



# On Line Testing Packet Texas HOSA 2009-2010

Revised September 2009

# STATEWIDE TEXAS HOSA AREA COMPETITIONS ONLINE TESTING 2009

HOSA Area Competition Tests will be delivered via DLG Enterprise's online testing system during the assigned testing Period for your Area. The following tests will be administered using the online system:

## **Health Science Events**

Dental Spelling  
Dental Terminology  
Medical Spelling  
Medical Terminology  
Medical Math

### Knowledge Tests:

Human Growth and Development  
Pathophysiology  
Concepts of Health Care  
Pharmacology  
Nutrition

## **Health Professions Events**

Biotechnology  
Clinical Nursing  
Dental Assisting  
Home Health Aide  
Medical Laboratory Assisting  
Medical Assisting  
Nursing Assisting  
Physical Therapy  
Sports Medicine  
Veterinary Assisting

## **Emergency Preparedness Events**

CPR/First Aid  
Emergency Medical Technician  
CERT

## **Teamwork Events**

Creative Problem Solving  
Forensic Medicine  
HOSA Bowl  
Parliamentary Procedure

## **Recognition**

Kaiser Permanente Health Care Issues Exam

## **Officer Exam**

## Health Science Events

**EACH CHAPTER MAY REGISTER TWO COMPETITORS PER EVENT IN HEALTH SCIENCE EVENTS.**

The top 3 scorers from each Area will advance to the State Leadership Conference.

\* DENTAL SPELLING AND \* MEDICAL SPELLING WILL ADVANCE THE TOP 15 RAW SCORERS TO AREA COMPETITION FOR ROUND 2 OF THE EVENT.

## Health Professions Events /

### Emergency Preparedness Events

**EACH CHAPTER MAY REGISTER ONE COMPETITOR/TEAM FOR THESE EVENTS. ALL MEMBERS OF A TEAM MUST TEST AT THE SAME TIME. THE ONLINE TESTING SYSTEM TRACKS THE TIME EACH TEAM MEMBER IS LOGGED INTO THE SYSTEM. THEY MUST START WITHIN MINUTES OF EACH OTHER AND FINISH WITHIN A REASONABLE TIME OF EACH OTHER.**

The top 10 competitor/ team scorers from each Area will advance to AREA competition for Round 2 (skills) of the event. Following Area Competition, the top three competitors will advance to State Competition.

## Teamwork Events

**EACH CHAPTER MAY REGISTER ONE TEAM PER EVENT IN TEAMWORK EVENT. ALL MEMBERS OF THE TEAM MUST TEST AT THE SAME TIME. THE ONLINE TESTING SYSTEM TRACKS THE TIME EACH TEAM MEMBER IS LOGGED INTO THE SYSTEM. THEY MUST START WITHIN MINUTES OF EACH OTHER AND FINISH WITHIN A REASONABLE TIME OF EACH OTHER.**

The top 10 team raw scores from each Area will advance to AREA competition for Round 2 of the events. The top 8 HOSA Bowl Teams will be seeded and the remaining 2 teams will be alternates. Following Area Competition, the top 3 teams will advance to State Competition.

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## Recognition:

**EACH CHAPTER MAY REGISTER UNLIMITED COMPETITORS FOR THE KAISER PERMANENTE HEALTH CARE ISSUES EXAM.** The top ten percent from each area will advance to State.

## Officer Testing:

**EACH CHAPTER MAY REGISTER FOUR MEMBERS FOR ONLINE OFFICER TESTING.**

(Two candidates for Area office, one candidate for state and one candidate for National) **All candidates must take the Area Officer Exam Online.** Those candidates scoring 70% or higher will advance to AREA for credentialing. If an officer candidate is endorsed as a State/National Officer, those candidates will take the State Officer Exam on site at the State Leadership Conference.

## Cost:

**THE COST FOR ONLINE TESTING IS \$3.00 PER ONLINE TEST. Students who wish to take the Kaiser Permanente Health Care Issues Exam will have an additional \$3.00 testing fee.**

Competitors who advance to Area Spring Leadership will have to register online and submit the registration fee required to attend that conference.

Competitors who qualify for the HOSA State Leadership Conference will receive a medal. They will also be asked to stand and be recognized for their event at the Area Leadership Conferences. Qualifiers for State do not have to attend the Area Leadership Conference.

If a student places 4th or 5th place or did not place in an online test they may register for Area Leadership Conference in a Leadership Event. The number of competitors per chapter in Leadership Events, however, remains at 1 per event per chapter.

## Dates to remember:

National HOSA Affiliation Deadline:	October 30, 2009
Online Testing Registration Deadline:	November 11, 2009
Fee Payment	November 30, 2009
Proctor Forms Due	November 18, 2009
Online Testing Window	See chart for your testing window

Area 1	December 9-10-11, 2009
Area 2	December 7-8-9, 2009
Area 3	December 2-3-4, 2009
Area 4	December 2,3,4, 2009
Area 5	December 7-8-9, 2009
Area 6	December 14-15-16, 2009
Area 7	December 9-10-11, 2009

## OVERVIEW OF TEXAS HOSA COMPETITIVE EVENTS REQUIRING ONLINE TESTING

<b>Health Science Events (2 per chapter)</b>	Online Testing	Would Attend Area	Would Advance to State
Dental Spelling	Yes	15	3
Dental Terminology	Yes	0	3
Medical Spelling	Yes	15	3
Medical Terminology	Yes	0	3
Medical Math	Yes	0	3
Human Growth and Development	Yes	0	3
Pathophysiology	Yes	0	3
Concepts of Health Care	Yes	0	3
Pharmacology	Yes	0	3
Nutrition	Yes	0	3
<b>Health Professions Events</b>			
Biotechnology	Yes	10	3
Clinical Specialty	No	All	3
Clinical Nursing	Yes	10	3
Dental Assisting	Yes	10	3
Home Health Aide	Yes	10	3
Medical Assisting	Yes	10	3
Medical Laboratory Assisting	Yes	10	3
Nursing Assisting	Yes	10	3
Personal Care	No	All	3
Physical Therapy	Yes	10	3
Sports Medicine	Yes	10	3
Veterinary Assisting	Yes	10	3

<b>Emergency Preparedness Events</b>			
CPR/First Aid	Yes	10	3
Emergency Medical Technician	Yes	10	3
First Aid/Rescue Breathing	No	All	3
CERT	Yes	10	3
Public Health Emergency Preparedness	No	All	3
Epidemiology	No	All	3
MRC Partnership	No	All	3
<b>Leadership Events</b>			
Extemporaneous Health Poster	No	All	3
Extemporaneous Speaking	No	All	3
Extemporaneous Writing	No	All	3
Medical Photography	No	All	3
Job Seeking Skills	No	All	3
Prepared Speaking	No	All	3
Researched Persuasive Speaking	No	All	3
Interviewing Skills	No	All	3
Speaking Skills	No	All	3
<b>Teamwork Events</b>			
Community Awareness	No	All	3
Creative Problem Solving	Yes	10	3
Forensic Medicine	Yes	10	3
HOSA Bowl	Yes	8+2	3
Medical Reading	No	All	3
Parliamentary Procedure	Yes	10	3
Career Health Display	No	All	3
Bio Medical Debate	No	All	3
Health Education	No	All	3
Public Service Announcement	No	All	3
<b>Recognition</b>			
Outstanding HOSA Chapter	No	All	3
Kaiser Permanente HC Issues	Yes	0	Top 10%
<b>Texas Events</b>			
Career Health Poster	No	All	3

# PREPARING FOR ONLINE TESTING

Secure a testing site that will accommodate the number of students you will be testing each day of the testing window (see chart for your testing window).

Secure a Non-HSTE / HOSA Testing Proctor. This person will receive the secure password from HOSA, T.A. to log your students into the system when they report to test. Suggestions include campus librarian, counselor, administrator, etc.

Mail Security Agreement / Oath signed by the Testing Proctor to:

**Janet Villarreal**  
**205 Palm Circle**  
**Laredo, Texas 78041**

Security Agreement / Oath should be postmarked on or before **November 18, 2009**.

Affiliate your chapter(s) and competitors with National HOSA by **October 30, 2009**.

Register students using the Online Registration System by **November 11, 2009**. Print a copy for your records and mail registration with fee payment to:

**Wanda Senning, CPA**  
**PO Box 65364**  
**Lubbock, TX 79464**

Payment MUST be postmarked by **November 30, 2009**.

If you are testing 2 (or 4 if 2 different chapters) competitors in Health Science Events, they must test on the same day and time or their test will be voided. Same rule will apply to any member of a Team Work Event. Schools with multiple chapters must follow these rules for each event. For example, if your school has 40 HOSA chapters, all competitors in MM must test on same day; all HB must test on same day and so on.

## Things to Know About Online Testing

All tests will be available at any time during the three day testing window. A proctor (**non HST / HOSA**) must be available to access the online system with 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.

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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. Should you have problems submitting the test, **do not close (X) the testing window**. If you experience difficulty while accessing the system or during the testing session, contact Janet E. Villarreal at 1-866-728-0150. Janet's office hours are 8:00am to 5:00pm

Although a competitor's test will be scored upon submission, the score will not be available to the competitor or the advisor. DLG Enterprise staff will distribute results electronically to HOSA, T.A. Executive Director once testing is complete.

## Texas HOSA

### Instruction for On-Line Testing

Tests can be accessed at any time the test Proctor (NON HS/HOSA) is available during the three day testing window. The time limit for most tests with 50 questions is 1.0 hour, the time limit for tests with 100 questions is 1.5 hours. Time begins when the window appears that displays the test items questions.

1. In the address line of your web browser( internet Explorer or Netscape), go to the online system login screen by typing in <http://www.answerwrite.com/hosa/tx/> , or access the login screen from the link on the Texas HOSA web page.
2. Select your Area
3. Type the student's ID participation number (this can be found on your line registration invoice).
4. Proctor will enter the password.
5. Displayed are the tests that the student has been registered for.
6. Select the test that the student will be taking.
7. After verifying that all information is correct, press the Submit button.
8. When the instructions screen appears, have the competitor read the instructions carefully before pressing Submit. Once the Submit button is pressed the questions are presented and the test timing begins.
9. When the test is ready to be scored, press the Submit button. Double-check answers before pressing the Submit button once submitted, answers are FINAL.
10. Responses will be automatically submitted when the time expires even if the competitor has not completed answering all questions.
11. Responses will be automatically submitted if the competitor tries to open another browser or page while testing.
12. Once the test has been scored, a screen will appear thanking the competitor for participating in Texas HOSA Competitive Events. The competitor will not receive score information.

Rankings will be tabulated for each event after the testing session has ended and will be communicated electronically by DLG Enterprise staff to the Texas HOSA Executive Director.

## Event List, Times and Special Instructions for Proctors

	Event	Abbreviation	Time	# of Questions
<b><u>Health Science Events</u></b>	Dental Spelling	DS	1 hour	50
	Dental Terminology	DT	1 1/2 hour	100
	Medical Spelling	MS	1 hour	50
	Medical Terminology	MT	1 1/2 hour	100
	Medical Math	MM	1 1/2 hour	50
	Human Growth and Development	KG	1 1/2 hour	100
	Nutrition	KN	1 1/2 hour	100
	Concepts of Health Care	KB	1 1/2 hour	100
	Pathophysiology	KH	1 1/2 hour	100
	<b><u>Health Professions Events</u></b>	Biotechnology	BT	1 hour
Clinical Nursing		CN	1 hour	50
Home Health Aide		HH	1 hour	50
Dental Assisting		DA	1 hour	50
Medical laboratory Assisting		ML	1 hour	50
Nursing Assisting		NA	1 hour	50
Physical Therapy		PT	1 hour	50
Medical Assisting		MA	1 hour	50
Sports Medicine		SM	1 hour	50
Veterinary Assisting		VA	1 hour	50
<b><u>Emergency Preparedness Events</u></b>	CPR/First Aid	CP	1 hour	50
	Emergency Medical Technician	EM	1 hour	50
	Cert	CT	1 hour	50
<b><u>Team work Events</u></b>	Creative Problem Solving	CS	1 hour	50
	HOSA Bowl	HB	1 hour	50
	Parliamentary Procedure	PP	1 1/2 hour	100
	Forensic Medicine	FM	1 hour	50
<b><u>Recognition</u></b>	Kaiser Permanente Health Care Issues Exam	HC	1 hour	50
<b><u>Officer Exam</u></b>	Officer Exam	OE	1 hour	50

- ❖ If competitor brings notebooks, papers or texts, have the competitor leave them in a central location at the front of the room where they may pick them up when finished with the test.
- ❖ Please do NOT chew gum or make any unnecessary noise during the time you are in the testing room. Competitors may not leave the room until they have completed the test. When competitors have finished, they may quietly leave the room.
- ❖ No resource materials may be used for any on line test
- ❖ Medical Math- competitors may NOT use conversion chart or Calculator; they can however use scratch paper while testing. All Scratch paper must be collected after testing.

## CONFIDENTIALITY AGREEMENT (Test Proctor) Texas HOSA Online Competitive Events Testing

I, the undersigned, understand that materials used for HOSA competitive events testing are confidential. I hereby agree to maintain the confidentiality of all testing materials and understand that the security of testing materials is maintained by protecting all items from loss, unauthorized access, or reproduction. Furthermore, maintaining test item security prohibits any test proctor from the following:

1. unauthorized printing or photocopying any test items or materials, or
2. accessing or removing test materials from the secure locations, or
3. utilizing test items in any form, either from a copy of the test instrument or as a practice exercise to expose candidates to the test items, or
4. allowing students to access events at times other than their scheduled testing time, or
5. allowing students to test in one event more than once, or
6. allowing instructors and others to view test content.

I understand that access to testing will be monitored by the vendor and inconsistencies will be reported to the Texas HOSA Executive Director for investigation. I further understand that compromising test security in any way will result in the disqualification of all HOSA students testing at this school.

Proctor Name(please Print):
School Name
Name of Testing Site (computer lab, library etc.)
Proctor's contact Phone Number
Proctor's Email Address
Proctor's position with District
Proctor's Signature:

This form must be returned to the Texas HOSA office before access will be granted to the testing materials.

# ONLINE TESTING AGREEMENT (Instructor)

## Texas HOSA Online Competitive Events Testing

I, the undersigned, understand that materials used for HOSA competitive events testing are confidential and that the security of testing materials is maintained by protecting all items from loss, unauthorized access, or reproduction.

In order to maintain the integrity of the testing and competitive process, I further understand that instructors are not allowed to access or view tests at any time and that instructors/advisors are not allowed to question proctors or students about test content.

Maintaining test item security prohibits any test proctor from

- ❖ unauthorized printing or photocopying any test items or materials, or
- ❖ accessing or removing test materials from the secure locations, or
- ❖ utilizing test items in any form, either from a copy of the test instrument or as a practice exercise to expose candidates to the test items, or
- ❖ allowing students to access events at times other than their scheduled testing time, or
- ❖ allowing students to test in one event more than once, or
- ❖ allowing instructors and others to view test content.

I understand that access to testing will be monitored by the vendor and inconsistencies will be reported to the Texas HOSA Executive Director for investigation.

I further understand that compromising test security in any way will result in the disqualification of all HOSA students testing at this school.

Instructor/Advisor (Please Print)
Instructor/Advisor Signature
School Name
Chapter Number (s)

This form must be returned to the Texas HOSA office before access will be granted to the testing materials.