



On-line Test Proctor Confidentiality Agreement

Chapter Advisors:

1. Register proctors through the [HOSA App Login](#)
2. Coordinate dates & locations with your proctor(s) for testing. **The on-line testing window is January 26-February 13, 2026.**
3. Complete, scan & upload ALL on-line testing agreements [here](#) by **January 25, 2026.**
Note: Both this form and the Advisor On-Line Testing Agreement are to be completed for *each* proctor registered.
4. Proctors will receive an email from HOSA granting them access to the on-line testing materials at least one day before on-line testing is to occur.

Chapter/School Name: _____

Date(s) and Time(s) On-line Testing is to Occur:

1 st Date:	_____	Start Time:	_____	End Time:	_____
2 nd Date:	_____	Start Time:	_____	End Time:	_____
3 rd Date:	_____	Start Time:	_____	End Time:	_____
4 th Date:	_____	Start Time:	_____	End Time:	_____
5 th Date:	_____	Start Time:	_____	End Time:	_____
6 th Date:	_____	Start Time:	_____	End Time:	_____

Testing Location(s) (e.g., classroom, library, lab, etc.): _____

Proctor Information & Agreement

Full Name: _____

Position in School District: _____

Phone Number: (_____) _____ - _____

Email: _____

I, _____, understand/agree to the following:

- Materials used for HOSA competitive event testing are *confidential*
- To maintain the confidentiality of all testing materials and understand 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:
 - Unauthorized printing or photocopying of test content or materials
 - Accessing or removing test materials from secure locations
 - Utilizing test items in any form, either from a copy of the test or as a practice exercise, to expose student competitors to test content
 - Allowing student competitors to access tests at times other than their scheduled testing time
 - Allowing student competitors to test in one event more than once
 - Allowing chapter advisors and/or other unauthorized persons to view test content
 - Discussing test content with student competitors, advisors and or other unauthorized persons
- To access and monitor testing according to the instructions provided in the email sent by HOSA
- Any inconsistencies will be reported to the **Executive Director** at elizabeth@wahosa.org for investigation.
- Compromising test security in *any* manner may result in the disqualification of all student competitors registered for the event in which the violation(s) occurred

Proctor Signature: _____ Date: _____