

# HOSA Online Testing System

## Instructions for local Advisors and Proctors

1. The chapter advisor must designate a proctor for the testing process
2. Login as the chapter advisor and select "Identify Proctor for Online Testing" from the Conference Registration menu options.
3. You will need the first and last name for the proctor as well as their e-mail address.
4. Enter the proctor information and click submit.
5. You can enter multiple proctors if there will be different individuals administering the exams.
6. After you submit the proctor(s) information they should appear in the update proctor information section of the screen. If the information is correct then click save changes.
7. Please let the proctor know that they should be looking for an e-mail from National HOSA with their User ID, Password, and a link to access the HOSA Online Testing System.

### Proctor Instructions:

1. The proctor will receive an e-mail with their User ID, Password and a link to access the HOSA Online Testing System.
2. Prior to the scheduled testing time the proctor should test their User ID and Password and make sure they have access to the HOSA Online Testing System.
3. Once they have logged-in they will see a screen that says

*HOSA Online Testing System -- Thank you for acting as a proctor for HOSA's Online Testing System. You should have received an e-mail that included detailed instructions on the process. Please review that information prior to continuing.*

4. At the bottom of the message above there will be a link that says "proctor an exam." Please click the link to proceed.
5. The next screen is the Proctor Test Administration screen. There should be a drop down menu that says select a test. Please select all tests from the list and click GO.
6. Once all of the test have loaded it is recommended that you print the screen with the instructions, script and a list of the student ID's and Passwords.
7. On the day of testing once all of the students have logged in successfully the proctor will click Begin Test for all of the participants that are testing. Then the proctor will instruct the students to click begin test.

### Student Process:

1. If possible prior to the test beginning please have all computers on and pointed to the following web address <http://www.hosa.org/hosaconf/> If not when the students arrive have them access the address .
2. The first item on the web page accessed above is Take a Test. The student will click the link that says take my test and enter the ID and password provided for them on your proctor administration site.
3. Once logged in they will see a link to begin test. The proctor will click begin test on their computer then the students will click begin test and testing will commence.