Testing Room Job Descriptions

“Please note, there is a “CE Testing Room” (for traditional events like Clinical Nursing, EMT, etc.) and an “ATC Testing Room” (for National Geographic Learning Academic Tests). Please double-check your email instructions to ensure you are in the correct room. Job Descriptions below vary slightly between the two rooms.

**Line Monitor:**

◊ Competitive Events Room –
   - One will be stationed outside in the hallway to ensure competitors are lining up for the correct event. Only allow competitors in line 15 minutes ahead of their event time (unless prior test is done early and there is space in the line!) Discourage competitors from getting in line any earlier before their scheduled event start time. Refer to the list of event times that will be provided to you.
   - The other will be stationed inside the testing room, in the check-in line, to keep it flowing and to direct competitors to open alpha tables.
     - Instruct those competitors waiting for the current test to move forward as appropriate and “move past” anyone in line with a test scheduled for a later start time.
     - As check-in tables start to flip over from one event to the next, make a “last call” in the event lines and move any remaining competitors forward in line as appropriate.
     - For team events, announce to competitors in line to check-in by school name
   - Keep lines moving forward
   - Ask competitors if they have Photo ID and number 2 pencils

◊ ATC Room –
   - Keep competitors moving forward towards check-in tables
   - Ensure competitors are in the correct check-in line by event

**Door Monitor:**

◊ Competitive Events Room – a second check at the entrance door to ensure competitors are there for the test scheduled at the correct time (we can’t have competitors coming 2 hours early to test)

◊ ATC Room – greet competitors and direct them to enter the correct line BY EVENT

◊ Keep competitors moving forward

**Check In Monitor:**

◊ Competitive Events Room
   - Check in tables will be divided by alpha.
   - Competitors will move forward as their alpha table is empty.
   - Accordion folders will be provided with test scantrons and arranged by test schedule for the day.
   - Test booklets will be stationed behind the check in tables.
   - For each competitor =
     - check photo ID
     - check dress code (If you note any issues, write SPECIFIC issue you see on the check-in sheet)
     - give competitor test scantron
     - use your cell phone to note the time and write that “test start time” with the provided marker on the upper right corner of the test booklet
     - also note the test start time on your competitor list
   - Competitors will move between the check-in tables and then to the right to enter the testing area.
   - No time for chatting, please work quickly to avoid backlog in the check-in line.

◊ ATC Room
   - Only difference is the events are grouped all together by event at the check-in tables. Competitors get in line by event, as opposed to check-in tables by alpha name.
Proctors:
◊ Help direct competitors to open seats, ensuring any team members in team events do not sit together.
◊ Monitor the testing room to ensure competitors act in accordance with the event guidelines at all times.
◊ Review HOSA’s cell phone policy and review language/instructions on the test cover pages
◊ Answer competitor questions (refer to CE Staff as needed).
◊ If you have concerns regarding inappropriate behavior do not confront competitors directly at any time. If you suspect an issue, discretely report to CE Staff.
◊ As soon as competitors stand up with a completed test, actively find them in the room to write their “end time” on the top right corner of their test booklet with the provided color marker. LED clocks are placed inside the testing room to help you note the end time.
◊ Direct competitors toward the exit.

Check Out Monitor:
◊ Collect both the test booklet and test scantron from competitor.
◊ Competitors are directed to complete the online evaluation using the QR code on the cover of their test booklets (they may use their phones in the checkout line to do so)
◊ When the competitor shows you they have completed the evaluation, they receive their participation certificate.
  ◦ If a competitor has not completed the evaluation, give them the certificate anyways and a copy of the QR code printed page and ask them to do the evaluation later
◊ Place test booklet and scantron in the appropriate place as instructed
◊ One check-out monitor assigned to transfer test stop times from the test booklets to one master competitor list
◊ Organize each event into a basket for Tabulations containing: Test Scantrons, Check-in lists, Master Summary Form, and Checkout List.