



PROCTOR INSTRUCTIONS & SCRIPT

Proctor Instructions & Script:

1. As competitors enter the room, check them off on the Event Competitor List found in the HOSA Management System and give each competitor a sheet of paper that has their name, chapter, ID, and password for the exam. You may also choose to login each competitor if the Local Chapter is a smaller delegation.
2. Please have all students go to the following testing site: <https://testing.hosa.org/>. Announce to the competitors once they have reached HOSA's Online Testing System:

"Each of you will take a separate test today. You should not be sitting next to another competitor or team member for the same event. Please listen carefully and do not jump ahead. At this point, please login to HOSA's Online Testing System by using the Student ID and Password that was given to you."

3. Once all competitors are logged into HOSA's Online Testing System, announce:

"Welcome to the SC HOSA SLC online testing events. You are about to complete Test only or a Round 1 qualifying exam, for your competitive event. If you are on a team, your test score or your team's average test score will determine if you or your team qualify to move forward at the SC HOSA State Leadership Conference.

The results will be posted on the State Leadership page of the SC HOSA website and SC HOSA App, no later than Wednesday evening of the conference immediately following Opening Session. Your Local Chapter Advisor can answer questions specific to the onsite conference. Regarding testing today, are there any questions before we begin?"

PAUSE

"You may now click BEGIN TEST to start the online exam. You will see a timer on the lower right portion of your screen. It should be accurate. If you have any problems during the test, please raise your hand. Once you have finished the test by clicking Submit, you may leave the room. Please remember that you are not allowed to use notes, books, online resources, or talk to other students during testing. Thank you, and good luck!"

4. Have competitors click "Take My Test" located near the top of the screen on the right side.
5. Each competitor will be timed separately within the system, so there is no need for you to worry about timing the exams. Exams are either 60 minutes or 90 minutes in length.
6. If competitors receive an ERROR message in RED or have any difficulty completing the exam, the assigned Proctor should contact HOSA Headquarters at 800-321-HOSA. If unable to reach HOSA Headquarters, please call Stacie Elwood @ 843-597-9239 or email competitiveevents@schosa.org between 7:00 AM and 5:00 PM. No one should be testing after 5:00 PM. Only the Test Manager and the State Advisor can reset ERRORS, so it is imperative that you make contact ASAP to expedite all exams. Also, please stop the competitor from continuing with the exam until the ERROR has been resolved, as the competitor MAY have to begin again.
7. Team members should be separated while taking tests. The test portion of the competition is not meant to be done as a team.
8. Students are not allowed to look at notes/books/ online resources/or talk to other students during testing.



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9. Local Chapter Advisors are not allowed to see testing materials.
10. Walk around the room while the competitors are taking the exam as needed.
11. Log out of the HOSA Management System once the last competitor's online exam is complete.