

APPENDIX E

MONITOR'S DIRECTIONS FOR ADMINISTERING WRITTEN EXAMINATIONS

Please read carefully and follow these guidelines when administering ANY written test for HOSA Competitive Events.

PREPARATION

1. Prior to the test, obtain the correct number of written tests, Scantron sheets, and event printout from the Competitive Events Headquarters.
2. Be at the administration site at least 30 minutes prior to testing time. Once you arrive on site, check the room set-up and be sure there is adequate seating, good lighting, and as much freedom from noise and disturbances as possible.
3. Check-in each competitor. If competitor brings notebooks, papers, or texts, have the competitor put them under his/her chair and take them when finished with the test.
4. Once all of the competitors have been seated, distribute a test and Scantron sheet to each competitor. Direct them **NOT** to open or begin the test until you have finished with the following directions.
5. Have a mechanism for informing competitors of the time remaining; e.g. chalk board, flip chart or sign.
6. Explain that cheating on a test is automatic disqualification from the competition.
7. Start the written test on time.
8. For all written tests, a late competitor will be allowed to take the test. There will be a loss of 10 points if the competitor starts the test after the time has begun. The competitor will stop when all other test-takers are stopped.
9. There will be an announcement at the start of all tests that will inform competitors of the start and stop times. In addition, there will be a verbal announcement when there are 15 minutes remaining for the test period.
10. Time limit for written tests: All of the 100 question exams and Medical Math will be scheduled for 1½ hours with all other 50 question exams being scheduled for one (1) hour. Epidemiology (test and case study) will be scheduled for two (2) hours.

DIRECTIONS TO BE READ TO COMPETITORS PRIOR TO THE TEST

1. Your written test and Scantron sheet have been distributed to you. Please put your name, state and school, competitor ID, test number, event name, and date on your Scantron sheet. Be very careful when writing your competitor ID so it is legible and correct.
2. **Write your competitor ID and check the appropriate division on the front of the test booklet.** You may write on the test itself **and use the back of the test or margins as scratch paper.** **Please record the tie-breaker answers in the spaces on the tests as indicated in the directions.**
3. I will give you directions for taking this examination. I will not be able to answer any questions after you start taking the test, so please ask any questions you have after I finish giving the directions and before we start the timing of the test.
4. The test is a _____ # question written test. There is only ONE best answer. Answer all questions. There is no penalty for answering questions incorrectly. Remember, however, if you do not answer a question, be sure and skip the corresponding answer on the Scantron sheet. If appropriate, there are also _____ # questions at the end of the test. These questions will be used as tie breakers if necessary. Please follow the directions and complete all of these questions.
5. **Read each question carefully. Select the BEST answer and using a number 2 pencil, fill in the space completely that corresponds with the answer you have chosen. Are there any questions? (Answer any questions.)**
6. Please do **NOT** chew gum or make any unnecessary noise during the time you are in the testing room. You may not leave the room until you have completed the test. When you are finished, bring the test and Scantron sheet to _____ (designated location), collect your personal belongings from under your chair, and quietly leave the room.
7. Are there any questions before we start the test? (Answer any questions)
8. Read the following information, as appropriate:
 - a. **Spelling tests** Round One is used to determine place of competitor for the spell down and to qualify for Round Two.
 - b. **Skill Event Tests** will qualify competitors for Round Two. A composite score of the test and skills is used to determine event winners.
 - c. **HOSA Bowl, Parliamentary Procedure, Medical Reading, Forensic Medicine and Creative Problem Solving** Round One team scores are used to qualify teams for Round Two.
9. The start time for this test is _____ am/pm. The stop time for this test is _____ am/pm. There will be a verbal announcement when there are 15 minutes remaining for the test period. You may begin.