

APPENDIX E

EVENT MANAGER'S INFORMATION FOR ADMINISTERING WRITTEN TESTS

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, pre-slugged Scantron sheets, and event printout from the Competitive Events Headquarters.
2. Check to be sure you have a Scantron form for each competitor on the event printout, and additional blank Scantron forms to use if needed.
3. 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.
4. Check-in each competitor. When using pre-slugged Scantron forms, give the correct form to the competitor at check-in.
5. If a competitor comes to the test who does NOT have a pre-slugged Scantron form or who is NOT on the competitor list, politely question the competitor to make sure he/she is in the right test. Then give the competitor a blank scantron and write his/her name, school, etc. on the bottom of the printout, with as much information as possible. Meanwhile, give the Lieutenant the information so that he/she can check the eligibility of that competitor.
6. If the competitor brings materials or personal belongings, have the competitor put them under his/her chair and take them when finished with the test. Ask them to put cell phones on their table, in full view of the proctors, in the off position.
7. Distribute a test (and Scantron sheet if not pre-slugged) to each competitor and give instructions for filling out the scantron and writing their ID number on the test booklet. Direct them **NOT** to open or begin the test until directed to do so.
8. 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.
9. 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.
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. Please place your personal belongings under your chair, and place your cell phone on the table in front of you in the off position (or with the battery removed) in plain sight of event personnel. **DO NOT TOUCH YOUR CELL PHONE** for the duration of the test. If the cell phone makes any noise at all, including vibrating, penalty points will be assessed.
2. Your written test and Scantron form have been distributed to you. Please check to be sure that the pre-printed information on your Scantron form is correct.
3. **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.**
4. We will not be able to answer any questions about the test itself after you start taking the test, so please ask any questions you have before we start the timing of the test. If you have any personal needs once timing has begun, please raise your hand.
5. 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 form. 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.
6. When you are finished, please raise your hand and we will collect your test materials. Then quietly collect your personal belongings from under your chair, and quietly leave the room.
7. **Remember to 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.)**
8. Read the following information, as appropriate:
 - a. If there are **tablecloths**, place the Scantron form on the test booklet to bubble.
 - b. If there is a **tie-breaker**, write neatly and do NOT detach it from the test booklet.
 - c. **Spelling tests** - Round One is used to determine place of competitor for the spell down and to qualify for Round Two.
 - d. **Skill Event Tests** will qualify competitors for Round Two. A combined score of the test and skills is used to determine event winners.
 - e. **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.