**BACKGROUND**

One CE testing room and one ATC testing room were used at ILC to:
- maximize space potential: we don’t always have multiple rooms to use for each test separately. But in larger convention centers and hotel spaces, we typically have access to large ballrooms. This concept uses one large ballroom for multiple tests spaced out throughout the day.
- maximize the use of event personnel: in one large ballroom, many of the staff can be shared and help each other more than if they are in individual rooms.
- organize schedule to meet the needs of competitors; notes below specifically reflect CE testing room unless otherwise noted; ATC testing room used scheduled testing windows where competitors could test whenever it fitted into their schedule (best to use reminder system throughout conference so not everyone testing on last day/hour).

**ORGANIZATION FOR THE TESTING ROOM**

At ILC 2022:
- CE Round 1 tests used as a Round 2 qualifiers were scheduled first;
- Scantrons sorted A-C, D-F, G-I, etc. into one box alpha separated into folders inside the box by event; so all Biomedical Debate A-C together… Medical Assisting A-C together, and lastly Vet Science A-C, etc. in one box. Next box is Biomedical Debate D-F… Med Assisting D-F… Vet Science D-F etc;
- Blank scantrons in all alpha boxes in case someone says they need to test in an event and is not on the list.
- Tests set out and organized on 8 tables directly behind each check-in table: based on alpha sort of scantrons, CE team will be able to tell approx. how many color coded tests need to be stationed behind A-C table, how many behind D-F table, etc. (printing tests with different colored cover pages helps with organization).
- Knowledge and recognition tests were scheduled based on numbers after Round 1 tests, between larger testing groups, or on the last day of conference (not to exceed potential room capacity at any time). Be sure not to schedule tests requiring calculators together or back to back (unless you have enough calculators to accommodate).
- ATC TESTS AND SCANTRONS sorted by event (Biology, Chemistry, etc.) and competitor name.

Volunteer event personnel stationed outside testing room to help competitors navigate when to get in line for specific CE tests (no more than 15 minutes prior to scheduled testing time); reminded competitors to have sharpened pencils, photo ID, etc. (checked to see if registered for ATC test)
- This monitor only let people pass (get into testing line) for the designated CE event – so if they were there earlier than 15 minutes for their event they were told to come back. This helped ensure we had space for those needing to test at the scheduled times.
- Approximately 15 minutes after posted CE test start time – then we start letting the next test on the agenda line up – OR as soon as the line inside the room starts to empty and no other competitors waiting to test for that event.
This monitor will need a testing schedule so they know which events are set for which time — and clipboards — and Event Specs to show the order of tests, along with ‘testing’ and ‘quiet please’ signs
- Need Disneyland lines with stanchions filling 1/2 of ballroom (see room map below)
- ATC testing windows open to anyone within testing schedule window (i.e., 8am-8pm).

**STAFF NEEDED TO RUN EVENTS IN TESTING ROOM**

ILC 2022 used the following personnel for CE:
- Event Manager (1 for check-in side, 1 for testing are, and 1 for check-out side recommended)
- Check-in (16)
- Line Monitors (at least 2)
- Proctors (8)
- Check-out (8-10)
- Runners for TABS (1-2)
- ATC is similar but may need lower numbers based on registration numbers

**STAFF PRE-PLANNING**

Details prior to the event included:
- Flow of competitors.
  - Visualizing where competitors check in, where they wait, how/where they get seated for testing, and how/where to turn in materials.
- Volunteer Event Personnel Orientation was first held near the front of the room; keep it short & use Train the Trainer method for later shifts (don’t let volunteers leave until replacements have been trained); use job description handouts to help answer questions.
- Supplies /Setup
  - Clipboards for check-out personnel, with copies of testing schedule
  - Setup as outlined in the [HOSA Room Set Diagram, and noted below (from ILC 2022)](HOSA_Room_Set_Diagram)
  - Two (2) large LED clocks for testing room so competitors could monitor their own time
  - Printed tests with different colored cover pages (for help with organization)
  - Crates with hanging files to hold scantrons sorted by event and alpha (see below)
  - Competitor lists sorted by event and alpha, with extra columns for Photo ID, Dress Code, Time In, Time Out, and additional notes
  - ‘Testing’ and ‘Quiet Please’ signs

**Check-in for CE Tests at ILC 2022:**

- 8 tables set for check-in at the side of Governor’s D (see map below), facing the stanchion lines.
- 8 additional tables directly behind the check-in tables to hold the tests
- 16 people assigned to the check-in: extra helped as proctors or as line monitor outside room
- Each A-C, D-F table has a competitor list by event
- Competitor Lists, in excel, had added columns for:
  - Photo ID checked on Comp list
  - Dress code marked on Comp list — must write SPECIFICS about the potential issue…
  - No shows marked out on comp list but do NOT X out scantrons (in case they show up late)
- Check ID, check dress code, give scantron, tell competitor to read directions, write time on test booklet LAST thing with colored permanent marker as the “start” timestamp
- Timestamp test =
- All check-in people will use colored permanent marker to write the start time on the TOP RIGHT of the TEST BOOKLET that the competitor checks in (same spot for all)
- Use cell phone/computer time to indicate the start time, which should match up with the LED clocks or better yet, have another LED clock in the check-in side.
- There will be a small aisle – large enough for one person – to go between the check-in tables and the back “hallway area” used to flow from behind check-in tables over to the “left” side where the tables/chairs will be used for testing – Event Personnel need to monitor testing tables to be sure none of the tests ‘walk away’
- Line monitor inside room = Last call by walking through the line holding “last call” signs for each event as the scheduled time has passed and as the check-in folks start to see their test event turn over…
- Check-in monitors should raise hand (or set up flag on their table) for Event Manager once they see the test start to turn over -- this will indicate to the line monitor when to announce the “last call”.

Changing Over Events / Late Arrivals / Lists over to the Checkout Side:
- Once the CE event has turned over (look for 8 tables all with their hands/flags up), Event Manager will collect each event check-in list from the head tables – then take these check-in lists over to the check-out side to be placed with the tests, scantrons and checkout list (one stack);
- Event Manager keeps one master competitor list for all CE events – if someone arrives to test late after the event has turned over, the check-in table will notify Event Manager and the competitor will check in with Event Manager (since the table check-in lists at this point will be on the checkout side)
- Event Manager will have master Summary forms and IF NEEDED will attach a summary form to the stack of check-in lists that go over to the checkout side – noting any issues that Tabs would need to be aware of – otherwise Tabs will use the notes on the check-in lists to determine any point deductions for photo ID or dress code…
- Event Manager paying special attention to the events that flip (to Rd 2) to ensure they are over to the checkout side promptly so they can be ready to go once all testers are done.
- Lesson learned: set up a locked Google Sheet with the competitor lists and all check-in, dress code notes, and test start/end time will be noted directly in the shared file. Instead of paper lists, provide laptops for the check-in/check-out volunteers.

Testing Side / Proctors:
- Proctors tell competitors where to sit; if a team event, teammates not sitting next to each other
- Additional proctors roaming room to help seat people and ensure event integrity.
- May not be space in the room to sit every other seat – people will be next to each other – and in some of the peak times room could be full! - just need to do our best so that teammates aren’t right next to each other
- Room is spread horizontally as much as possible to help proctors and competitors get in and out.
- Cover page of tests are color coded to help during check-out, but in the testing side, the cover pages won’t be seen easily once testing begins
- All proctors will also have the same colored marker as the Check-in people = as soon as proctor sees competitor stand up and come to aisle, proctor can mark the STOP TIMESTAMP on the top right side of Test Booklet.
- Competitors then proceed to the checkout area of the room.
Check out
- Exit signs placed outside of the exit doors that say “exit only” so people aren’t trying to go into those doors as the entrance
- Easels with checkout signs inside testing area should direct people to checkout area
- 2 people stationed at airwall, or pipe & drape, on bottom of the room to catch any competitors who didn’t already have a proctor write on their test booklet
- Write the timestamp on the top right side of TEST BOOKLET
- Enter the Checkout line with Disneyland stanchions
- Competitors can use their phones in line to scan the QR code on the test cover page to complete the evaluation form
- At checkout table, turn in test booklet, turn in scantron, show eval “done” screen to checkout person to receive the competitor participation certificate. If eval not done, GIVE certificate AND copy of the half pager to scan and complete evaluation later
- Extra tables lined the wall next to checkout so the test booklets and test scantrons can be organized into boxes (by test booklet #) and scantron baskets (by event)
  o One checkout person assigned to go through the stack of test booklets and transfer the stop time stamp to one master competitor list – so the competitor list has all of the stop times for competitors in one place.

Scores to Tabs:
- For each test, the following is organized:
  o Test scantrons (sorted by event)
  o Check-in competitor lists (with notes on dress, photo ID, and test start time)
  o One master competitor list from checkout side (with stop time added for each competitor; allowing extra 5 minutes to walk to/from testing seat for check-in/checkout)
  o Test booklets in stack together (can go into labeled boxes with other tests)
  o If Event Manager filled out a Master Summary Form to report any issues regarding the event, this will also be included for Tabs.

- Assign a CE Runner to go down to the Testing rooms at the end of each scheduled test to collect the “piles” (stack of scantrons, master summary form, check-in lists from each table, and master check-out list) to bring to Tabulations.
CE ROOM SET USED ILC 2022
Video description of the “CE Testing Room” (for traditional events like Clinical Nursing, EMT, etc.)

ATC ROOM SET USED ILC 2022
Video description of the “ATC Testing Room” (for National Geographic Learning Academic Tests)
216 Schoolroom
22 8' Draped Tables with 22 chairs
Rope and Stanchion provided by client
Freeman to provide Pipe and Drape and
Rope and Stanchion
9 Easels
Room in front for 2 LED Clocks