Job Description: Online Testing Proctors

Who Are We Looking For?
Responsible adult other than Chapter Advisor such as: classroom teachers, librarians, CTE directors, etc. who are willing to help.

Why Do We Need You?
For HOSA online testing events, we need you to monitor the testing room and log competitors into their correct online tests. Proctors should ensure competitors are following testing rules; address competitor questions; and complete all testing within the timeframe given to them.

Before the Event
• Your State Advisor or Competitive Events Director will assign you the role of Proctor. Thank you for agreeing to help!

• You will be provided via email with a proctor username and password to log in at the following link. Proctor instructions will also be emailed to you at this time. www.hosa.org/hosaconf/

• Use the provided user/password to register as Online Test Proctor at the above site.

• Prior to the day of testing, print out a students’ authentication information to allow you to enter information for students.

• Make sure that a computer is available for each competitor scheduled.

• Become familiar with the HOSA Cell Phone and Smart/Electronic Devices Policy found in Appendix F at http://hosa.org/appendices.

• Login as the proctor and select “proctor an exam” which will take you to the Proctor Test Administration screen.

• On the Proctor Test Administration screen, use the drop down menu: “select a test.” Please select all tests you are proctoring from the list and click “GO”.

• Once the test have loaded, print the screen with the instructions, script, and a list of the student’s ID’s and Passwords.

During the Testing
Be kind. Competitors are typically extremely nervous, and your warm and caring attitude toward them makes a big difference.

Be willing to troubleshoot as needs arise. If you need technical assistance while proctoring, you
can call your state representative if they provided a number in your instructions or HOSA Headquarters at 1-800-321-4672.

- Provide students with their ID and Password.
- Direct students to access the following web address: [http://www.hosa.org/hosaconf/](http://www.hosa.org/hosaconf/)
- Students are to click the link that says “take my test” and enter the ID and Password you provided.
- Once students have logged in they will see a link to begin their test. They cannot begin testing until you FIRST click “begin test” on your computer screen.
- Throughout testing proctor will monitor the room to maintain testing integrity i.e no outside resources are used, no talking, no screenshots of testing, etc.

**After the Event**
- Inform the chapter advisor of students who completed testing.

**THANK YOU for your time and support!**