




Identify a Proctor-Healthcare Issues Exam

*Deadline February 7

Georgia HOSA highly recommends having more than one proctor in the event the main proctor is sick, out of work, etc. during the testing window.

1. Login to HOSA System with charter # and Password
2. On the homepage, click the 2nd link under Conference Registration titled “Identify Proctors for Online Testing”

Main Menu  Logoff
Activity Review

Chapter Affiliation

- [Read the Chapter Affiliation Instructions](#)
- [Complete the Affiliation Application](#)
- [View and Print an Affiliation Account Statement \(PDF\)](#)
- [View and Print a Membership Directory \(PDF\)](#)
- [Export Chapter Data](#)

Conference Registration

- [Conference Registration](#)
- [Identify Proctors for Online Testing](#) ← Click Here

3. Enter the first name, last name, and email address of proctor. Be sure you double-check the spelling of the email address. This is important in assuring the proctor receives their proctor email with testing instructions. Once entered, click submit.

*Once submitted, the proctors will show up under Update Proctor Information. In the event you need to change/update any proctor information, use this section to do so.

Main Menu  Logoff
Activity Review

HOSA Online Testing System: Proctor Management

Click Submit when done

Create a New Proctor			
First Name:	<input type="text" value="Enter First Name"/>	Last Name:	<input type="text" value="Enter Last Name"/>
E-mail Address:	<input type="text" value="Enter Correct Email Address"/>		<input type="button" value="Submit"/>

**Double-check spelling

Update Proctor Information

Disable	First Name	Last Name	E-mail
<input type="button" value="Save Changes"/>			



4. Ensure all identified proctors submit a [Proctor Form](#) by February 7.

Proctors must submit a Proctor Form AND be identified in the system in order to receive their information email on February 9. Be sure both the identification and the proctor form are complete by the February 7 deadline so that proctors receive their emails on time. Be sure to check with your proctor and ensure they have received their email with testing instructions BEFORE your testing date. Georgia HOSA emails and phone lines are extremely busy during testing week so DO NOT wait until your students are in the room testing to reach out about proctors not having emails. We do our very best to accommodate all incoming communication but seek your help with making sure everything is done ahead of time.

Email contactus@georgiahosa.org with any questions.