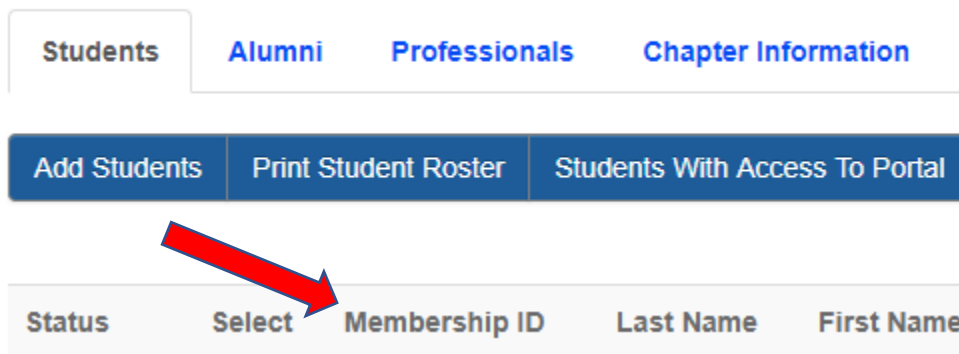


A Student's Guide to Online Testing

Step One: Locate your **Membership ID** which will be your "ID" needed to log-in. Your advisor can find your **Membership ID** in the online membership system under the "Students" tab as shown below:



Step Two: Remember your password! The password for your district is **district3**.

Step Three: Go to <https://practice.answerwrite.com/deca/tx-d03p> and enter your ID and Password

Step Four: Once you are signed in, you are ready to go! You can select any exam – yes, there are 38 of them – to begin with, however, you can take any and every test as many times as you'd like!

Please select a test to take:

Business Administration Core Exam (12-13)	Select
Business Management/Administration Exam (12-13)	Select
Finance Cluster Exam (12-13)	Select
Hospitality and Tourism Cluster Exam (12-13)	Select
Marketing Cluster Exam (12-13)	Select
Business Administration Core Exam (13-14)	Select
Business Management/Admin Cluster Exam (13-14)	Select
Finance Cluster Exam (13-14)	Select
Hospitality and Tourism Cluster Exam (13-14)	Select

Step Five: Take the test, do great! At the end, you will see your score immediately. Use this to brag to your advisor and show them that hard work pays off!

After you complete a test you will be returned to the home screen, and the exam that you finished will now look like this:

Business Administration Core Exam (12-13) (Finished)

[Retake](#) [Show Test Results](#)

To see which questions you answered correctly, and to review and learn from the ones you missed, click on [Show Test Results](#) then scroll down.

At the bottom of the screen you will see the entire exam, and the questions will be highlighted with your answers. The correct answers will appear in **Green**. Questions that you answered incorrectly will appear in **Red** and will highlight the correct answer in **Green**. See below:

1. Which of the following are the three major areas of customer complaints:

- A. Labeling, faulty design, and mispricing
- B. Improper decisions, oversight, and service
- C. **Product, personnel, and the business**
- D. **Poor service, inaccurate forms, and rudeness**

2. Business policies that focus on meeting consumers' wants and needs while making a fair profit for the business are primarily intended to

- A. keep operations running smoothly.
- B. guide employees' actions.
- C. reduce misunderstandings.
- D. **satisfy customers.**

3. What type of information should a business include when writing a sales proposal to send to a customer?

- A. Shipping and receiving
- B. **Features and benefits**
- C. Pricing and accounting
- D. Laws and regulations

4. Which of the following U.S. laws relates to information management:

- A. **The Sarbanes-Oxley Act**
- B. The Sherman Anti-Trust Act
- C. The Landrum-Griffin Act
- D. The Taft-Hartley Act

Once again, you can take any and all of these practice exams at any time throughout this entire year!
Good luck!