



Texas HOSA Handbook: Section G Online Testing

This section contains:

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- Online Testing Information
- Preparing for Online Testing
- Dates to Remember
- Generating Invoices
- Overview of Competitive Events

Activities and procedures within HOSA-Future Health Professionals, Texas Association are governed by the philosophy of simple fairness to all. Therefore, the policy of HOSA-Future Health Professionals, Texas Association is that all operations will be performed without regard to race, religion, sex, national origin, and other characteristics illegal as well as reasonable accommodations with disabilities and accessibility requirements on public accommodations.

STATEWIDE TEXAS HOSA AREA COMPETITIONS

ONLINE TESTING 2023

Online Testing Serves as Area Spring Leadership Competition for Health Science Events. In addition, Online Testing also provides a tool for Competitive Events with ***more than one round***. Area Spring Leadership Competition Tests will be delivered online during assigned testing period for your Area. Competitors may compete in only one event except for the Health Care Issues Exam, and/or the Officers Exam. The following tests will be administered using the online system:

Health Science Events

- Behavioral Health
- Cultural Diversity & Disparities in Healthcare
- Dental Terminology
- Health Informatics
- Human Growth and Development
- Medical Law and Ethics
- Medical Math
- Medical Reading
- Medical Spelling
- Medical Terminology
- Nutrition
- Pathophysiology
- Pharmacology

Health Professions Events

- Biotechnology
- Clinical Laboratory Science
- Clinical Nursing
- Dental Science
- Home Health Aide
- Medical Assisting
- Nursing Assisting
- Pharmacy Science
- Phlebotomy **(NEW)**
- Physical Therapy
- Sports Medicine
- Veterinary Science

Emergency Preparedness Events

- CERT
- CPR/First Aid
- Emergency Medical Technician
- Epidemiology

Leadership Events

- Healthy Lifestyles

Teamwork Events

- Biomedical Debate
- Creative Problem-Solving
- Forensic Science
- HOSA Bowl
- Parliamentary Procedure

Recognition

- Health Care Issues Exam

State

- Officer Exam

Health Science Events

Each chapter may register Four (4) competitors per event in health science events. The top 3 scorers from each Area will advance to the State Leadership Conference.

*Medical spelling will advance the top 15 raw scorers to Area Spring Leadership competition for round 2 of the event.

Health Professions Events / Emergency Preparedness/ Leadership Events

Each chapter may register two competitor/team for these events. The top 10 competitor/team scorers from each Area will advance to AREA Spring Leadership Conference competition for Round 2 (skills) of the event. Following Area Competition, the top three competitors will advance to State Competition.

Teamwork Events

Each chapter may register two team per event in teamwork event. Each member of the team will take an individual test. All members of the team must test at the same time. The online testing system tracks the time each team member is logged into the system. All team members must take the test within one (1) hour of each other. The top 10 team raw scores from each Area will advance to area competition for Round 2 of the events. The top 8 HOSA Bowl Teams and the Top 8 Teams of Biomedical Debate Teams will be seeded or Area Conference. Following Area Competition, the top 3 teams will advance to State Competition.

Recognition

Each chapter may register unlimited competitors for the Health Care Issues Exam. The top percentage from each area will advance to the State Leadership Conference.

Officer Testing

Each chapter may register four members for online officer testing. All candidates must take the Area Officer Exam Online. Those candidates scoring 70% or higher will advance to AREA for Credentialing. If an officer candidate is endorsed as a State/National Officer, those candidates will take the State Officer Exam on site at the State Leadership Conference.

Cost

The cost for online testing (including health care issues exam) is \$5.00 per online test.

Competitors who advance to Area Spring Leadership Conference from Online Testing will have to register online and submit the registration fee required to attend that conference by the set deadline. Refer to conference memos for dates.

Competitors who qualify for the Texas HOSA Spring Leadership Conference will receive a medal and be recognized for their event at the Spring Leadership Conferences.

***Qualifiers for State do not have to attend the Spring Leadership Conference.*

Once a student is registered for an online test (regardless of if they take the test and regardless of if they pass the test), they are **INELIGIBLE** to register in any other competitive event. Exceptions will be made for substitutions. Students **ARE ELIGIBLE** to register as voting delegates, courtesy corps.

PREPARING FOR ONLINE TESTING

Advisors

Secure a testing site on your campus that will accommodate the number of students you will be testing each day of the testing window.

Secure a Non-HSTE / HOSA Testing Proctor. This person will receive the secure password from HOSA, T.A. to log your students into the system when they report to the test. Suggestions include campus librarian, counselor, administrator, etc. Advisors may not be proctors.

Affiliate your chapter(s) and competitors with HOSA by November 15, 2023.

Registering Proctors

Log into apps.hosa.org as Chapter

1. Scroll down the Home page until you see Online Testing
2. A list of proctors that you have used in the past or are planning to use this school year will appear here.
3. To add a Proctor, Click the + button.
4. Fill in information and save.
5. You can click on a name and change the name and email address.

It is very important that the proctor has a valid email address (it doesn't have to be a school email.) All information will be sent to your proctor from the data that you provided us.

The screenshot shows the 'Online Testing' section of the application. At the top, there is a blue header with the text 'Online Testing'. Below it is a yellow banner with the text 'Click + below to assign a Proctor for Online Testing. A proctor is t'. Underneath is a section titled 'Proctors' containing a card for 'Villarreal, Janet' with the email 'janet.villarreal@texashosa.org' and a 'Disable' button. Below the card is a large '+ button' to add a new proctor.

The screenshot shows the 'Proctor' registration form. It has a title 'Proctor' and three input fields: 'Firstname', 'Lastname', and 'Email'. At the bottom of the form is a blue 'Save' button.

Registration Deadline

Register students and **PROCTORS** by November 15, 2023. Print a copy for your invoice and mail registration with fee payment to:

Texas HOSA
P.O. Box 640
Monahans, TX 79756

Payment Deadline

Payment MUST be postmarked on or before November 27, 2023.

Dates to Remember

Affiliation Deadline: **November 15, 2023**

Online Testing Registration Deadline: **November 15, 2023**

Fee Payment Due: **November 27, 2023**

All Areas Test: **November 28-30, 2023**

Testing Times: **7:00 AM to 5:00 PM (Central Time)**

Generating your Invoice

The invoice will not be automatically emailed to the advisor. HOSA Advisors should log in and print their own invoice. On the bottom left of your page you'll see 2 options View and Reports, click on Reports, and generate your invoice. Please see the image below. If more students are added to the initial conference registration, a separate invoice for those added students should generate an updated invoice by the advisor.

Membership • Conferences • Reports • Help 2022 Area 7 On Line Testing

▼ 2022 Area 7 On Line Testing Registrations for CC Veterans Memorial HS 7139 (61906)

Registration Summary

Attendees	Options/Activities	Events	Amount Due	Amount Paid	Balance
26	0	32	\$160.00	(\$160.00)	\$0.00

Registrations

ID	Name	Type	Registration Details and Fees	Total Fee
1518521	Bhakta, Jiya	SS	Secondary Registration	\$0.00
			Healthcare Issues Exam	\$5.00
				\$5.00
1518521	Bhakta, Jiya	SS	Secondary Registration	\$0.00
			Healthcare Issues Exam	\$5.00
				\$5.00
1518521	Bhakta, Jiya	SS	Secondary Registration	\$0.00
			Healthcare Issues Exam	\$5.00
				\$5.00
1518521	Bhakta, Jiya	SS	Secondary Registration	\$0.00
			Healthcare Issues Exam	\$5.00
				\$5.00
1518521	Bhakta, Jiya	SS	Secondary Registration	\$0.00
			Healthcare Issues Exam	\$5.00
				\$5.00
1518521	Bhakta, Jiya	SS	Secondary Registration	\$0.00
			Healthcare Issues Exam	\$5.00
				\$5.00
1518521	Bhakta, Jiya	SS	Secondary Registration	\$0.00
			Healthcare Issues Exam	\$5.00
				\$5.00
1518521	Bhakta, Jiya	SS	Secondary Registration	\$0.00
			Healthcare Issues Exam	\$5.00
				\$5.00
1518521	Bhakta, Jiya	SS	Secondary Registration	\$0.00
			Healthcare Issues Exam	\$5.00
				\$5.00
1518521	Bhakta, Jiya	SS	Secondary Registration	\$0.00
			Healthcare Issues Exam	\$5.00
				\$5.00
1518521	Bhakta, Jiya	SS	Secondary Registration	\$0.00
			Healthcare Issues Exam	\$5.00
				\$5.00
				\$0.00

View - Reports - Register Members Register Family/Guest/Other

Generate Invoice for Recent Registrations

Invoice #99544141

Invoice #99541316

Invoice #99539249

Invoice #99538983

Invoice #99538753

Registration Summary

Participant:

- Test Taking Instructions
- Read each question carefully.
- Make sure you select an answer for every question.
- Be mindful of the timer and give yourself enough time to check your work.
- Once you begin the test, do not navigate away from the test page for any reason. If you do, you may not be able to complete the test.
- If for some reason your test doesn't look like it submitted, please notify the proctor immediately, you may have to retake the test if this should happen.
- Do not use the back arrow only scroll up or down.

Proctor Instructions:

- Proctor Reminders
 - All students scheduled to take a particular test are strongly encouraged to do so at the same time.
 - Team members should be separated while taking tests. The test portion of the competition is not meant to be done as a team.
 - Students are **not** allowed to look at notes or talk to other students during testing.
 - Advisors are **not** allowed to see testing materials.
 - Try to have access to a phone during testing in case you need to contact Texas HOSA with questions.
- Before students enter the testing room, please have all the test computers already on the testing site: <https://apps.hosa.org/>
- *All Competitors from the same campus, testing in the same event must test on **the same day and time** or their test will be voided.*

Announce to the competitors:

As Future Health Professionals, HOSA members are held to a higher standard regarding their ethical behavior as a competitor.

- HOSA members are expected to follow HOSA rules and act honorably and ethically always.
- Plagiarism, copyright violation and falsification of information is inconsistent with the culture of future health professionals. Any attempt to gain an unfair advantage is unacceptable and will not be tolerated.
- Violators of the ethics rules will be severely penalized and may lead to forfeiture of any award received during the 2023 Online Testing.
- HOSA members may not consult with other members, advisors, or parents during the testing period.
- HOSA will take the necessary steps to protect the integrity of test administration.

Each of you will take a separate test today. You should not be sitting next to another competitor or team member for the same event. Please listen carefully and do not jump ahead. Doing so could cost you time or result in your disqualification.

Using the access information available below, you should now login all the students to the test. This

interface will refresh every 60 seconds to show you the status.

Once logged in, the students cannot do anything until you click BEGIN TEST for each test. When a test begins successfully, it will show in your Test Administration History on this page.

As soon as you see the test in your history, announce to the competitors:

*You may now click BEGIN TEST to start the test. You will see a timer on the lower right portion of your screen. It should be accurate, but I will announce the time remaining when it is approaching the end of the test. If you have any problems during the test, please raise your hand. Once you have finished the test by clicking Submit, please check with your proctor before you may leave the room. *

Before you panic and call the online testing hotline, try to troubleshoot the issue yourself if you receive a message like: "Access Denied" or "Your login attempt was unsuccessful".

- ✓ Are you typing the ID and password EXACTLY the way it was written in the email. Remember the letters are case sensitive.
- ✓ Are you logged in on the right day?

If you have questions or difficulties, please contact Janet Villarreal at janet.villarreal@texashosa.org or call Texas HOSA at 1-877-728-0150

OVERVIEW OF COMPETITIVE EVENTS

Health Science Events	Advances to Spring Conference	Advances to State Conference
Behavioral Health	0	3
Cultural Diversity & Disparities in Healthcare	0	3
Dental Terminology	0	3
Health Informatics	0	3
Human Growth and Development	0	3
Medical Law and Ethics	0	3
Medical Math	0	3
Medical Reading	0	3
Medical Spelling	Top 15	3
Medical Terminology	0	3
Nutrition	0	3
Pathophysiology	0	3
Pharmacology	0	3
Health Professions Events		
Biotechnology	Top 10	3
Clinical Laboratory Science	Top 10	3
Clinical Nursing	Top 10	3
Dental Science	Top 10	3
Home Health Aide	Top 10	3
Medical Assisting	Top 10	3
Nursing Assisting	Top 10	3
Pharmacy Science	Top 10	3
Phlebotomy (NEW)	Top 10	3
Physical Therapy	Top 10	3
Sports Medicine	Top 10	3
Veterinary Science	Top 10	3
Emergency Preparedness Events		
CERT	Top 10	3
CPR/First Aid	Top 10	3
Emergency Medical Technician	Top 10	3
Epidemiology	0	3
Leadership Events		
Healthy Lifestyles	Top 10	3
Teamwork Events		
Biomedical Debate	Top 8 Teams	3
Creative Problem-Solving	Top 10 Teams	3
Forensic Science	Top 10 Teams	3
HOSA Bowl	Top 8 Teams	3
Parliamentary Procedure	Top 10 Teams	3
Recognition Events		
Health Care Issues Exam	0	% Of top testers
State Events		
Officer Exam	50	

ONLINE TESTING TIME AND QUESTIONS

Health Science Events	Time	# Of Questions
Behavioral Health	90 min	100
Cultural Diversity & Disparities in Healthcare	90 min	100
Dental Terminology	90 min	100
Health Informatics	90 min	100
Human Growth and Development	90 min	100
Medical Law and Ethics	90 min	100
Medical Math	90 min	50
Medical Reading	60 min	50
Medical Spelling	60 min	50
Medical Terminology	90 min	100
Nutrition	90 min	100
Pathophysiology	90 min	100
Pharmacology	90 min	100
Health Professions Events		
Biotechnology	60 min	50
Clinical Laboratory Science	60 min	50
Clinical Nursing	60 min	50
Dental Science	60 min	50
Home Health Aide	60 min	50
Medical Assisting	60 min	50
Nursing Assisting	60 min	50
Pharmacy Science	60 min	50
Phlebotomy (NEW)	60 min	50
Physical Therapy	60 min	50
Sports Medicine	60 min	50
Veterinary Science	60 min	50
Emergency Preparedness Events		
CERT	60 min	50
CPR/First Aid	60 min	50
Emergency Medical Technician	60 min	50
Epidemiology	60 min	50
Leadership Events		
Healthy Lifestyles	60 min	50
Teamwork Events		
Biomedical Debate	60 min	50
Creative Problem-Solving	60 min	50
Forensic Science	60 min	50
HOSA Bowl	60 min	50
Parliamentary Procedure	30 min	35
Recognition		
Health Care Issues Exam	60 min	50
State		
Officer Exam	60 min	50