

NC STATE UNIVERSITY

January 20, 2021

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MEMORANDUM

TO: Advisors of Farm Business Management CDE Teams

FROM: Carmen Bracey, State FFA Coordinator

RE: 2021 NC FFA Farm Business Management Virtual CDE

The 2021 North Carolina FFA Farm Business Management Virtual CDE will be held on **March 9, 2021, starting at 3:30 pm**. There will be a junior division and a senior division. Both divisions will take the test at the same time.

This event is open to any chapter in the state. Each chapter may submit one team per division to participate in the virtual event. A maximum of four participants will be allowed to participate per team. There are no registration fees for this virtual career development event.

February 19, 2021 — Online Registration Deadline

Advisors must register their team by the deadline in order to participate. Late entries will not be accepted.

To register, go to: <https://ncffa.org/ncffa-more/2020-2021-virtual-events/> and click on the "Farm Business Management" link in the table. Please provide complete registration information for each student.

Advisors must provide a valid email address for each individual student at the time of registration. The email address for each student is needed to administer the online event to each specific student.

Student waivers are required for virtual career development events and must be uploaded at the time of registration. One student waiver form has been created for all virtual career and leadership development events. The student waiver form is available in MS Word and PDF format on the registration website listed above. Completed student waivers should be submitted online on the Farm Business Management CDE Registration page. Accepted file types for uploading include: MS Word, PDF, JPG, and PNG.

Virtual Event Format

This virtual career development has been designed for students to participate from any location. Students may participate from the comfort and safety of their own home or any other location of their choosing. Students should participate individually and should not have other students in the same room with them during the event. Proctors will be required as outlined below. There is no special software or application that students will need to download to participate in the virtual

event. Students need access to any device that has an internet browser and an internet connection. The online event will be administered using Google Forms. Please follow all local rules and regulations regarding group gatherings and school attendance.

Proctors

Adult proctors will be required for all CDEs/LDEs. Proctors cannot be agriculture teachers/FFA Advisors. Students will be required to log on to Zoom at the beginning of the event with the proctor in the room. Once the student completes the online CDE/LDE, the proctor will be required to certify that the student did not use or receive any additional assistance from any means. This certification will be done by typing a confirmation statement in the chat feature on Zoom.

North Carolina FFA Honesty Pledge

Students should participate *individually*. All work they do should be the result of their own efforts with no assistance from anyone or any type of reference material available in any form. At the very beginning of the virtual event, all students will have to agree to abide by the North Carolina FFA Honesty Pledge before they are able to participate. Participants are allowed to use non-programmable and non-graphing calculators during this virtual event.

Special Accommodations

Advisors should email carmen_bracey@ncsu.edu at the time of registration if any student requires any special accommodation to participate in the virtual career development event.

Farm Business Management CDE Virtual Format

The Farm Business Management CDE will contain the multiple-choice test and the problem-solving test. Both components will be combined and administered online as one test. Every registered student will take the online written test. The combined multiple-choice and problem-solving test will be developed using references cited in the Farm Business Management Career Development Guide available online at:

https://ncffa.org/as/ncffa/i/chan/documents/Farm_Business_Management_Sr._CDE_2019-20_.pdf

Registered students will receive an email with a link on the morning of March 9, 2021, inviting them to participate in the online test. The test will only be available from **3:30pm to 5:30pm on March 9, 2021**. The online test may only be accessed one time through the link in the email that is sent to the student.

Students will have 120 minutes to take the test. The online system has a timer bar at the top of the screen so students know exactly how much time they have remaining. **If students allow the time to expire and do not submit their test, none of their answers will be submitted and they will receive a 0.** This message is shared with the students when they begin the test; however, we ask that you please share this information with them before they begin the online test so they are prepared.

Every online test administered in Google Forms will have a section that says "Submission ID (skip this field)." There will be a unique number entered in this section with a warning to not edit the number. If the number is altered, then the time and test will not be recorded and the student will receive a 0. This section is required by the system in order to accurately submit and score each student's test. A screenshot of this section is provided below for your information. The student should simply skip over this section as no action on their part is needed.

Submission ID (skip this field) *

⚠ DO NOT EDIT this field or your time will not be recorded.

Short answer text
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Scoring

Activities	Individual Points	Team Points
Multiple Choice	100	400
Problem Solving	200	800
Maximum Points	300	1200

Final Results

Once the event is completed and the scores are tabulated, the final results will be shared via the NC FFA Listserv.

If you have any questions, please contact: Carmen Bracey, State FFA Coordinator, Mobile (919) 883-6224, carmen_bracey@ncsu.edu