

## 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 4 – February 15.**
- b) Scan & Email Test Proctor & Advisor Sheet to:  
office@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 4 -15**

1<sup>st</sup> Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

2<sup>nd</sup> Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

3<sup>rd</sup> Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

4<sup>th</sup> 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 **2019 WA HOSA Online Testing Open Window Date is February 4-15** 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 9school.

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School Name

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Chapter Numbers

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Instructor/Advisor (Please Print)

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Instructor/Advisor Signature

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