



State Qualification Testing

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HOSA makes getting started with the National Competitive Events Program simple with online testing to qualify for the State Leadership Conference. Not all competitions require qualification testing, but the majority of them do, and it is a great experience for which students to be a part. The ease of taking the test on a computer at your school for a small cost makes State Qualification Testing well worth the investment!

Due to the timing of the school break, registration deadline and the potential for inclement weather, it is highly suggested that chapters complete registration before leaving for break

Checklist to Prepare for the State Qualification Testing

- Set chapter deadlines for registration and payment
- Promote Event
- Determine student cost
- Provide students with necessary conference information, including cost by sending home this [letter](#)
- Collect student payment before registration deadline
- Secure a testing site that will accommodate the number of students you will be testing each day during the testing window
- Make sure that your school computers can access the testing site: <http://www.hosa.org/hosaconf>. As of now, the online testing link is not online, but will come available, as we get closer to the testing date. The network administrators need to know this ahead of time, so they can add it to the list of trusted sites.
- Secure non-HOSA/HSTE related testing proctor(s). This person will receive the secure password from Georgia HOSA to log your students into the system when they report to test. Suggestions include librarians, counselors, administrators, IT staff, etc.
- Make sure you “Identify Proctors for Online Testing” by January 9th by logging in as the chapter advisor, on the online affiliation system. This will allow your proctor to receive communication from Georgia HOSA. You will be responsible for adding your proctor online in the proper section. Make sure that all proctors have completed and signed the [Proctor Forms](#) and submit to Georgia HOSA by January 9th. Without this, your students will not be allowed to test.
- Have your students prepare for their event by reading the event guidelines
- Double-check your registration (correct events, students, etc.) in the online system by the registration deadline. After this time, your chapter will be charged the \$10 Registration Fee for every student listed. If a student cannot test, make sure to take them out prior to this deadline to avoid being charged. There will be no refunds for students who fail to test.
- Submit your payment to be received by January 25th to Georgia HOSA Headquarters. A late fee of \$25 will be imposed for all payments received after the 25th.
- Confirm the testing times with each of your students and ensure they know where they will be testing. Make sure that students taking the same test are all testing at the same time.
- Proctors will be emailed login instructions and a proctor script the afternoon of January 10th. Without this documentation in hand, they will not be able to log your students in for competition. Please check with your proctor(s) to make sure that they receive this information before your scheduled testing times.



State Qualification Testing

General Information

Date: January 11-19, 2018

Location: Online

Registration Fee: \$10

- 1 online test
- Digital Certificate of Participation and/or
- Digital Certificate of Excellence for students scoring in the top 40

Late Registration Fee: \$20

- Late registration is subject to availability.
- To register students after the registration deadline, fill out the Late Registration Request Form and submit online

Attendee Information Needed to Register

- Name
- Competitive Event

Required Forms

- [Proctor Form](#)

There is a tight turnaround with the registration deadline and returning from break. Georgia HOSA recommends registering students before leaving for break.

Suggested Registration Timeline

- Money Due from Students: Before December Break
- Advisor Completes Registration: Before December Break
- Georgia HOSA's Registration Deadline: January 9, 2018

Suggested Student Cost

| Item | Notes | Approximate Cost |
|------------------|-------------------------|------------------|
| Registration Fee | \$10 on-time; \$20 late | |
| Total | | |



State Qualification Testing

Deadlines

| Date | Deadline | Notes |
|---------------|---------------------------|---|
| January 9 | Registration | Last Day to Register – Must be Completed, Online by 5pm. |
| January 9 | Proctor Forms | Proctor Forms due from anyone who may proctor tests for your chapter. Proctors will receive an email on January 10th with detailed testing access instructions. |
| January 9 | Identify Proctors Online | Last Day to Identify Proctors Online (Everyone that could possibly proctor a test needs to be added online and forms submitted). If the proctor has been identified in the HOSA system and has submitted a form, the proctor should receive an email on January 10 |
| January 11-19 | Online Testing | Open all week for your proctor to administer testing. |
| January 25 | Payment to Georgia HOSA | Payment must be received by this date. If payment is not received in hand by this date, a \$25 late fee will be assessed to the chapter's account. |
| February 1 | SLC Registration Deadline | Students achieving the scores in the Top 40 will be AUTOMATICALLY added to SLC registration. You will need to remove those students who cannot attend before this date- no refunds will be given for students who are not removed. |



State Qualification Testing

Competitive Events

The following events will begin with a Qualification Test in January. The top 40 scores across the state will advance to compete at the 2018 State Leadership Conference.

* Middle School Members are Eligible to Compete

Health Science Events

- Dental Terminology
- Health Career Exploration*
- Medical Spelling
- Medical Terminology*
- Medical Math
- Medical Reading*
- KT: Behavioral Health (*National Pilot event*)
- KT: Human Growth & Development
- KT: Pathophysiology
- KT: Medical Law & Ethics
- KT: Pharmacology
- KT: Nutrition*
- KT: Transcultural Health Care

Health Profession Events

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

Emergency Preparedness Events

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

Leadership Events

- Healthy Lifestyles*

Teamwork Events

- Biomedical Debate
- Creative Problem Solving
- Forensic Medicine
- HOSA Bowl



State Qualification Testing

After the Test

- Results will be posted on the Georgia HOSA website by January 23, 2018. All students achieving scores in the top 40 will advance to the state competition. Students should be prepared for this and should know if they will be able to attend the SLC shortly after the results are posted.
- Results of students achieving a score in the Top 40 will be posted. Rankings of these scores will not be posted.
- For students placing in the Top 40 for a team event: if all students are not able to attend the State Leadership Conference, you may replace up to 50% of the team that tested in SQT. The replacement students are not required to take the qualifying test to compete at the State Leadership Conference.
- Certificates of participation and certificates for placing in the top 40 will be available to advisors after the results have been posted on the Georgia HOSA website.
- **Students achieving scores in the Top 40 will AUTOMATICALLY be registered in their event/team for the SLC. If a student CANNOT attend, you'll need to remove them from the registration for the SLC. If students are not removed before the SLC Registration Deadline, February 1st, you will be charged the registration fee for those students to attend the State Leadership Conference.**

Things to Know:

- State Qualification Testing serves as a qualification round to advance to the State Leadership Conference (SLC). Any student/team achieving a score in the top 40 in their event will advance to the SLC. Note: Not all competitive events require a State Qualification Test. Reference the [Competitive Events Quick Reference Guide](#) in the Chapter Management Guide for more details
- Online testing will be open 24 hours a day January 11-19, 2018. Students may test at any time during this week; however, **if you have multiple students taking the same test, they must all test at the same time.** If the event is a team event, all team members must take their individual tests at the same time. You will need to recruit a proctor who must be present for every testing period. It is a good idea to have back-up proctors on stand-by just in case your original proctor is sick or unable to help for some reason.
- We suggest setting your testing time early in the week, so that if something comes up (students absent, computer problems, snow day, etc.) you have the rest of the week to get the students tested. Do not wait until the last day in case you experience technical problems or winter weather.
- In order to uphold the integrity of our tests, we will not grant any additional testing times past the testing window. If a student happens to be sick the day of testing, either all the students must agree to wait and test once that student arrives back to school or the student who is sick will have to forfeit. With this in mind, it is recommended to fill the team events to the maximum number available to compete.
- A student can only take one test, but you can have several students taking the same test. If a student does not place in the top 40, they can still attend the SLC and enter an event that does not have a qualification test.
- Advisors cannot be present in the testing room for ANY reason. All tests will be available at any time during the testing window. A proctor (non HSTE/HOSA) must be available to access the online system for the student's participant ID and password. 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. The time limit for tests with 50 questions will be 1 hour, while tests with 100 questions will be 1.5 hours.
- 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. Once a student logs into the online testing system, they must complete the test in that sitting. There will not be an opportunity to save data and complete the test later.
- Should you have problems submitting the test, do not close (X) the testing window.
- It is important that you do NOT wait until your chapter is testing to inform Georgia HOSA your proctor has not received their testing information. Call volume is extremely high during testing week and we answer



State Qualification Testing

all calls/emails in the order they are received. If your proctor has not obtained their information beforehand, it is not expected that they will be able to get assistance immediately. If your students are pulled out of class to test and your proctor has no information to test with your students will waiting for the proctor to receive their information.

- **Georgia HOSA HQ is available for questions from 8:00am-5:00pm, Monday-Friday. If testing outside of these hours or over the weekend, please note there will be no one from Georgia HOSA to assist with testing questions.**

If your proctor experiences difficulty while accessing the system or during the testing session, have them contact Georgia HOSA by emailing contactus@georgiahosa.org with their question and leave a call back number. **Note: Call volume during testing week is very high and you may be sent to voicemail. Emailing with a call back number allows Georgia HOSA to assist all testing challenges in a timely manner.**

Frequently Asked Questions

Before Test

Q: There are multiple events my student wants to compete in but what if their event times overlap at SLC?

A: All students may only take ONE test.

Q: After Deadline: My student will not be testing, what do I do?

A: After the deadline, no refunds are given but you have the option to replace the student with someone else. To replace a student, email contactus@georgiahosa.org

Q: When will my proctor receive their information?

A: Proctors should receive their email with testing information by January 10

Q: Why did my proctor not receive their email?

A: Proctor emails will be sent by January 10. If your proctor did not receive their email, please ensure the proctor submitted a Proctor Form and you identified them with the correct email address in the HOSA system. If both of those items were done correctly, the email may be in your proctor's spam folder. If not in the spam folder, email contactus@georgiahosa.org with your chapter name and proctor name and we will happily resend the email

During Testing

Q: Can medical math competitors use a calculator?

A: No

Q: What if a student does not show up to test?

A: --If they are in an individual competitive event- if no one else from your school is competing in the same event, they can test any time during the testing week. If other students at your school are competing in the same event, you will have to hold all students to test at the same time, or disqualify the absent student from testing. If a student takes their test at another time than the other students registered for that competitive event, all scores will be disqualified.

--If they are part of a team event- for a team to test, the number of students testing for that team must meet the contest requirements.

Example: If an event can have 3-4 team members, at least 3 people must test. If 4 students are registered, the team of three can test without the absent team member, and the scores of the students tested will be averaged for ranking-there will be no penalty for the missing student.

If the event must have 2 team members and one is absent, the other teammate cannot test because the event requirement is not met. If a team tests with less team members than the required amount., all team members scores will be disqualified. Team members **MUST** test together. If other students at your school are competing in



State Qualification Testing

the same team contest you will have to hold all teams to test at the same time, or test without the absent student, which could result in disqualifying that team.

After Test

Q: When will results be posted?

A: Results will be on georghosa.org and sent out via our mailing list/social media by January 23

Q: Where can I find my student's test rank?

A: Georgia HOSA publishes the students advancing to SLC, but we do not publish ranks.

Q: My student didn't qualify; can they still go to SLC in a different event?

A: Yes, students who did not qualify in SQT, may attend SLC in one of the other events that does not require a SQT. Refer to list of events not requiring a SQT in SLC Conference Guide. In addition, students do not have to compete to attend. Students may attend at non-competitors and benefit from workshops, exhibitors, HOSA night activities, general sessions, and even courtesy corps.

Q: My student qualified in the top 40. Do I need to register them?

A: No, Georgia HOSA will register students who qualified in the Top 40. You will need to go in and input their t-shirt sizes/recognition events/etc.

Q: My student qualified in the top 40 but is unable to attend SLC, what do I do?

A: You will need to remove the student from your SLC conference registration. If you fail to remove the student from registration before the deadline, you will be charged for the SLC registration fee.

Q: If my student qualified but is unable to attend SLC, can you pull the next person in line?

A: We only allow the top 40 from State Qualification Testing to attend SLC. We will not pull below 40th place