



Texas HOSA Handbook: Section G Online Testing

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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 2024

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
- Dental Terminology
- Health Informatics
- Human Growth and Development
- Medical Law and Ethics
- Medical Math
- Medical Reading
- Medical Spelling
- Medical Terminology
- Nutrition
- Pathophysiology
- Pharmacology
- World Health and Disparities

Health Professions Events

- Biotechnology
- Clinical Laboratory Science
- Clinical Nursing
- Dental Science
- Home Health Aide
- Medical Assisting
- Nursing Assisting
- Occupational Therapy
- Patient Care Technician
- Pharmacy Science
- Phlebotomy
- 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 \$10.00 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

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 a web 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 yellow 'Disable' button. Below the card is a large white box with a black plus sign (+) for adding a new proctor.

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

Registration Deadline

Register students and **PROCTORS** by November 25, 2024. Print a copy for your invoice and mail registration with fee payment to:

Texas HOSA
P.O. Box 1710
Monahans, TX 79756

Payment Deadline

Payment MUST be postmarked on or before December 3, 2024

Dates to Remember

Affiliation Deadline: **November 15, 2024**

Online Testing Registration Deadline: **November 25, 2024**

Fee Payment Due: **December 3, 2024**

All Areas Test: **December 10-12, 2024**

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.

The screenshot shows a web application interface for managing registrations. At the top, there is a navigation bar with "Membership", "Conferences", "Reports", and "Help" menus. The main content area is titled "2022 Area 7 On Line Testing Registrations for CC Veterans Memorial HS 7139 (61906)". Below this, there is a "Registration Summary" table and a "Registrations" table. A red circle highlights a dropdown menu in the "Registrations" table, which contains options to "Generate Invoice for Recent Registrations" and several "Invoice #" entries.

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

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

Proctor Information

Advisors, please print the following pages for your proctors

Understand that materials used for Texas HOSA competitive events testing are confidential. As Proctor you agree to maintain the confidentiality of all testing materials and understand that the security of testing is maintained by protecting all items from loss, unauthorized access, or reproduction.

Proctors may not:

- print or photocopy any test items or materials
- access or remove test materials from the secure locations
- utilize 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
- allow students to access events at times other than their scheduled testing time
- allow students to test in one event more than once
- allow advisors and others to view test content

Testing will be monitored by Texas HOSA and inconsistencies will be investigated. I further understand that compromising test security in any way may result in the disqualification of all HOSA members testing at this school.

It is recommended to have a phone with you to call Texas HOSA in case of testing questions or problems.

Medical Math: Competitors may use basic handheld calculators (no graphing calculators) for addition, subtraction, division, multiplication and square root calculations. Two pieces of scratch paper while testing may be given to Medical Math competitors by the proctor.

Pharmacology: Competitors may use basic handheld calculators (no graphing calculators) for addition, subtraction, division, multiplication and square root calculations. Two pieces of scratch paper while testing may be given to Pharmacology competitors by Proctor.

Pharmacy Science: Competitors may use basic handheld calculators (no graphing calculators) for addition, subtraction, division, multiplication and square root calculations. Two pieces of scratch paper while testing may be given to Pharmacy Science competitors by Proctor.

All scratch paper must be collected after testing and discarded by the proctor.

- 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.
- Each student is only allowed to have access to one computer.
- Proctors will monitor students by walking around the room checking on their progress.
- If any other window is opened on student's computer other than the testing site, the student will automatically be disqualified.
- Students are allowed access to a hard copy reference book while testing. (online versions of books will have to be printed to use)
- All students scheduled to take a particular test must do so at the same time. (Example: All Med Term exams must start the test within 5 min of each other) If the same test is administered at different times, all scores may be thrown out. Per school not chapter
- No online resources, personal notes, or phones allowed.
- No phones in the testing room
- Before students enter the testing room, please have all the test computers already on the testing site:

<https://testing.hosa.org/>

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 2024 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.
- **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.

* Please listen carefully and do not jump ahead. Doing so could cost you time or result in your disqualification. At this point, I will go around the room for each of you to access your test.

Proctor

Using the access information available below, you should now login all of 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, 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
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
World Health & Disparities	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
Occupational Therapy	0	3
Patient Care Technician	Top 10	3
Pharmacy Science	Top 10	3
Phlebotomy	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 Living	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
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
World Health & Disparities	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
Occupational Therapy	60 min	50
Patient Care Technician	60 min	50
Pharmacy Science	60 min	50
Phlebotomy	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 Living	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