

LOCAL CHAPTER ADVISOR & PROCTOR INSTRUCTIONS FOR STUDENT ONLINE TESTING

1. The Local Chapter Advisor will register a Proctor for their Local Chapter through the HOSA Management System no later than **February 24, 2024, by midnight**. For a short video to walk you through the steps, click [HOSA - Registering a Proctor - YouTube](#)
2. By **March 1, 2024**, both the Local Chapter Advisor and the Proctor will receive an email with instructions, from schosa@outlook.com , for online testing. The Local Chapter Advisor may not be present during testing of Local Chapter members.
3. The email to the Proctor will include the Proctor ID and Password. Student IDs and Passwords for all competitors from the Local School District will be available to the Proctor once logged into the HOSA Management System. The Proctor will need to share the Student IDs and Passwords on the day of online testing. The Proctor may print and share per individual or log in for each Competitor. If you have a lot of students testing, I suggest printing the student's credentials and handing them out when you are ready to begin testing.
4. On the day of testing, have each competitor access <https://testing.hosa.org/>.
5. Once logged in, competitors click "Take My Test" located near the top of the screen on the right side.
6. Competitors will then enter their Student IDs and Passwords that were available to the assigned Proctor through the HOSA Management System. These IDs and Passwords are case sensitive and should remain confidential until the student is ready to login to test.
7. Competitors will click "BEGIN TEST" to start the test. They will see a timer on the lower right portion of their screen regarding the time remaining. The test will automatically shut off if/when time runs out.
8. If competitors receive an ERROR message or have any difficulty completing the exam, the assigned Proctor should contact HOSA Headquarters at 800-321-HOSA. If unable to reach HOSA Headquarters, please call or text Angel Clark on her cell 803-960-7965. Between the hours of 7:00 AM and 5:00 PM during the week of March 4-8, 2024, only. If there is no answer leave a message or email aclark@ed.sc.gov Make sure to leave a name, school, testing issue, and contact number to return your call.