

State Qualification Testing Proctor Information

2023- 2024 Proctor Types:

- In-Person Online SQT Proctors
- Virtual Online SQT Proctors (**Virtual Schools Only**)

The following rules apply to ALL types of exam proctoring:

- Online testing will be open 24 hours a day January 10-18, 2024. Students may test at any time during this week; however, **if you have multiple students taking the same test, they must all test at the same time.** If the event is a team event, all team members must take their individual tests at the same time. You will need to recruit a proctor who must be present for every testing period. It is a good idea to have back-up proctors on stand-by just in case your original proctor is sick or unable to help for some reason.
- We suggest setting your testing time early in the week, so that if something comes up (students absent, computer problems, snow day, etc.) you have the rest of the week to get the students tested. Do not wait until the last day in case you experience technical problems or winter weather.
- In order to uphold the integrity of our tests, we will not grant any additional testing times past the testing window. If a student happens to be sick the day of testing, either all the students must agree to wait and test once that student arrives back to school or the student who is sick will have to forfeit. With this in mind, it is recommended to fill the team events to the maximum number available to compete.
- Advisors cannot be present in the testing room for ANY reason. All tests will be available at any time during the testing window. A proctor (non HSTE/HOSA) must be available to access the online system for the student's participant ID and password. Test sessions will be timed in accordance with HOSA guidelines. Timing of the test session will begin when the test items/questions are presented, not when the first question is answered. Responses will be automatically submitted when the time expires. The time limit for tests with 50 questions will be 1 hour, while tests with 100 questions will be 1.5 hours.
- 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 and disqualifies the competitor in this event. Once a student logs into the online testing system, they must complete the test in that sitting. There will not be an opportunity to save data and complete the test later.
- Should you have problems submitting the test, do not close (X) the testing window.
- It is important that you do NOT wait until your chapter is testing to inform Georgia HOSA your proctor has not received their testing information. Call volume is extremely high during testing week and we answer all calls/emails in the order they are received. If your proctor has not obtained their information beforehand, they should not expect to get assistance immediately. If your students are pulled out of class to test and your proctor has no information to test with, your students will be waiting for the proctor to receive their information.
- **Georgia HOSA HQ is available for questions from 8:00am-5:00pm, Monday-Friday. If testing outside of these hours or over the weekend, please note response times may be delayed. Please use the chat feature on our website or contactus@georgiahosa.org for the quickest response.**



State Qualification Testing

Virtual/SQT Exam Proctoring

[Detailed instructions on How to Proctor an Exam Online can be found here!](#)

- Is permitted for virtual programs and those students who are at-home learners.
- When filling out the [Proctor Form](#) please verify which format you will be proctoring.
- If you select Virtual Proctoring- please email the link(s) to your zoom/ google meets/ microsoft teams exam sessions to contactus@georgiahosa.org prior to the exam beginning.