselves access to any exam (except for the published practice exam), by any means.

Students:

1. Students may only access exams for the purpose of assessing their performance in his/her career-technical program or IEPs.
2. Students may not copy the content of any exam by any means.
3. Students may not share the contents of any exam taken using WebXam.org with anyone, including those acting as an administrator or teacher in the WebXam.org system.

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1/17/2024

Please read this entire document at least 10 days prior to your scheduled exam. There are several steps you must complete prior to administering the exam.

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Exam Administration Overview

Before the Day of Testing

- I. **Request Exam Credits** for your students on the [ONLINE EXAMS page](#) of the HSB Wiki. Follow instructions on this page to request credits.
- II. **Choose and Register the Proctor** who will monitor testing. Read the *Criteria for Proctor Selection* on page 7. All proctors must read *Guidelines for Proctoring High School of Business Exams* on page 7. Fill out and submit the [Proctor Registration Form](#) on page 8.
- III. **Create Student Accounts**. Follow instructions on page 4 to create accounts for all of your students.
- IV. **Enable Student Accounts and Print Login Details**. Enabling student accounts allows each student to login to the WebXam site, but does not allow access to the exam.

On the Day of Testing

- V. **Administer an Exam** by activating students within 60 minutes of test time on exam day. Your proctor(s) should be the only administrator(s) present in the testing room.
- VI. **Proctors Certify the Test Results** by submitting the [Exam Certification Form](#) on page 9, immediately following exam completion.
- VII. **View the Exam Scores** of your students.

How to get Students Started

- Give the **students their login details** – names and passwords.
- Students log in to www.webxam.org.
- Students click on **Student Tests**.
- Before taking the test, students will be asked to **provide an email address to receive a digital badge** should they pass an exam. (Note: It is important that they provide a personal/long-term email address instead of a school email address to ensure the digital badge sends.)
- Students click on the **Take Now** button to begin.
- When students finish and press submit at the end of their exams, they will immediately see their results. Teachers can view results by clicking on the Reports tab on the main menu.

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Exam Administration Details

I. Request Exam Credits

- 1) Go to the [ONLINE EXAMS](#) page of the HSB Wiki.
- 2) Locate the Final Exams Credit Request Chart.
- 3) Select the Edit button on top right of the page.
- 4) Scroll down to the chart and find the row with your School Name.
- 5) Scroll across the chart to find the column with your Course Name (e.g., Bus Econ.)
- 6) Fill in the table with the number of students and date(s) of your exam. See "Sample" on first line. One student = one exam credit.
- 7) Select the Save button on top right of the screen.
- 8) Once credits are posted to your school's account, your credit requests will be crossed out.

II. Choose and Register the Proctor

- 1) Read the *Policies and Procedures for Proctoring High School of Business Exams* (p. 7) for *Proctor Selection Criteria*.
- 2) After selecting your proctor(s), they must read the *Guidelines for Proctoring High School of Business Exams*. Then, complete and sign the *Proctor Registration Form* on page 9 ([online form here](#)) of this document.
- 3) All proctors must complete and submit the *Exam Certification Form*, on page 10 ([online form here](#)) of this document, immediately following the completion of the exam.
- 4) Exams administered without proctor registration, or exam certification, will not be honored. This strictly enforced rule is to protect the integrity of the exam and can affect local and national college-credit agreements.

III. Create Student Accounts

- 1) Bulk upload of student accounts: If you have 100+ students, you may use the bulk upload option. Fill out the '[WebXam Bulk Upload Template](#)' and send to Service@MBAResearch.org. The account information will be emailed to you within 5-7 business days.
- 2) Individual student account creation:
 - a. Login to www.WebXam.org with the login details provided by MBA Research. Your account information was emailed to you. For assistance, contact Customer Service at 614-486-6708. If at any time in this process you need help, please contact MBA Research rather than WebXam.
 - b. From the menu select 'NEW' under Student
 - c. 'Administrator' field should be populated with your school's name
 - d. Type first name and last name
 - e. Local ID can be any multi-digit code you want to make it as long as it's unique to the student. Many schools will use their students' school ID.
 - f. Location is your school.
 - g. Test is the test they will be taking. See Appendix A for a list of *High School of Business* Final Exam ID Codes.
 - h. Accommodation is for students who need an accommodation of time. This must be selected when setting up a student's account or prior to activating a student's test. This cannot be selected once a test is activated for a student.
 - i. Click "Create User"
 - j. Repeat Steps b.– i. until all students are registered.

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IV. Enable Student Accounts and Print Login Details

Enable the student accounts you've created. Once enabled, students can access their WebXam records, but not an actual test.

- 1) Click on Student in menu.
- 2) Click on List.
- 3) Select your username as the 'Administrator' and your school name as the 'Location.'
- 4) Click on Bulk Action and select Enable/Disable.
- 5) Go to the box right next to that and toggle between Disable and Enable.
- 6) Put a check in the box next to the student(s) last name(s) that you want to enable and click 'Apply.'

Now, print a master list of all students' usernames and passwords.

- a. Increase the number of students listed per page to the total number registered.
- b. Click on 'Show Passwords'
- c. Click on 'Bulk Action'
- d. Click on 'Download CSV' and click 'Apply'
- e. Print a copy and cut each row into a strip so you can give each student his/her account information. The username, password, and EMIS ID remain the same for the student throughout the *High School of Business* program.

Set accommodations for students with IEPs, etc. – if needed.

- a. Click on the green 'Expand' button to the left of the student's name.
- b. Scroll down and select Edit User.'
- c. If you didn't select an accommodation when creating a student's account, you can do it here. Use the accommodation box to select the appropriate one in the dropdown menu.

V. Administer an Exam – Activating Student Accounts

- 1) When it's time for the students to test, you need to activate the exam and they need to begin within one hour of activation.
 - a. Log in to your administrator account and click on 'Activate Test' from the main menu on the Home page.
 - b. You will see 'Select the Teacher' (this should show you school name)
 - c. Click 'Next'
 - d. Select the test type – select 'Test' and click 'Next'
 - e. Pull down the menu below 'Select the Pathway' – select 'Show All Tests', click 'Next'
 - f. Pull down the menu below 'Select the Course' – select the exam you want to active. Click 'Next'.
 - g. You are now prompted to select the students that are going to test. Click the box next to their last name(s) and click 'Activate' in the lower right side. Now students can log in and begin the exam.
- 2) The proctor oversees the exam. HSB teachers may not be present in the room during testing.
- 3) To begin the test, each student will:
 - a. Login to www.WebXam.org using his/her username and password.
 - b. Students will be asked to provide an email address (this should be their personal/long-term email address NOT their school email address).
 - c. Select the green 'Take Now' button and begin.
 - d. Students will read the User Agreement and click "Agree" to proceed to the first question.
 - e. At this point the student has 100 minutes to complete the exam. When the student is finished testing, they must click the 'Submit' button.
 - f. If for some reason a test is interrupted (fire drill, etc.) the proctor should direct students to close their browsers; do not click 'Submit'. Closing their browsers will allow you to reactivate their tests when they return. The items that they've completed will be saved and they can continue where they left off.

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- g. In order to find saved tests, step through the activate test process again. On the second item, choose 'Saved Test' and proceed through the activation process as described above.

VI. Proctors Certify the Test Results

- 1) After test completion, the proctor must submit the [Exam Certification Form](#) on page 9 of this document. This form must be submitted for each group of students taking the exam.

VII. View the Exam Scores

- 1) Student scores are available immediately after the exam is complete.
- 2) Login to www.WebXam.org using your username and password.
- 3) To view individual student results, click on the Reports tab on the main menu.

**Need Help? Contact MBA Research at 614-486-6708 ext. 0.
Do not contact WebXam directly.**

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Policies and Procedures for Proctoring *High School of Business™* Exams

Acknowledgement

High School of Business™ (HSB) teachers and proctors acknowledge that HSB exams are proprietary and have substantive monetary value. They further acknowledge liability for any action that results in the actual breach of security of exam questions or in a perceived breach of security that would diminish the overall value of the exams, *High School of Business™* completion certificates, or MBA Research and Curriculum Center.

Proctor Selection Criteria

- Minimum of 18 years old on the day of testing.
- Not a teacher within the department sponsoring the exam.
- Not a student within the sponsoring department at any time during the current academic year.
- Not a current examinee.
- Physically capable of observing activities throughout the testing site.
- Able to be present during the entire testing period and willing to actively supervise the exam process throughout the entire time.
- Willing to enforce all policies and procedures for testing.
- Willing to document his or her role as a proctor by submitting the *Exam Certification Form* within one hour of the completion of the exam period.

Guidelines for Proctoring *High School of Business™* Exams*

High School of Business™ exam proctors are expected to maintain a professional decorum typical of all high-stakes testing environments throughout the entire testing process (e.g., quiet room, no communication of any kind among examinees). Proctors may utilize their own professional judgment to determine responses to specific requests or circumstances within the overall context of a positive, credible testing process.

If the proctor observes a student being dishonest during the testing period (sharing answers with another student, using written materials to search for answers, copying questions, etc.) the proctor is responsible for notifying the teacher and MBA Research regarding the infraction.

*Pretests do not require proctors or exam certification and can be administered by the HSB teacher. They are available in the Learning Center (Canvas), in the Commons.

Examinees are not allowed:

- References or resources of any kind.
- Use of other computer programs while logged in to WebXam.
- Communication with other students or the *High School of Business™* teacher.
- To record in any manner any element of the exam.

Proctor Registration and Exam Certification Forms

1. HSB Teachers submit the online *Proctor Registration Form* ([link to form](#)) to MBA Research not fewer than 5 days in advance of the test date.
2. Proctors submit the *Exam Certification form* ([link to form](#)) to MBA Research within one hour of the completion of the exam period.

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High School of Business™
Proctor Registration Form

Instructions:

1. Prior to selecting a proctor(s) for your exams, please read carefully the section titled Policies and Procedures for Proctoring *High School of Business™* Exams.
2. A single lead proctor may oversee testing for a maximum of 30 examinees. If your site will test more than 30 at any single point in time, an appropriate number of assistant proctors must be used. At exam completion, the proctor must submit the Exam Certification Form.
3. Complete and submit the Proctor Registration Form 5-10 days before testing.

Name of Lead Proctor – PLEASE PRINT

Last Name First Name M.I.

Name of Testing Site – PLEASE PRINT

School/Institution Name City State Exam Date / /

Email address of Lead Proctor:

Proctor E-Mail Address

Occupation or nature of relationship of proctor to *High School of Business™* teacher

Name of HSB Teacher and HSB Course Title – PLEASE PRINT

Teacher Name HSB Course Title

With my signature below, I certify that the lead proctor scheduled for the above exam date(s) meets all criteria set forth in *High School of Business™* policies and that said proctor has agreed to supervise testing on this date(s) and to abide by all *High School of Business™* examination policies.

Signature of *High School of Business™* Teacher Date / /

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High School of Business™
Exam Certification Form

Thank you for assisting with this *High School of Business™* exam. This form is to be completed only by the individual responsible for proctoring *High School of Business™* exam(s).

Instructions:

1. Complete this form immediately after all examinees have finished the test.
2. Submit the form to MBA Research and Curriculum Center within one hour of exam completion.

Name of Lead Proctor – PLEASE PRINT

Last Name First Name M.I.

(_____) _____ - _____
Business or Preferred Telephone Number E-Mail Address

Name of Assistant Proctor (if used) – PLEASE PRINT

Last Name First Name M.I.

School Name and Exam Information – PLEASE PRINT

School Name City State Date of Exam Start Time End Time

Name of HSB Course and HSB Teacher – PLEASE PRINT

HSB Course Name HSB Teacher Name

With my signature below, I certify that I have read the *Policies and Procedures for Proctoring High School of Business™ Exams* and that I meet all criteria to serve as a proctor. All exams under my supervision on this date were administered in accordance with the testing procedures required by *High School of Business™*.

Signature of LEAD Proctor DATE Signature of Assistant Proctor DATE

TWO signatures and date are required.

PRINT Name of Witness (if other than Assistant Proctor)

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Teacher/Administrator Checklist

My WebXam User Name: _____ My WebXam Password: _____

School/Site Name: _____ Testing Date(s): _____

- _____ Print a hard copy of all instructions and forms
- _____ Request Exam Credits on the ONLINE EXAMS page of the HSB Wiki
- _____ Select qualified individual(s) to proctor each HSB exam session.
- _____ Proctors must read the Guidelines for Proctoring High School of Business™ Exams, page 7.
- _____ Complete the proctor registration form(s) 5--10 days before the scheduled exam date
- _____ Create student accounts on WebXam (www.webxam.org)
- _____ Enable student accounts and print master list of students with usernames and passwords
- _____ Ensure that each student has their user name and password to access the exam on test day
- _____ Activate students within 60 minutes of testing on test day
- _____ Have your proctor administer your *High School of Business™* Exam on test day
- _____ Ensure that the proctor promptly completes the Exam Certification Form for each testing session
- _____ View student exam scores and obtain desired reports

**Contact your school technical coordinator/network specialist first if experiencing technical difficulties. Then contact MBA Research with unresolved issues.*

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Student Instructions

Teachers: duplicate and use this form to distribute student login and exam instructions to your students.

✂-----

Student's Name _____

User Name _____ Password _____

Instructions

1. Go to www.webxam.org
2. Enter the above user name and password (case sensitive) and log in.
3. Verify that your name and test are correct on the screen.
4. When prompted, please provide your personal (long-term) address, not your school email address. If you pass the exam, you will receive a digital badge sent to your email.
5. Click the green "Take Now" button.
6. If you must leave in the middle of the exam, CLOSE OUT of the window—DO NOT SUBMIT.
7. When finished, click the "Submit" button one time.

✂-----

Student's Name _____

User Name _____ Password _____

Instructions

1. Go to www.webxam.org
2. Enter the above user name and password (case sensitive) and log in.
3. Verify that your name and test are correct on the screen.
4. When prompted, please provide your personal (long-term) address, not your school email address. If you pass the exam, you will receive a digital badge sent to your email.
5. Click the green "Take Now" button.
6. If you must leave in the middle of the exam, CLOSE OUT of the window—DO NOT SUBMIT.
7. When finished, click the "Submit" button one time.

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Frequently Asked Questions

Q: How long do students have to complete the test?

A: After reading the privacy statement and clicking “I Accept”, students have a total of 100 minutes to complete the exam, one minute per question.

Q: How do I create the Local ID?

A: The value must be unique for each student listed under a particular administrator. Teachers will often use the student ID to keep it simple.

Q: How do I find passwords?

A: In addition to the process outlined below, student passwords can also be found on the “students” list the same way.

- First use the List function for the type of users that you need to give passwords.
- Next check the “Show Passwords” box
- Click on “Go.” The passwords will now be shown in the second column from the right labeled “Passwords”.
- The login names are listed under the “username” column. Logins only work if accounts are enabled.

Q: What should I do if there is a fire drill, power outage, or loss of Internet connection during a test?

A: If there is a fire drill, close the web browser immediately; do not press “Submit”. All progress will be saved. If the power goes out or Internet is lost, all progress is saved automatically. No matter what the cause of the test interruption, when things have returned to normal, re-activate the individual’s test from the “Schedule Saved Tests” page. This link is located in “Student Tests” > “Schedule Saved Tests”.

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Troubleshooting

For support, please do not contact WebXam. Instead, contact MBA Research Customer Service at 614-486-6708, ext-220, or ext-0.

Q: I am attempting to login to www.WebXam.org and I see the error “Access Denied” or “Cannot display page due to security settings”. What should I do?

A: These errors are seen when your network restricts access to the web via IP filtering. Contact your network administrator and ask them to allow access to www.WebXam.org.

Q: My Students are not showing up on the activation list. What do I do?

A: Make sure you have completed all tasks in the checklist on page 11. If the student still does not show up for activation, make sure the test has not already been started. See ‘Saved Tests’ in instructions and activate the individual from there if the test was already started.

Q: If after clicking on the “Take Test Now” button, I get a page not found screen, what do I do?

A: Hold the “Ctrl” key + the “w” key together to close the window and try clicking on the “Take Test Now” button again. If you are still having trouble, make sure you still have a live Internet connection or that the page is not being blocked by your network.

Q: I am taking the test and the web page will not load and/or the close button does not work.

A: This is usually due to a problem with an old PC. Use the keystroke “Ctrl+w” to force the window to close and then restart the test. The system will automatically recover and take you back to where you left off.

Q: I am taking the test and the web page navigation is behaving strangely. The browser seems confused and the pages appear to be in the wrong order. What is happening?

A: A network proxy server causes these symptoms. Contact your network administrator and ask them to disable proxy caching of www.WebXam.org.

Q: The test has become non-responsive; what do I do?

A: Close the test by using the “close window” link at the top left hand side of the test window. Click on the “Take Now” button again; you will pick up where communication with WebXam was lost. If you are still having trouble, verify that you still have a live Internet connection or that too many people are using your network simultaneously.

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APPENDIX A

***High School of Business™* Exam Codes – ID Numbers**

Be sure to choose the right exam for your students! All High School of Business™ exams begin with the letters HSB. Here are the 4-digit codes (ID Numbers) for each exam.

Final Exam Codes – Test ID:

ME20 HSB Leadership—OLD VERSION

M285 HSB Leadership—NEW VERSION

M281 HSB Wealth Management

ME21 HSB Principles of Business

ME67 HSB Business Economics—OLD VERSION

M286 HSB Business Economics—NEW VERSION

ME65 HSB Principles of Marketing

M259 HSB Principles of Finance

ME89 HSB Principles of Management

M012 HSB Business Strategies

Note: Pretests are now available in the Learning Center (Canvas). They can be found in the Commons.

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APPENDIX B

Instructional Areas

BL: Business Law

CO: Communications

CR: Customer Relations

EC: Economics

EI: Emotional Intelligence

FI: Finance

HR: Human Resources

PJ: Project Management

MK: Marketing

NF: Information Management

OP: Operations

PD: Professional Development

SM: Strategic Management

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APPENDIX C

Student Experience Survey – *Business Strategies* Exam

With a mission to continually improve the *High School of Business™* program, MBA Research has included a brief survey at the beginning of the *Business Strategies* final exam.

This introductory set of questions asks students about their experiences in the program. The data is used to evaluate the program at the national level. The responses to these questions do not factor in to the student's exam score. In accordance, the questions will not be visible on the exam score report.

Prior to the exam, please notify your students of this introductory set of questions. Assure them that their responses do not affect their exam grade. Students may leave blank any of these 15 questions they do not feel comfortable answering. However, accurate completion is appreciated since it enables MBA Research to evaluate the effectiveness of the *High School of Business* program.

Question List:

1. In your opinion, did *High School of Business* increase your ability to succeed in a future career?
2. In your opinion, did *High School of Business* increase your ability to succeed in college – either now or in the future?
3. In your opinion, did *High School of Business* contribute to your learning of core academic skills (e.g., math, English, social studies)?
4. If you go to college, what are you most likely to study?
5. Student first name
6. Student middle initial
7. Student last name
8. Please provide your birthdate*
9. What is your overall GPA?
10. What overall score did you receive on the ACT?
11. What overall score did you receive on the SAT?
12. How many college credits did you receive as a result of your participation in *High School of Business*?
13. Gender:
14. Race:

The *High School of Business* program exists to help students like you prepare for college and careers in business administration. To ensure we are doing that well, we follow students' progress through college using the National Student Clearinghouse, a nonprofit that works with colleges nationwide. Please know, we look at this data only at the aggregate level (not your personal progress) and we never share or use your personal data in any way, other than as stated here. It is encrypted during transmission.

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APPENDIX D

WebXam Technical Specifications

Computers to access the web-based testing system for the site administrator and students taking exams should be equipped with at least:

- A high speed connection to the Internet
- A desktop, laptop, or tablet computer (Testing on cellphones is not permitted.)
- One of the following supported web browsers:
 - Chrome (any version)
 - Firefox 3.6+
 - Internet Explorer 8+
 - Safari 4+

WebXam strives to keep the website efficient and responsive even on older computers. JavaScript is required. If the browser's security settings are too stringent (for example, prohibiting JavaScript), then the site may not work. We recommend testing first with the Practice Test.

WebXam does not require Java, Flash, or any other plugin right now. Mainly it's just a browser with JavaScript enabled.

Testing on mobile phones is not permitted. Testing on tablets that are school-owned and managed is allowed.

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APPENDIX E

Glossary of Terms

Administrator Account: One account per school that all teachers share. An account that allows authorized individuals (usually classroom teachers) to create, enable, and activate student accounts, and to retrieve test scores and reports.

Student Account: A record of each student's exam information, history, and results. Each student is assigned a unique user name and password to access the WebXam system upon his/her registration. The student account must be *enabled* for the student to access the account, but cannot access the actual test until the student's account has been *activated*.

Credit (Exam Credit): Credits are the number of exams requested; one credit = one student exam.

Practice Test: A short, trivia test used to verify the testing site's technical compatibility with the WebXam system; the practice test is not a study tool. WebXam code **PR 01 Practice Test**.

Username and Password: Security measures that allow individual administrators and students to access designated information at the WebXam online testing center.

EMIS Number: A unique sequence of alpha and/or numerical numbers that is required when manually creating a student account. Student ID is easiest to track.

Enable: The function carried out by the designated administrator that allows students to access their individual student accounts. Once enabled, the student has the opportunity to change limited types of information, such as their WebXam passwords.

Activate: The function carried out by the designated administrator to allow selected students to access and take their exams within 60 minutes of the activation time. Student accounts must be enabled before they can be activated.

Proctor: An individual who is responsible for overseeing the testing process to deter dishonest behavior.

Test ID Number: Numerical designation in the WebXam system for the various exams offered.