

Test Administration Instructions

Test Proctors:

1. Go to hosa.org and click **LOGIN** in upright hand corner of homepage



2. Scroll down to **Online Testing Proctors** and click **Proctor a Test**
3. Enter the *username* and *password* you were emailed by HOSA and click **Login**.

Online Testing Proctors

You should have received an e-mail including both a direct link to the proctor page and security credentials in case you do not have e-mail access on the computer available while you are proctoring the test. Enter those credentials below to access the system. Usernames and passwords are both case sensitive. The password consists of the letters A-F and the digits 0-9.

Username: Password:

[Forgot Password?](#)

4. Click **Proctor a Test**

HOSA Online Testing System

Thank you for acting as a proctor for HOSA's Online Testing System. You should have received an e-mail that included detailed instructions on the process. Please review that information prior to continuing.

[Proctor a Test](#)

5. Read proctor instructions. This page also provides you with the passwords and ID's needed for each student (see below):

HOSA Online Test Service: Proctor Test Administration

Select a Test:

Proctor Reminders

- Team members should be separated while taking tests. The test portion of the competition is not meant to be done as a team.
- Students are **not** allowed to look at notes or talk to other students during testing.
- Advisors are **not** allowed to see testing materials.
- Try to have access to a phone during testing in case you need to contact HOSA with questions.

Script

Before students enter the testing room, please have all of the test computers already on the testing site:
<http://www.hosa.org/hosaconf/>

Announce to the competitors:

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. Doing so could cost you time or result in your disqualification. At this point, I will come around the room to each of you to access your test.

Using the access information available below, you should now login all of the students to the test. This interface will refresh every 60 seconds to show you the status.

Once logged in, the students cannot do anything until you click **BEGIN TEST** for each test. When a test begins successfully, it will show in your Test Administration History on this page.

As soon as you see the test in your history, announce to the competitors:

You may now click **BEGIN TEST to start the test. You will see a timer on the lower right portion of your screen. It should be accurate, but I will announce the time remaining when it is approaching the end of the test. 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.**

Page refreshes automatically every seconds.

Conference: WA HOSA Spring Conference & Competition				Test: KT Nutrition 2014			<u>BEGIN TEST</u>	
ID	Password	Student	Access Details	Logon Time	Start Time	End Time	Time Remaining	Error