



On-Line Testing Packet Alaska HOSA 2018

January 2018

2018 ALASKA HOSA COMPETITIVE EVENTS

ON-LINE TESTING OVERVIEW

To maximize resources for both Alaska HOSA and local school districts, Alaska HOSA is pleased to offer on-line testing for all written tests prior to the State CTSO Conference, scheduled for March 2018. This is a process Alaska 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 CTSO 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)

Alaska HOSA State Competitive Events Tests will be delivered via HOSA’s on-line testing system during the assigned testing period. The assigned testing period is a 13-day window: **February 22-March 6, 2018**. 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 Alaska HOSA requires a test Proctor that is not affiliated with the Health Science program or a HOSA chapter. **HOSA Chapter Advisors must Register their Proctor, see page 8 of this packet.**

A student can be registered for 3 events; only 2 can be Knowledge written tests (100 questions) (additionally, the pilot knowledge test- Chiropractic and the State Officer Tests are not counted toward the 2-test limit). There is no limit to the number of students a chapter can register for an on-line test. (Except, only 3 teams per chapter for HOSA Bowl, which has a Round One written-online test)

Let the HOSA State Advisor know if you have any questions and stay tuned for more details!
Andrea Gelvin-agelvin@gci.net, 907-978-6574

2018 ALASKA HOSA COMPETITIVE EVENTS

ON-LINE TESTING

Pending any changes/deletions once conference registration closes at midnight AKT on Tuesday, January 16, 2018, which means registration must be completed by January 16, 2018, the following tests will be administered using the on-line system:

Health Science Events

Medical Spelling
Medical Terminology
Medical Math
Medical Reading

Knowledge Tests

Behavioral Health
Dental Terminology
Human Growth and Development
Pathophysiology
Medical Law and Ethics
Pharmacology
Nutrition
Transcultural Healthcare
Chiropractor (Alaska pilot)

Health Professions Events

Biomedical Laboratory Science
Nursing Assisting
Sports Medicine
Veterinary Science

Emergency Preparedness Events

CPR/First Aid
EMT (also appropriate for ETT students)
Epidemiology

Teamwork Events

Creative Problem Solving
Forensic Medicine
HOSA Bowl

State Officer

State Officer Test

All competitive event registration must be completed by January 16, 2018

Specific Event Information

Health Science Events

All events will have Round 2 posted for either a spell down or tie-breaker to happen on site at State CTSO Conference.

Health Professions Events

The top competitor scorers will advance to State competition for Round 2 (skills) of the event.

Emergency Preparedness Events

Students MUST be assigned a team when they are registered on-line for the State HOSA conference. However, team members are NOT required to take the on-line test at the same time or even on the same date. Instead, HOSA.org's on-line test management system will automatically calculate each team's score and rank once each team member has completed the test.

Teamwork Events

Students MUST be assigned a team when they are registered on-line for the State HOSA conference. However, team members are NOT required to take the on-line test at the same time or even on the same date. Instead, HOSA.org's on-line test management system will automatically calculate each team's score and rank once each team member has completed the test.

The top teams' raw scores will advance to the State competition for Round 2 of the events.

Cost:

The cost of the knowledge exams is included in the \$99.00 CTSO conference's student registration fee.

Dates to remember:

HOSA Affiliation Deadline

All Competitive Event Registration Deadline

Signed Proctor Agreements Sent to AK HOSA

Signed HOSA Advisor Agreements sent to AK HOSA

Deadline for Local Advisors to register Proctors on-line

Open On-line Testing Schedule for Students

Local Advisors' Notification of Written Test Winners

State CTSO/HOSA Conference in Anchorage

January 16, 2018 midnight AKT

January 16, 2018 midnight AKT

February 21, 2018 midnight AKT

February 21, 2018 midnight AKT

February 21, 2018 midnight AKT

February 22 - March 6, 2018

March 9, 2018

March 22 - March 24, 2018

PREPARING FOR ON-LINE TESTING

- Affiliate your chapter(s) and competitors with the Alaska State HOSA Advisor by **January 16, 2018**.
- Register students using the On-line Conference Registration System by January 16, 2017.
- Secure an on-line 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/Non-HOSA Testing Proctor or Proctors. This person will receive the secure password from Alaska HOSA to log your students into the system when the students report to test. Suggestions include campus librarian, counselor, administrator, other teachers, parents, adult volunteers, etc. You (the HOSA Chapter Advisor) may not be in the room.
- **HOSA Chapter Advisors must Register their Proctor, see page 8 of this packet.**
- Scan and email the signed Test Proctor Confidentiality Agreement, found on page 6 of this document, on or before **February 21, 2018**. Scan and e-mail to both Shawn.glenn@matsuk12.us and agelvin@gci.net.
- Scan and email the signed HOSA Advisor Confidentiality Agreement, found on page 7 of this document, on or before **February 21, 2018**. Scan and e-mail to both shawn.glenn@matsuk12.us and agelvin@gci.net.
- Register the Proctors on HOSA.org, using the instructions found on page 8 of this document by February 21, 2018. The same place you registered students.
- Alaska HOSA's on-line testing window is **February 22 to March 6, 2018**.

Things to Know About On-line Testing

All tests will be available at any time during the thirteen-day testing window. A Proctor (**non-Health Science/non-HOSA adult**) must be available to access the on-line system. Test sessions will be timed in accordance with HOSA guidelines.

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. 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 Andrea Gelvin at 907-978-6574.

Although a competitor's test will be scored upon submission, the score will not be available to the competitor or the advisor. The HOSA State Advisor will e-mail the Round 2 competitors' Chapter Advisors with the test results by 12:00pm on Friday, March 9, 2017.

CONFIDENTIALITY AGREEMENT (Test Proctor) **Alaska HOSA On-line 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 and inconsistencies will be reported to the Alaska 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 Alaska HOSA office before access will be granted to the testing materials.

ON-LINE TESTING AGREEMENT (HOSA Advisor)

Alaska HOSA On-line 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 HOSA Advisors are not allowed to access or view tests at any time, nor are allowed to question Proctors or students about test content.

Maintaining test item security prohibits any HOSA Advisor 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 others to view test content.

I understand that access to testing will be monitored and inconsistencies will be reported to the Alaska 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.

HOSA Advisor Name (Please Print)

HOSA Advisor Signature

HOSA Chapter Name

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

How to Register Proctors on the HOSA Website

Go to: <http://hosa.org/> . Click on “Login”.

Log on as:

Local Chapter Advisors

Charter: Password:

Once logged in as “Local Chapter Advisor”, you will see the screen options below:

Chapter Affiliation

- [Read the Chapter Affiliation Instructions](#)
- [Complete the Affiliation Application](#)
- [View and Print an Affiliation Account Statement \(PDF\)](#)
- [View and Print a Membership Directory \(PDF\)](#)
- [Export Chapter Data](#)

Conference Registration

- [Conference Registration](#)
- [Identify Proctors for On-line Testing](#)

Click on: **Identify Proctors for On-line Testing**. This will bring you to the following screen, where you will enter each Proctor. Note that an email address is mandatory for each Proctor because the Alaska State HOSA Advisor will email test instructions and log-in information to each Proctor.

HOSA On-line Testing System: Proctor Management

Create a New Proctor			
First Name:	<input type="text"/>	Last Name:	<input type="text"/>
E-mail Address:	<input type="text"/>	<input type="button" value="Submit"/>	

Once the signed Test Proctor Confidentiality Agreement has been received via email or fax by the Alaska State HOSA Advisor, and the Local Chapter Advisor has registered the Proctor on HOSA.org (see page 8), then the Proctor will receive emailed instructions on administering the on-line tests. Please have the Proctor complete their agreement form completely.