On Line Testing

Section G

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STATEWIDE TEXAS HOSA AREA COMPETITIONS ONLINE TESTING 2017

Online Testing Serves as Area Competition for Health Science Events. In addition, Online Testing also provides a tool for Competitive Events with *more than one round.* Please see chart on page G5 and G6 for further information. HOSA Area Competition Tests will be delivered via DLG Enterprise's online testing system during the assigned testing period for your Area. Competitors may compete in only one event with the **exception** of the Health Care Issues Exam, and/or the Officers Exam. The following tests will be administered using the online system:

Health Science Events
Dental Terminology
Medical Spelling
Medical Terminology
Medical Math
Medical Reading
Knowledge Tests:
    Human Growth and Development
    Pathophysiology
    Medical Law and Ethics
    Pharmacology
    Nutrition
    Transcultural Health Care
    Behavioral Health

Health Professions Events
Biomedical Laboratory Science
Clinical Nursing
Dental Science
Home Health Aide
Medical Assisting
Nursing Assisting
Physical Therapy
Sports Medicine
Veterinary Science

Emergency Preparedness Events
CPR/First Aid
Emergency Medical Technician
CERT
Epidemiology

Leadership Events
Healthy Lifestyles

Teamwork Events
Creative Problem Solving
Biomedical Debate
Forensic Medicine
HOSA Bowl
Parliamentary Procedure

Recognition
Health Care Issues Exam

Officer Exam

Health Science Events

Each chapter may register two 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 COMPETITION FOR ROUND 2 OF THE EVENT.

Health Professions Events / Emergency Preparedness/Leadership Events

<u>EACH CHAPTER MAY REGISTER ONE COMPETITOR/TEAM FOR THESE EVENTS</u> The top 10 competitor/team scorers **from each Area** will advance to **AREA** competition for Round 2 (skills) of the event. Following Area Competition, the top three competitors will advance to State Competition.

Teamwork Events

<u>EACH CHAPTER MAY REGISTER ONE TEAM PER EVENT IN TEAMWORK EVENT.</u> <u>**EACH MEMBER OF THE TEAM WILL TAKE AN INDIVIDUAL TEST. ALL MEMBERS OF THE TEAM MUST TEST AT THE SAME TIME.**</u> <u>**THE ONLINE TESTING SYSTEM TRACKS THE TIME EACH TEAM MEMBER IS LOGGED INTO THE SYSTEM. THEY MUST START WITHIN MINUTES OF EACH OTHER AND FINISH WITHIN A REASONABLE TIME OF EACH OTHER**</u>.
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 will be seeded and the remaining 2 teams will be alternates. Following Area Competition, the top 3 teams will advance to State Competition.

Recognition:

<u>Each chapter may register unlimited competitors for the Health Care Issues Exam.</u> The top percentage from **each area** will advance to State.

Officer Testing:

Each chapter may register **FOUR** members for online officer testing. (Two candidates for Area office, one candidate for state and one candidate for National)
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.

<u>**Competitors who advance to Area Spring Leadership will have to register online**</u> and submit the registration fee required to attend that conference by set deadline. Refer to conference memos for dates.

Competitors who qualify for the Texas HOSA State Leadership Conference will receive a medal and be recognized for their event at the Area Leadership Conferences. ***Qualifiers for State do not have to attend the Area Leadership Conference.*

Once a student is registered for an online test (*regardless if the 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.

Dates to Remember:

National HOSA Affiliation Deadline:	**Tuesday, October 31, 2017**
Online Testing Registration Deadline:	**Wednesday, November 15, 2017**
Fee Payment:	**Tuesday, November 21, 2017**

All Areas will Test   November 29-30, 2017 &
December 1, 2017

OVERVIEW OF TEXAS HOSA COMPETITIVE EVENTS REQUIRING ONLINE TESTING

Health Science Events (2 per chapter)	Online Testing	Would attend Area Conference	Would advance to State Conference
Dental Terminology	Yes	0	3
Medical Spelling	Yes	Top 15	3
Medical Terminology	Yes	0	3
Medical Math	Yes	0	3
Human Growth and Development	Yes	0	3
Pathophysiology	Yes	0	3
Medical Law and Ethics	Yes	0	3
Pharmacology	Yes	0	3
Nutrition	Yes	0	3
Medical Reading	Yes	0	3
Transcultural Health Care	Yes	0	3
Behavioral Health	Yes	0	3
Health Professions Events			
Biomedical Laboratory Science	Yes	Top 10	3
Clinical Specialty	No	All	3
Clinical Nursing	Yes	Top 10	3
Dental Science	Yes	Top 10	3
Home Health Aide	Yes	Top 10	3
Medical Assisting	Yes	Top 10	3
Nursing Assisting	Yes	Top 10	3
Personal Care	No	All	3
Physical Therapy	Yes	Top 10	3
Sports Medicine	Yes	Top 10	3
Veterinary Science	Yes	Top 10	3
Emergency Preparedness Events			
CPR/First Aid	Yes	Top 10	3
Emergency Medical Technician	Yes	Top 10	3

First Aid/Rescue Breathing	No	All	3
CERT	Yes	Top 10	3
Public Health Emergency Preparedness	No	All	3
Epidemiology	Yes	0	3
MRC Partnership	No	All	3
Leadership Events			
Extemporaneous Health Poster	No	All	3
Extemporaneous Writing	No	All	3
Healthy Life Styles	Yes	Top 10	3
Health Career Photography	No	All	3
Job Seeking Skills	No	All	3
Prepared Speaking	No	All	3
Researched Persuasive Writing and Speaking	No	All	3
Interviewing Skills	No	All	3
Speaking Skills	No	All	3
Teamwork Events			
Community Awareness	No	All	3
Creative Problem Solving	Yes	Top 10	3
Forensic Medicine	Yes	Top 10	3
HOSA Bowl	Yes	Top 8	3
Parliamentary Procedure	Yes	Top 10	3
Health Career Display	No	All	3
Biomedical Debate	Yes	Top 10	3
Health Education	No	All	3
Public Service Announcement	No	All	3
Medical Innovation	No	All	3
Recognition			
Outstanding HOSA Chapter	No	All	All meeting requirements
Health Care Issues Exam	Yes	0	Top 10%

PREPARING FOR ONLINE TESTING

ADVISORS

     1. **Secure a testing site** that will accommodate the number of students you will be testing each day of the testing window (see chart for your testing window).

     2. **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 test. Suggestions include campus librarian, counselor, administrator, etc.

     3. **Affiliate your chapter(s)** and competitors with National HOSA by **October 31, 2017.**

PROCTORS (ON-LINE TESTING)

     4. **Process for On Line Testing Proctor**
You will register your proctors along with your students using the on line registration site.

You will add your proctor by selecting **ADD OTHER ATTENDEE**

NEWS FLASH! **If one person is proctoring several chapters make sure that proctor's name is consistent chapter to chapter.**

Please have your proctor's email address and phone number ready when completing your on line testing registration.

Information will be sent to your proctor from the information that you provide.

REGISTRATION DEADLINE

     5. Register students and **PROCTORS** using the Online Registration System by **December 1, 2017**. Print a copy for your records and mail registration with fee
payment to: Texas HOSA
      P.O. Box 640
     Monahans, TX 79756

PAYMENT DEADLINE

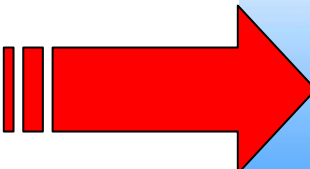6. Payment <u>MUST</u> be postmarked on or before **December 8, 2017.**

**If you are testing 2 (or 4 if 2 different chapters) competitors in Health Science Events, they must test on the <u>same day and time</u> or their test will be voided.   The same rule will apply to any member of a Team Work Event. Schools with multiple chapters must follow these rules for each event. For example, if your school has 10 HOSA chapters, all competitors in MM must test on same day; all HB must test on same day and so on.

Information to Share with your Proctor

All tests will be available between the hours of 7:30am to 5:00pm during the three day testing window. 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 or when the student clicks "submit".

◆ 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. Should you have problems submitting the test, do not close (X) the testing window.

◆ If you experience difficulty while accessing the system or during the testing session, please contact Texas HOSA Executive Director, Janet E. Villarreal, texashosa@stx.rr.com **(due to the high volume of phone calls the preferred method of communication is email; please include in your email: Area, your school name, your name, telephone # and the problem that you are experiencing).**

◆ Although a competitor's test will be scored upon submission, the score will not be available to the competitor or the advisor.

◆ The time limit for most tests with 50 questions is 1.0 hour; the time limit for tests with 100 questions is 1.5 hours. Time begins when the window appears that displays the test items/questions.

◆ Note: Your browser must have JavaScript enabled. If you have a pop- blocker it must be disabled.

◆ Each proctor will have a personalized username and password. If you are proctoring several chapters at the same school, you will have access to all student passwords. Proctors will enter their username and password (this will be emailed to you at a later time). Upon entering your username and password, you will be able to access all student passwords. https://www.answerwrite.com/proctor

◆ **You may search for student passwords in two ways**:

   o Enter the student's participant id (provided by the HOSA advisor) number and hit search; or,
   o Hit search and all of the students that you are proctoring will be listed

◆ You can find the participant number on the invoice of on line registration

Participant ID	Name / Contests / Items
1108015	**Soto, Juanita** (Advisor)
1108016	**Aguilar, Sergio** (Secondary Student) HH Home Health Aide Level: 1
1108017	**Cotham, Cameron** (Secondary Student) CP CPR/First Aid Level: 1 Team # 1
1108018	**Escalante, Michael** (Secondary Student) KB Concepts of Healthcare Level: 1
1108002	**Hobson, John** (Secondary Student) EM Emergency Medical Technician Level: 1 Team # 1
1108003	**Palma, Sergio** (Secondary Student) EM Emergency Medical Technician Level: 1 Team # 1
1108005	**Urquiza, Nancy** (Secondary Student) NA Nursing Assisting Level: 1
1108006	**Vasquez, Sarah** (Secondary Student) SM Sports Medicine Level: 1
1108007	**Votre, Dillon** (Secondary Student) CP CPR/First Aid Level: 1 Team # 1
1108008	**Wagner, Leon** (Secondary Student) PT Physical Therapy Level: 1

◆ Each student will have a different participant ID number

◆ **DO NOT** share proctor password with students.

◆ Password is case-sensitive – you will not be allowed to proceed unless both are entered correctly.

◆ Passwords will be found by clicking "PW" beside the student's ID# on the left side of the screen.

AnswerWrite Proctor

Tooney High School
Deedra Smith

Password: 12c4da8a [Get Random Password]

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◆ The username will remain their participant id. All passwords are random and will change as soon as the student logs in to test.

◆ If the student is accidentally logged out of the test, the proctor will have to log on and find the new password.

◆ With this new system proctors will have the ability to track the students; whether they have started their test and/or have finished their test.

PHOTO ID
All students must show the proctor a photo ID before the id# and password are given to the student. Please ensure that the correct student is taking the test.

◆ For student access to testing site, in the address line of your web browser (Internet Explorer or Netscape), go to the online system login screen by typing in :
http://www.answerwrite.com/hosa/tx
Or, access the login screen from the link on the Texas HOSA web page.

◆ Students will be able to log themselves in. Use the form provided by the on line testing system to help you distribute id #'s and passwords.

Proctor please read to student:

- **CONFIRM YOUR INFORMATION.** If a mistake is noted on your information, please report this to me and I will consult with your HOSA Advisor.

- You **CANNOT** make corrections on the screen.

- **CLICK ON SELECT** next to the appropriate test from the menu of tests provided.

- When the instruction screen appears, read the instructions carefully **BEFORE** pressing START TEST. Once the START TEST is pressed, the questions are presented and test timing begins.

- The test will appear on the screen. **EACH ANSWER MUST BE MARKED WITH A BLACK BUTTON INSIDE A WHITE CIRCLE IN ORDER TO BE RECOGNIZED FOR SCORING.**

- When the test is ready to be scored, press the Submit button. Double-check answers before pressing the Submit button **– ONCE SUBMITTED YOUR ANSWERS ARE FINAL**.

- Responses will be automatically submitted when the time expires **EVEN IF YOU HAVE NOT COMPLETED ANSWERING ALL QUESTIONS.**

- Once the test has been scored, a screen will appear thanking you for participating in Texas HOSA Competitive Events.

- Rankings will be tabulated for each event **AFTER** the final testing session for that event and will be posted at the on line testing registration site.

- If you bring notebooks, papers or texts to the testing room, please leave them at the front of the room.

- **NO REFERENCE MATERIAL MAY BE USED FOR ANY ONLINE TEST.**

- If you are competing in Medical Math- **YOU MAY NOT USE A CONVERSION CHART**. You may use a Calculator; however **NO CELL PHONE CALCULATORS MAY BE USED.** You can use scratch paper while testing. **ALL SCRATCH PAPER MUST BE TURNED IN AFTER TESTING**.

- Please do not chew gum or make any unnecessary noise during the time you are in the testing room.

- **YOU ARE EXPECTED TO WORK INDEPENDENTLY DURING YOUR ONLINE EXAMINATION**.

FOR PROCTOR:

◆ COMPETITORS **MAY NOT LEAVE THE ROOM UNTIL THEY HAVE COMPLETED THE TEST**. WHEN
COMPETITORS HAVE FINISHED, THEY MAY QUIETLY LEAVE THE ROOM.

◆ PLEASE DO NOT MAKE ANY UNNECESSARY NOISE WHILE YOU ARE IN THE TESTING ROOM. PLEASE PUT YOUR CELL PHONE ON VIBRATE DURING TESTING.

Event List, Times for Proctors

	Event	Time	#Q
Health Science Events	Dental Terminology	1 ½ hour	100
	Medical Spelling	1 hour	50
	Medical Terminology	1 ½ hour	100
	Medical Math	1 ½ hour	50
	Human Growth and Development	1 ½ hour	100
	Nutrition	1 ½ hour	100
	Medical Law and Ethics	1 ½ hour	100
	Pathophysiology	1 ½ hour	100
	Pharmacology	1 ½ hour	50
	Medical Reading	1 hour	50
	Transcultural Health Care	1 ½ hour	100
	Behavioral Health	1 hour	50
Health Professions Events	Biomedical Laboratory Science	1 hour	50
	Clinical Nursing	1 hour	50
	Home Health Aide	1 hour	50
	Dental Science	1 hour	50
	Nursing Assisting	1 hour	50
	Physical Therapy	1 hour	50
	Medical Assisting	1 hour	50
	Sports Medicine	1 hour	50
	Veterinary Science	1 hour	50
Emergency Preparedness	CPR/First Aid	1 hour	50
	Emergency Medical Technician	1 hour	50
	CERT	1 hour	50
Leadership Events	Epidemiology	2 hours	50
	Healthy Life Styles	1 hour	50
Teamwork Events	Creative Problem Solving	1 hour	50
	HOSA Bowl	1 hour	50
	Biomedical Debate	1 hour	50
	Parliamentary Procedure	30 min	35
	Forensic Medicine	1 hour	50
Recognition	Health Care Issues Exam	1 hour	50
Officer Exam	Officer Exam	1 hour	50