

# Test Proctor Confidentiality Agreement

## for Washington HOSA SLC On-line Competitive Events Testing

1. Determine dates for your students to test. **On-line testing window: February 6-17, 2023**
2. Register proctors through the local advisor portal at hosa.org
3. Complete, scan & upload Test Proctor Confidentiality Agreement(s) to <https://forms.gle/BqqUNb6Mqv8LQj1H7> by **February 5, 2023**.  
**Note:** Both this form and the Advisor On-Line Testing Agreement are to be completed for *each* proctor utilized for testing. The links at which each form is to be uploaded are different.
4. An email granting access to the online testing materials to the proctor will be sent at least 1 day before on-line testing is to occur.

As a designated on-line test proctor I, \_\_\_\_\_, understand/agree to the following:

- Materials used for HOSA competitive events testing are confidential
- 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
- Maintaining test item security prohibits any test proctor from the following:
  1. Unauthorized printing or photocopying any test items or materials
  2. Accessing or removing test materials from the secure locations
  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
  4. Allowing students to access events at times other than their scheduled testing time
  5. Allowing students to test in one event more than once
  6. Allowing instructors and others to view test content
  7. Discussing test content and/or questions with others (e.g. participants, advisors, etc.)
- I understand that access to testing will be given to and monitored by the proctor named below. Any inconsistencies will be reported to the WA 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.

**Chapter/School Name:** \_\_\_\_\_

**Date(s) and Time(s) On-line Testing to Occur (Testing window February 6-17, 2023):**

<b>1<sup>st</sup> Date:</b> _____	<b>Start Time:</b> _____ am/pm	<b>End Time:</b> _____ am/pm
<b>2<sup>nd</sup> Date:</b> _____	<b>Start Time:</b> _____ am/pm	<b>End Time:</b> _____ am/pm
<b>3<sup>rd</sup> Date:</b> _____	<b>Start Time:</b> _____ am/pm	<b>End Time:</b> _____ am/pm
<b>4<sup>th</sup> Date:</b> _____	<b>Start Time:</b> _____ am/pm	<b>End Time:</b> _____ am/pm
<b>5<sup>th</sup> Date:</b> _____	<b>Start Time:</b> _____ am/pm	<b>End Time:</b> _____ am/pm

**Testing Location (e.g. computer lab, library, classroom, etc.):** \_\_\_\_\_

**Proctor Information:**

**Full Name:** \_\_\_\_\_

**Position w/School District:** \_\_\_\_\_

**Phone Number:** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Email:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_