

## LOCAL CHAPTER ADVISOR & PROCTOR INSTRUCTIONS FOR STUDENT ONLINE TESTING

### LOCAL CHAPTER ADVISOR INFORMATION

1. The Local Chapter Advisor will register a Proctor for their Local Chapter through the HOSA Online Management System no later than **February 21, 2026, by 11:59 PM**. For a short video to walk you through the steps, click [HOSA - Registering a Proctor - YouTube](#)
  - a. **Proctors should be school representatives who do not have content knowledge of any HOSA event (Admin, School Counseling, Non-Medical related CTE Teacher, etc.)**
2. The Local Chapter Advisor will schedule the online testing session for all of the chapter's Round 1 and NGL-ATC tests, Healthcare Issues Exam, and the Extemporaneous Writing-Health Policy event.
  - i. **For Extemporaneous Writing-Health Policy event, you must email Stacie Elwood @ [competitiveevents@schosa.org](mailto:competitiveevents@schosa.org) with the date you will be administering this specific event. I will email the proctor with the prompt for this event at least 1 hour prior to the submitted testing session. The proctor will provide it to the competitors with directions on how to submit. PLEASE SHARE THIS INFORMATION WITH YOUR PROCTORS!**
  - b. All competitors in a specific event must test independently, but at the same time.
  - c. No electronic devices (other than a laptop) are allowed in the testing area.
  - d. Ensure all competitors have their own charged device and the additional equipment below if applicable
    - i. Basic 4-function calculator for the following:
      1. Allied Health Statistics
      2. Anatomy and Physiology
      3. Biochemistry
      4. Biotechnology-also needs a hardcopy Periodic Table
      5. General Chemistry-also needs a hardcopy Periodic Table
      6. Math for Health Careers (Middle School)
      7. Math for Health Professionals
      8. Organic Chemistry-also needs a hardcopy Periodic Table
      9. Physics College
      10. Pharmacy Science
3. Local Chapter Advisors MAY NOT be present in the room/area where online testing is taking place.

## PROCTOR INFORMATION-PRIOR TO TESTING SESSION

1. **Monday, February 23, 2026**, via email, proctors will be provided a Proctor Username and Password to log in at the following link: <https://testing.hosa.org/>
2. Prior to the day of testing, use the provided username/password to log in as the Online Test Proctor and become familiar with the online testing platform. Proctor Demo Video: [https://drive.google.com/file/d/1rLBVdKLfBg9qaQTHj1KtYojG3BwBCqv/view?usp=drive\\_link](https://drive.google.com/file/d/1rLBVdKLfBg9qaQTHj1KtYojG3BwBCqv/view?usp=drive_link)
  - a. Once logged in, you will see:
    - i. Proctor reminders
    - ii. Script to review regarding the process
  - b. **Click the Next button** at the bottom of the page to view students' login information and the events that students are registered to test.
3. Print the students' login credentials so they are ready for the scheduled testing session. Login information must not be distributed to students until immediately before logging in to the actual test session.
  - a. At the top of your Proctor Dashboard, you will choose *All Active Tests* and click Export
    - i. Open the downloaded Excel file to ensure student passwords that begin with the number "0" are exported correctly.
4. Please review the *HOSA Cell Phone and Smart/Electronic Device Policy* below:
  - a. During testing events, competitors must turn OFF cell phones or smart/electronic devices, including watches. These **MUST** be placed in a backpack or other storage container. Belongings should be placed against a wall away from the testing area. Manual watches are acceptable to wear during testing.
5. Please review the *HOSA Ethics Policy* regarding online testing proctors below:
  - a. Online Testing Proctors must act in a manner to ensure valid and reliable results and to ensure test security and integrity. All confidential Materials are kept strictly confidential and are not disclosed to any unauthorized individuals, including HOSA student members and local advisors. Online tests are to be administered in a positive and quiet testing environment that is the same for all testers. Proctors will ensure that test-takers adhere to the online testing rules, which include: no talking, no cell phone/smart watch use, no textbook use, no internet use outside of the testing browser, no notes, and no electronic devices.

## PROCTOR INFORMATION-DAY OF TESTING SESSION

1. Check the photo ID of all students to ensure the person testing is who is registered. Make sure all cell phones or smart/electronic devices including watches are in backpacks and against a wall.
2. Students are not allowed to look at notes/books/online resources/or talk to others during testing.
3. Students taking the same test should be separated. (this applies for team events also)
4. Provide competitors with their printed login credentials
5. Please SAY:

***This is the SC HOSA SLC online testing session. You should not be sitting next to another competitor or team member for the same event. Please listen carefully as I give you directions on taking this test.***

***This is a secure test. During this test, you may not have any electronic or other device with you that can be used for communication, timing, imaging, or accessing the internet. These devices include, but are not limited to, tablets, smart phones, cell phones, mp3 players, e-readers, smart watches, or any other electronic or photographic devices.***

***If you have not already done so, please turn OFF cell phones or smart/electronic devices, including watches. These MUST be placed in a backpack or other storage container. Belongings must be placed against a wall away from the testing area. Manual watches are acceptable to wear during testing. You may not use any device to copy, save, transmit, or publish any test content. If you are wearing a watch with an alarm, you must make sure it is turned off now. I will collect all prohibited items for return at the end of the testing session at this time.***

**(Proctors should visually check and ensure laptops are the only device at the testing area.)**

6. Have each competitor access <https://testing.hosa.org> and log in using the printed username and password you provided.
7. When all students are logged into the HOTS (HOSA Online Testing System), **SAY:**

***You are about to complete a Round 1 qualifying exam, Healthcare Issues Exam, or a National Geographic Learning-ATC Test. If you are on a team, your team's average test score will determine if you qualify for your event's Round 2 portion at the SC HOSA State Leadership Conference. The results will be posted on the State Leadership Conference page of the SC HOSA website and the SC HOSA App immediately following the Opening Session on Wednesday, March 11th.***

***Please listen carefully as I give you directions on taking this test.***

***This is a secure test. During this test, you may not have any electronic or other device with you that can be used for communication, timing, imaging, or accessing the internet. These devices include but are not limited to, tablets, smart phones, cell phones, mp3 players, e-readers, smart watches, or any other electronic or photographic devices.***

***PAUSE (and collect all devices or ask students to stow them securely)***

**You may not communicate with others, and may not talk during the test. You will take your assigned test independently without any collaboration.**

**At this time, I would like to remind you of the HOSA Ethics Policy:**

**As future health professionals, HOSA members are held to a higher standard regarding their ethical behavior as competitors. HOSA members should follow the HOSA rules and act with honor at all times. Use of web search engines, online question-and-answer sites, discussion forums, or chat services to look up answers is prohibited. Any attempt to gain an unfair advantage will not be tolerated. Violation of the ethics rules will be severely penalized and could include forfeiture of awards, recognition, or other HOSA privileges as deemed appropriate.**

8. Now, click “**Begin Test**” for each test you are proctoring on your Proctor Dashboard. When the test begins successfully, it will show in your Test Administration History on this page.
9. As soon as you see all tests in your history, SAY:

**You may now click Begin Test to start your test. You will see a timer on the lower right portion of your screen. The test will end automatically when the time limit is reached. If you have any problems during the test, please raise your hand.**

10. Walk around the room while the competitors are taking the exam as needed.
11. Log out of the HOSA Management System once the last competitor’s online exam is complete

Proctor Testing Support (8:00 AM-6:00 PM-February 25, 26, 27, and March 2, 3, 4, 2026 ONLY)

- HOSA Technology Support
  - 1-562-317-0815 or [support@hosa.org](mailto:support@hosa.org)
- SC HOSA Technology Support
  - Stacie Elwood
  - 843-597-9239 or [competitiveevents@schosa.org](mailto:competitiveevents@schosa.org)
    - Make sure to leave a name, school, testing issue, and contact number to return your call.