

TEST PROCTOR CONFIDENTIALITY AGREEMENT

Washington HOSA Online Competitive Events Testing

- a) Complete this form: **Test Proctor Confidentiality Agreement & Advisor Confidentiality Form (see next page)**
Determine dates for your students to test. **Online Testing Open Window Date: February 5 – February 16.**
- b) Scan & Email Test Proctor & Advisor Sheet to:
Karen Hay khay@wahosa.org **at least 3 days** prior to the online testing.
- c) An email granting access to the online testing materials to the proctor will be sent at least 1 day before online testing is to occur.

- I, the undersigned, understand that materials used for HOSA competitive events testing are confidential.
- I hereby agree to maintain the confidentiality of all testing materials and understand that the security of testing materials is maintained by protecting all items from loss, unauthorized access, or reproduction.
- Furthermore, maintaining test item security prohibits any test proctor from the following:
 1. unauthorized printing or photocopying any test items or materials, or
 2. accessing or removing test materials from the secure locations, or
 3. utilizing test items in any form, either from a copy of the test instrument or as a practice exercise to expose candidates to the test items, or
 4. allowing students to access events at times other than their scheduled testing time, or
 5. allowing students to test in one event more than once, or
 6. allowing instructors and others to view test content.
 7. discussing test content and/or questions with others, i.e. participants, advisors, etc.

I understand that access to testing will be given to and monitored by me – the proctor named below. Any inconsistencies will be reported to the Washington State HOSA State Advisor for investigation. I further understand that compromising test security in any way will result in the disqualification of all HOSA students testing in this school.

School Name:

Date(s) /Time(s) that online testing will occur **Online Testing Open Window Date: February 5-16**

1st Date: _____ Start Time: _____ End Time: _____

2nd Date: _____ Start Time: _____ End Time: _____

3rd Date: _____ Start Time: _____ End Time: _____

4th Date: _____ Start Time: _____ End Time: _____

Proctor Name (Please Print):

Proctor's Signature:

Proctor's Position with District

Name of Testing Site (computer lab, library, etc.)

Proctor's Contact Phone Number

Proctor's Email Address

HOSA Advisor
ONLINE TESTING AGREEMENT
Washington HOSA Online Competitive Events Testing
(Source: Arizona State HOSA)

I, the undersigned, understand that materials used for HOSA competitive events testing are confidential and that the security of testing materials is maintained by protecting all items from loss, unauthorized access, or reproduction.

In order to maintain the integrity for testing and competitive process, I further understand that Advisors/Instructors are not allowed to access or view tests at any time and that instructors/advisors are not allowed to question proctors or students about test content.

Maintaining test item security prohibits any test proctor from:

- ❖ unauthorized printing or photocopying any test items or materials, or
- ❖ accessing or removing test materials from the secure locations, or
- ❖ utilizing test items in any form, either from a copy of the test instrument or as a practice exercise to expose candidates to the test items, or
- ❖ allowing students to access events at times other than their scheduled testing time, or
- ❖ allowing students to test in one event more than once, or
- ❖ allowing instructors and others to view test content.
- ❖ discussing test content and/or questions with others, i.e. participants, advisors, etc.

I understand that the **2018 WA HOSA Online Testing Open Window Date is February 5 – February 16** and access to testing will be monitored by _____
(write assigned proctor's name) and inconsistencies will be reported to the Washington HOSA State Advisor for investigation.

I further understand that compromising test security in any way will result in the disqualification of all HOSA students testing at this school.

School Name

Chapter Numbers

Instructor/Advisor (Please Print)

Instructor/Advisor Signature

Complete, scan, and email **Advisor Confidentiality Form & Test Proctor Confidentiality Agreement** and return to **WA HOSA (khay@wahosa.org)** at least 3 days prior to online testing.