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 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 username 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 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 Corinne Stayton at *cstayton@delawarehosa.org*
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 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, the person must be listed as a substitute on the form. *If a student experiences an error during testing, please contact* Corinne Stayton, *cstayton@delawarehosa.org, 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 https://hosa.org/guidelines/. Testing will be monitored by the Delaware HOSA leadership team for technical assistance purposes.

- ==**Please download and complete the "Online Testing Scheduling & Proctor Sign Up Form" excel spreadsheet and email the completed testing schedule to Rozie.Townsend@delawarehosa.org by 8pm on 1/30/2026.**==

Name of School:_____

	2/16	2/17	2/18	2/19	2/20	Proctor Name (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						

SAMPLE SHOWN (DO NOT USE)