



## DELAWARE HOSA ONLINE TESTING INSTRUCTIONS

### Selecting a Proctor:

1. HOSA Advisors should select the proctor for their school. **Proctors should not be a Health Science teacher and can be a librarian, Student Activities Coordinator (SAC), administrator or school counselor.**
2. Once a proctor has been selected, they must be registered.
  - To register a proctor:
  - Visit [www.hosa.org](http://www.hosa.org) and click log in at the top right corner;
  - Enter the chapter number and password to log in;
  - At the bottom of the page, click Identify Proctors for Online Testing;
  - Enter the first name, last name, and email address of the proctor;
  - Click Save.

NOTE: If using a proctor for a second year, their name may be listed. If so, they are already registered. If a name is listed that you are not using as a proctor, YOU MUST OVERRIDE their record with a new proctor. If you do not, they will receive all the proctor emails.

You can correct or change the information at any time by typing into the bottom of the screen and clicking save changes.

3. The proctor will receive an email with a user name and password a few days before the start of testing. This will be needed to log in to view the students who should be taking the tests.

### Proctoring a test:

1. The proctor will go to [www.hosa.org](http://www.hosa.org) and click "log in" at the top right corner of the screen;
2. The proctor will enter the username and password that was provided. If the proctor does not have a username and password, they should contact Rozie Townsend at [Rozie.Townsend@doe.k12.de.us](mailto:Rozie.Townsend@doe.k12.de.us)
3. The Proctor will provide students with login credentials, begin the test, actively monitor the room to make sure tests are secure, and make sure proper test etiquette is observed. Talking, sharing answers, reviewing notes, cell phones and Internet use are strictly prohibited during the test.

### Taking a test:

1. Students will visit [www.hosa.org](http://www.hosa.org) and click on "log in" at the top right corner of the screen;
2. Students will click on "take a test";
3. The proctor will provide the student's log in and password or the proctor can enter the information for the students;
4. The students will follow the instructions on the test.

NOTE: Testing can only be completed during the pre-determined testing period. Substitutes can participate in taking a test; however, must be listed as a substitute and be registered as a National HOSA member. *If a student experiences an error during testing, please contact [rozie.townsend@doe.k12.de.us](mailto:rozie.townsend@doe.k12.de.us) immediately.*

**Instructions:** Complete the testing schedule for your school by placing specific testing times for each of the testing sessions clearly in the boxes below. Write in actual times and not class periods (write 8:05-9:15 and not period 1). Testing window is 8:00 am – 4:00 pm. All testing should begin before 4pm. Students will have 60 or 90 minutes for testing, depending on the competitive event. For more information on competitive events visit [hosa.org](http://hosa.org). Testing will be monitored by the Delaware HOSA leadership team for technical assistance purposes.

**Forward a pdf of the completed testing schedule to [Rozie.Townsend@delawarehosa.org](mailto:Rozie.Townsend@delawarehosa.org) by 8pm on 1/31/2025.**

**Name of School:**

|                            | 2/17 | 2/18 | 2/19 | 2/20 | 2/21 | Proctor Name<br>(please print) |
|----------------------------|------|------|------|------|------|--------------------------------|
| Biotechnology              |      |      |      |      |      |                                |
| Behavioral Health          |      |      |      |      |      |                                |
| CPR/First Aid              |      |      |      |      |      |                                |
| Dental Science             |      |      |      |      |      |                                |
| Dental Terminology         |      |      |      |      |      |                                |
| EMT                        |      |      |      |      |      |                                |
| Epidemiology               |      |      |      |      |      |                                |
| Forensic Science           |      |      |      |      |      |                                |
| Health Informatics         |      |      |      |      |      |                                |
| Human Growth & Development |      |      |      |      |      |                                |
| Medical Assisting          |      |      |      |      |      |                                |
| Medical Law & Ethics       |      |      |      |      |      |                                |
| Medical Math               |      |      |      |      |      |                                |
| Medical Reading            |      |      |      |      |      |                                |
| Medical Terminology        |      |      |      |      |      |                                |
| Nurse Assisting            |      |      |      |      |      |                                |
| Nutrition                  |      |      |      |      |      |                                |
| Occupational Therapy       |      |      |      |      |      |                                |
| Pathophysiology            |      |      |      |      |      |                                |
| Pharmacology               |      |      |      |      |      |                                |
| Physical Therapy           |      |      |      |      |      |                                |
| Sports Medicine            |      |      |      |      |      |                                |
| World Health & Disparities |      |      |      |      |      |                                |