

On-Line Testing Packet

Colorado HOSA

December 2017

COMPETITIVE EVENTS AND ONLINE TESTING OVERVIEW

To maximize resources for both Colorado HOSA and local school districts, Colorado HOSA is pleased to again offer online testing for some Competitive Events before the 2015 State Leadership Conference. This is a process Colorado HOSA has implemented with hopes that it:

- Will motivate students to start preparing early for competitions
- Keep copying costs down, thus being more “green”
- Help school districts save money by advancing to State Leadership Conference only those students that qualify
- Allows students to focus on one part of the competition at a time (i.e. studying for the Round 1 test and, if qualifying, practicing the skills)
- Opens more hotel space to offer all National Competitive Events

Colorado HOSA State Competitive Events Tests will be delivered via National HOSA’s Online testing system during the assigned testing period.

The assigned testing period is a 5-day window: **December 4-8, 2017**. Please read this packet in its entirety, as it contains many instructions and step-by-step directions on how to make this year a smooth process.

The integrity of the tests and, subsequently, the competitions is of utmost importance. This is why Colorado HOSA requires a test proctor that is not affiliated with the Health Science program or HOSA chapter.

At SLC, a student can be registered for ONE event in each category. For Online Testing, a student can compete in as many online tests as they desire and fits within the parameters outlined in this packet. There is no limit to the number of students a chapter can register for an online test, but only the top competitors will move on to Round 2 and each chapter must send only the number allowed per chapter.

Instructions for proctoring online testing will follow. In the meantime please complete the following:

- **Affiliate your students if you have not already done so**
- **Register Students for Online Testing through HOSA (the same site you use to affiliate) by clicking [Conference Registration](#). Please reference the following pages for more details.**

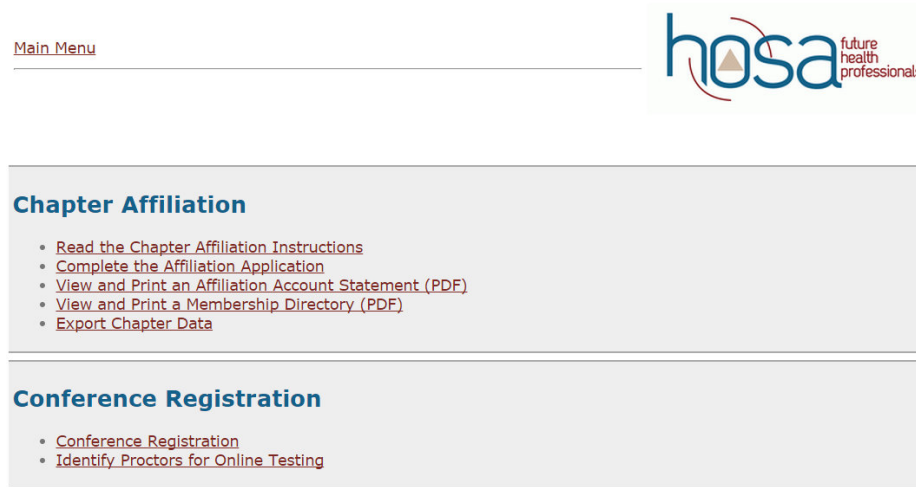
IMPORTANT DATES

December 31, 2017	HOSA Affiliation Deadline
November 24, 2017	Online Testing Registration Deadline
November 24, 2017	Signed Proctor/Teacher Agreements to CO HOSA
December 15, 2017	Fee Payment
December 4-8, 2017	Online Testing Schedule

Contact Colorado HOSA (coloradohosa@gmail.com or (720) 858-2376 if you have any questions.

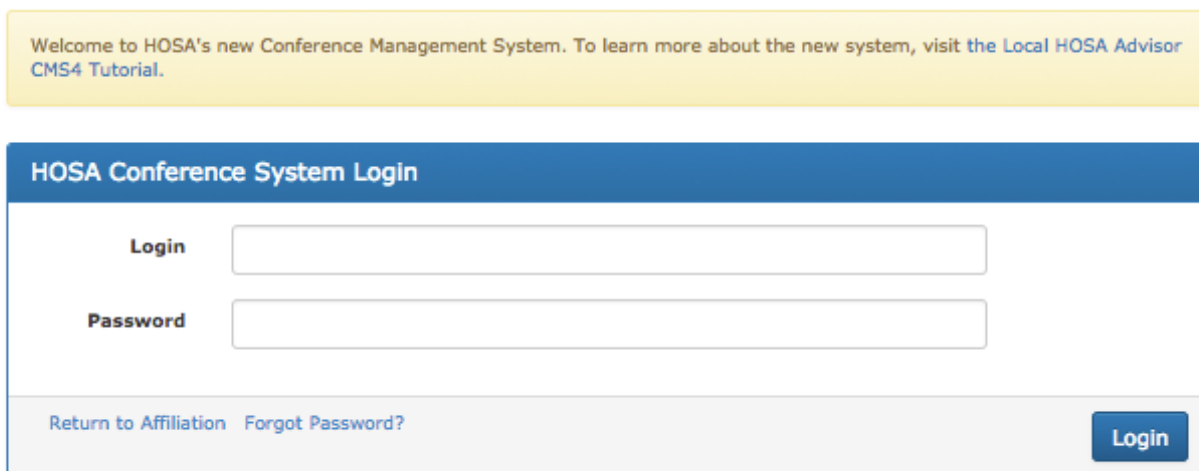
REGISTER YOUR STUDENTS FOR ON-LINE TESTING

1. Please log in as if you were affiliating your HOSA students at the [Local Chapter Advisors Log In](#) website. This is also the site where proctors and students will login to take their online tests.
 2. Select [Click to Proceed to Chapter Membership and Conference Registration](#)



The screenshot shows a website header with a "Main Menu" link on the left and the HOSA logo on the right. The logo consists of the word "hosa" in a stylized font with a triangle above the 'o', and the tagline "future health professionals" to its right. Below the header, there are two main content areas. The first is titled "Chapter Affiliation" and contains a list of links: "Read the Chapter Affiliation Instructions", "Complete the Affiliation Application", "View and Print an Affiliation Account Statement (PDF)", "View and Print a Membership Directory (PDF)", and "Export Chapter Data". The second area is titled "Conference Registration" and contains two links: "Conference Registration" and "Identify Proctors for Online Testing".

3. Select [Conference Registration](#) to Register Students and log in to the Conference Management System.



The screenshot shows a yellow banner at the top with the text: "Welcome to HOSA's new Conference Management System. To learn more about the new system, visit the [Local HOSA Advisor CMS4 Tutorial](#)." Below the banner is a blue header for "HOSA Conference System Login". The main content area has two input fields: "Login" and "Password". At the bottom left, there are links for "Return to Affiliation" and "Forgot Password?". At the bottom right, there is a blue "Login" button.

- This is your Conference Registration Dashboard. Select Online (Regional) Testing and click [Begin Registration](#) to register your affiliated students for their online tests.

The dashboard shows three conference cards with the following data:

Conference Name	Registration Dates	Conference Dates	Events	Activities	Attendees	Fees Charged	Fees Paid	Balance
2017 Washington Leadership Academy	08/02/2017 - 08/22/2017	09/16/2017 - 09/22/2017	0	2	0	\$0.00	\$0.00	\$0.00
AMSUS Conference - Washington, D.C.	10/19/2017 - 11/15/2017	11/27/2017 - 11/27/2017	0	0	0	\$0.00	\$0.00	\$0.00
Colorado HOSA Online (Regional) Testing	10/25/2017 - 11/22/2017	12/03/2017 - 12/09/2017	36	0	1	\$2.00	\$0.00	\$2.00

- Click [Red Plus Sign](#) to begin registering your students

The page displays the following information:

Registration Summary

Attendees	Options/Activities	Events	Amount Due	Amount Paid	Balance
0	0	0	\$0.00	\$0.00	\$0.00

Registrations (Empty table with columns: ID, Name, Type, Registration Details and Fees, Total Fee)

Payments (Empty table with columns: ID, Date, Description, Amount)

6. Members who are already affiliated will show up in this menu. Click Register next to their name to enter them into their online tests.

Colorado HOSA, Colorado Community College System

Members not Registered for Colorado HOSA Online (Qualifying) Testing				
	Member ID	Name	Type	Email
Register	1652201	Bell, Tara	PR	tara.bell@cccs.edu
Register	1652202	Hoepfner, Cynthia	PR	Cynthia.Hoepfner@cccs.edu
Register	1652203	Lecoq, Cindy	PR	Lauren.Wojcik@cccs.edu
Register	1652204	Wojcik, Lauren	AV	lauren.wojcik@cccs.edu

7. Student Profile will display.

Colorado HOSA Online (Qualifying) Testing : Lauren Wojcik, Colorado HOSA, Colorado Community College System, Colorado

Registration Type

- Middle School
- Postsecondary/Collegiate
- Secondary

Contact Information

First Name <input type="text" value="Lauren"/>	Last Name <input type="text" value="Wojcik"/>
Email <input type="text" value="lauren.wojcik@cccs.edu"/>	
Organization <input type="text"/>	
Title <input type="text"/>	
Address <input type="text"/>	
City <input type="text"/>	State <input type="text"/>
Zip <input type="text"/>	Gender <input type="text" value="Female"/>
Home Phone <input type="text" value="720-326-7941"/>	Mobile Phone <input type="text"/>

Options/Activities Add Options/Activities ▾

Option/Activity	Cost
Not registered for any Options/Activities	

Competitive Events Register for Competitive Events ▾

Competitive Event	Schedule
Not registered for any Events	

8. Select the events this student will be participating in and indicate the team that they are on. Click Submit.

Options/Activities Add Options/Activities ▾

Option/Activity	Cost
Not registered for any Options/Activities	

Competitive Events Register for Competitive Events ▾

Competitive Event	Schedule
Not registered for any Events	

- Biomedical Debate
- Biomedical Laboratory Science
- CERT Skills
- Clinical Nursing
- CPR/First Aid
- Creative Problem Solving
- Dental Science
- Dental Terminology
- Emergency Medical Technician
- Epidemiology
- Forensic Medicine
- Healthcare Issues Exam
- Healthy Lifestyle
- Home Health Aide

9. Add team members (for team events only)

Competitive Events Register for Competitive Events ▾

Competitive Event	Schedule	Cost
Biomedical Debate	<input type="text" value="Tara Bell"/> <input type="text" value="No results match 'Tara Bell'"/>	\$2.00 Delete

Save
Cancel

10. Students who are successfully registered will display in a table at the top of the page.

Affiliation Help
Colorado HOSA Online (Qualifying) Testing Logout

▼ Colorado HOSA Online (Qualifying) Testing Registrations for Colorado HOSA, Colorado Community College System (CO001)

Registration Summary

Attendees	Options/Activities	Events	Amount Due	Amount Paid	Balance
1	0	1	\$2.00	\$0.00	(\$2.00)

Registrations +

ID	Name	Type	Registration Details and Fees	Total Fee
795964	Wojcik, Lauren	SS	Secondary Registration Biomedical Debate: Team ?	\$0.00 \$2.00 \$2.00

Payments

ID	Date	Description	Amount
Empty			

THE COSTS

The cost for online testing is \$2.00 per online test. Students who wish to take the Health Care Issues Exam will have the \$2.00 testing fee as well.

Competitors who advance to State Leadership Conference will have to register online and submit the registration fee required to attend that conference.

If a student did not place in an online test, they may register for an event(s) without a test. The number of competitors per chapter in all 'non-qualifying' events, however, remains at 3 per event (unless otherwise noted) per chapter.

PREPARING FOR ONLINE TESTING

- Secure a testing site that will accommodate the number of students you will be testing each day of the testing window dates.
- Secure a Non-Health Science/HOSA Testing Proctor. This person will receive the secure password from Colorado HOSA to log your students into the system when they report to test. Suggestions include campus librarian, counselor, administrator, etc. **You (the teacher) may not be in the room.**
- Affiliate your chapter(s) and competitors with National HOSA by **December 31, 2017**.
- Scan and e-mail the Confidentiality Agreement signed by the Testing Proctor and the Testing Agreement, completed by the teacher, to Colorado HOSA on or before November 25, 2017.
- Register students using the Online Registration System by November 25, 2017. Print a copy for your records and mail registration with fee payment to:
 - **Colorado HOSA, 9101 E. Lowry BLVD. Denver, CO 80230**
- Payment must be postmarked by **DECEMBER 15, 2017**
- Colorado HOSA's testing window is **December 4-8, 2017**

WHAT DO I NEED TO KNOW ABOUT ONLINE TESTING?

All tests will be available at any time during the four day testing window. A proctor (**non Health Science/HOSA**) must be available to access the online system with the student's participant ID and password. Test sessions will be timed in accordance with HOSA guidelines. Timing of the test session will begin when the test items/questions are presented, **not** when the first question is answered. Responses will be automatically submitted when the time expires.

The entire test is accessible throughout the test session. Please review the use of scroll bars with competitors prior to testing and remind them **not** to close the testing window (**don't click on the "X"!**). Closing the test window terminates the test without scoring and disqualifies the competitor in this event. Should you have problems submitting the test, **do not close (X) the testing window**. If you experience difficulty while accessing the system or during the testing session, contact Lauren Wojcik at 720.858.2376 or 720.326.7941 (cell). If you are testing team members in any events, they must test on the **same day and time** or their test will be voided.

Although a competitor's test will be scored upon submission, the score will not be available to the competitor or the advisor. Colorado HOSA staff will distribute results electronically to the Colorado HOSA State Advisor once testing is complete. Lauren Wojcik will e-mail the Round 2 competitors by 10:00 p.m. on January 26, 2015.

CONFIDENTIALITY AGREEMENT

Test Proctor

Colorado HOSA Online Competitive Events Testing

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.

I understand that access to testing will be monitored by the vendor and inconsistencies will be reported to the Colorado 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 school.

Proctor Name(Please Print):
School Name
Name of Testing Site (computer lab, library etc.)
Proctor's Phone Number
Proctor's Email Address
Proctor's Position with District
Proctor's Signature:

This form must be returned to the Colorado HOSA office before access will be granted to the testing materials.

ONLINE TESTING AGREEMENT

Instructor

Colorado HOSA Online Competitive Events Testing

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 of the testing and competitive process, I further understand that 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.

I understand that access to testing will be monitored by the vendor and inconsistencies will be reported to the Colorado 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 school.

Instructor/ Advisor Name: _____

Instructor/Advisor Signature: _____

School Name: _____

Chapter Number (s): _____

This form must be returned to the Colorado HOSA office before access will be granted to the testing materials.