

LOCAL CHAPTER ADVISOR & PROCTOR INSTRUCTIONS FOR STUDENT ONLINE TESTING

1. The Local Chapter Advisor will register a Proctor for their Local Chapter through the HOSA Management System no later than **January 15, 2023 by midnight**. For a short video to walk you through the steps, click <https://missourihosa.org/training-video-series>.
2. By **January 20, 2023**, both the Local Chapter Advisor and the Proctor will receive an email with instructions for online testing. The Local Chapter Advisor may not be present during testing of Local Chapter members.
3. The Proctor email will include the Proctor ID and Password. Student IDs and Passwords for all competitors from the Local School District will be available to the Proctor once logged into the HOSA Management System. The Proctor will need to share the Student IDs and Passwords on the day of online testing. The Proctor may print and share per individual or log in for each Competitor.
4. On the day of testing, have each competitor access <https://testing.hosa.org/>.
5. Once logged in, have competitors click "Take My Test" located near the top of the screen on the right side.
6. Competitors will then enter their Student IDs and Passwords that were available to the assigned Proctor through the HOSA Management System. These IDs and Passwords are case sensitive, and are confidential until the student is ready to login to test.
7. Competitors will click "BEGIN TEST" to start the test. They will see a timer on the lower right portion of their screen regarding the time remaining. The test will automatically shut off if/when time runs out.
8. If competitors receive an ERROR message 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 Shelly Wehmeyer at 573-751-3407.

MISSOURI HOSA 2023 VIRTUAL SLC QUALIFIER TESTING POLICY

Testing Window: The testing window for the Missouri HOSA 2023 SLC Qualifier is Monday, January 23, 2023, beginning at 7:30 am through Friday, January 27, 2023, ending at 3:00 pm.

Testing Environment: Online testing must be offered in a Local School District computer lab that meets the minimum technical and security requirements for HOSA online testing. The computer lab needs ample space to disperse students in the room and provide them minimal distraction.

Local Chapter Advisor's Responsibility: The Local Chapter Advisor is responsible for identifying a Proctor from the Local School District who is not involved with the local HOSA chapter. Consider a guidance counselor, another teacher, or an administrative staff. The Local Chapter Advisor will register the Proctor through the HOSA Management System. The Local Chapter Advisor should work with the Proctor and the Local School District to set up a date/time within the online testing window to offer testing to SLC Qualifier competitors. It is recommended to offer a secondary date/time for larger Local Chapters with multiple competitors.

Proctor's Responsibility: The Proctor is responsible for verifying the student's identity and sharing the Online Testing Student ID and Password to the competitor during the scheduled online testing time. Any/all competitors must test individually, even if registered in a team competitive event. The proctor should be able to see all computer screens at all times during testing. The use of outside websites, electronic devices, or reference materials is prohibited. Prior to beginning online testing, the Proctor should ensure he/she has a copy of the Proctor Script and Instructions, along with a copy of the competitors and accompanying exam names, Student IDs and Passwords.

Accommodations: Students may receive reasonable accommodations for their special needs provided that those accommodations do not compromise assessment integrity and were previously noted to the Missouri HOSA State Advisor during the registration window for the Missouri HOSA 2023 SLC Qualifier.

Reassessments: Reassessments for started exams are not allowed. Should a situation arise where the student was unable to complete the exam due to situations outside of his/her control the student must sit for reassessment prior to leaving the current session. Once a student closes the current assessment, he/she may not be reassessed to uphold the integrity of the assessment. In the event a student must be reassessed, the Missouri HOSA State Advisor must be contacted immediately to validate the results, otherwise multiple submissions will be invalidated.

Cancellation of Scores: Missouri HOSA reserves the right to cancel any assessment score and/or bar participation in the online testing program if state staff has reason to question the validity of a test score. Misconduct at the testing session, multiple test attempts by one student in a test window, and prior access by instructors to test forms can all compromise test validity.

Good And Reasonable Effort: Missouri HOSA considers each Local Chapter participating in the online testing program to be an active partner in the assessment delivery process. As such, Missouri HOSA expects all school staff involved in the assessment process to exercise good and reasonable effort to maintain the integrity of the program.

Preventing Cheating & Assisting Test Candidates: During testing, the competitor is responsible for ensuring that there is no cheating of any kind, including giving or receiving help from another individual. Each competitor is prohibited to use books, notes, internet, etc. as reference material during the testing time frame.