

HOSA Check-in and Check-out Process

1) Prep Ahead of Time

* Talk with your CE Lieutenant about how the competitor lists will be printed. They will be printed based on the way that makes most sense for your event – usually alpha by last name or school.
* Have as many copies of the list as you are going to have advisors checking in competitors/teams, per item #3 below.

2) Get Everyone in the Door

* Do not let competitors gather in the hallways. It can be a fire code violation. Get them inside the event room as quickly as possible.
* Check-in tables should be inside the room, opposite the entrance doors. Do not have check-in tables at the entrance to the room because it creates a bottleneck at the door. Work with the CE Lieutenant to request a change to the room set up if needed.
* Instruct teams/competitors to enter and take a seat at the front of the room.

3) Check-in & Distribute Materials

* Set up the following “stations” at the check-in tables. Each station should have one person designated to each task and competitors will move from station to station.
	1. Check for photo ID and pencils (mechanical pencils are discouraged for use on scantrons)
		+ This person can also look for any dress code violations. If there is a question, mark the student’s name and make note of the potential issue. Get the Event Manager and CE Lieutenant to confirm. No dress code points are deducted without signature from CE Lieutenant. Do NOT address the student.
	2. Hand out scantrons (if applicable)
	3. Hand out evaluation (if applicable)
		+ If needed, the scantron and evaluation can be handed out at the same station.
	4. Test booklets will be sealed and on the table. Tests will be color coded.
		+ Instruct competitors to find a seat at their designated test.
		+ Remind competitors to keep test booklet closed until instructed to open.

4) Starting Testing

 1. Instruct competitors to read the instructions on their test booklet.

 2. Remind them of the time allotted for the test.

 3. Instruct competitors to begin test.

5) Check-Out

* It is generally less disruptive if you can set up 1-2 checkout tables at the back of the room, near the entrance/exit.
* Competitors should return their scantron, evaluation, and test booklet upon completion.

6) FAQs

* **What happens to the no-shows?**
	+ Clearly cross-out any no-shows on the competitor list and mark their scantron form with an X across the entire rating sheet.
	+ Add the no-shows to the appropriate box on the Section Summary Form.
* **What if a competitor arrives who is not on the registration list?**
	+ Give them a BLANK scantron, and allow them to participate.
	+ DO NOT substitute a name on the computer print-out scantrons with someone else’s name or add a competitor number.
	+ Any additions that take place on-site should be added to the appropriate box on the Section Summary Form.
* **What if a student arrives with no registration badge?**
	+ Ask them for photo ID and allow them to participate.
	+ Document what happened on the Section Summary Form.
* **What if a competitor is late to for a testing event?**
	+ Per GRR, for all written tests, a competitor who is late to the event will be allowed to take the test. The competitor will stop when all other test-takers are stopped and will not receive the full time for taking the test.