




Identify a Proctor

*Deadline January 9

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: Last Name: E-mail Address:

**Double-check spelling

Update Proctor Information

Disable	First Name	Last Name	E-mail
---------	------------	-----------	--------



4. Ensure all identified proctors submit a [Proctor Form](#) by January 9.

Email contactus@georgiahosa.org with any questions.