

State Qualification Testing

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 can be a part of. The ease of taking the test on a computer at your school for a small cost makes State Qualification Testing well worth the investment!

This year, Georgia HOSA is allowing ALL students to take up to TWO State Qualification Tests. Students who place in the top qualifiers in each region will advance to SLC in their highest placing event. If a student places in more than one event with the same place, the highest scoring event will be the event the student advances in. If a student places in a team event and individual- the team event will take priority.

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.testing.hosa.org> . 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 media specialists, counselors, administrators, IT staff, other CTAE teachers, etc.
- ☐ Make sure you "Identify Proctors for Online Testing" by January 5th 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 7th**. Without this, your students will not be allowed to test.
- ☐ Have your students prepare for their event by reading the event guidelines provided on the [National HOSA website](#).
- ☐ Double-check your registration (correct events, students, etc.) in the online system before the registration deadline. After this time, your chapter will be charged the \$10 Registration Fee/ per test 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 31st to Georgia HOSA Headquarters. A late fee of \$25 will be imposed for all payments received after the 31st.
- ☐ 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 tested at the same time.
- ☐ Proctors will be emailed login instructions and a proctor script the afternoon of January 8th. 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.
Please encourage proctors to check their spam if they are unable to find their proctor emails.



State Qualification Testing

General Information

Date: January 10-18, 2024

Location: Online

Registration Fee: \$10/ per test

- **Each student may take up to 2 tests**
- Digital Certificate of Participation and/or
- Digital Certificate of Excellence for students scoring as a top qualifier in their region

Attendee Information Needed to Register

- Name
- Competitive Event
- **A working email address**

Required Forms

- [Proctor Form](#)

Suggested Registration Timeline

- Money Due from Students: Before December Break
- Advisor Completes Registration: Before December Break
- Georgia HOSA's Registration Deadline: December 15, 2023

Suggested Student Cost

Item	Notes	Approximate Cost
Registration Fee	\$10/ per test	
Total		

Send payment to:
Georgia HOSA
PO Box 1440
Owasso, OK 74055

State Qualification Testing

Deadlines

Date	Deadline	Notes
December 15	Registration	Last Day to Register – Must be Completed, Online by 5pm.
January 7	Proctor Forms	Proctor Forms due from anyone who may proctor tests for your chapter. Proctors will receive an email on January 8th with detailed testing access instructions.
January 7	Identify Proctors Online	<p>Last Day to Identify Proctors Online (Everyone that could possibly proctor a test needs to be added online and forms submitted).</p> <p>If the proctor has been identified in the HOSA system and has submitted a form, the proctor should receive an email on January 8th.</p> <p>If a proctor is not identified in the system, they WILL NOT receive testing instructions. This may prevent your students from testing.</p>
January 10-18	Online Testing	Open 9 days for your proctor to administer testing.
January 31	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.
January 31	SLC Registration Deadline	Students achieving the scores as top qualifiers in each region will need to be registered in their event in order to compete at SLC.

Competitive Events

Please see the [Competitive Events](#) section of our website.

After the Test

- Results will be posted on the Georgia HOSA website by January 25, 2024. All students achieving scores as top qualifiers in their region 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.
- Rankings will be posted by region.
- For students placing as top qualifiers in their region 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 as top qualifiers in the region will be available to advisors after the results have been posted on the Georgia HOSA website.
- **Students achieving scores as top qualifiers in their region will need to be registered for the event by their advisor in order to compete at SLC.**

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 as top qualifiers in their region 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 10-18, 2024. 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 take up to 2 tests**, and you can have several students taking the same test. If a student does not place as top qualifiers in their region, 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 all calls/emails in the order they are received. If your proctor has not obtained their information beforehand, they should not expect 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 be 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 response times may be delayed. Please use the chat feature on our website or contactus@georgiahosa.org for the quickest response.**

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

Frequently Asked Questions

Before Test

Q: How many tests can a student take for the 2023/24 school year?

A: All students may take up to TWO tests.

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 8th.

Q: Why did my proctor not receive their email?

A: Proctor emails will be sent by January 8th. 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: 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.

B: 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 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 georgiahosa.org and sent out via our mailing list/social media by January 25th.

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

A: Ranks in each region will be posted on our website.

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 the Quick Reference Guide. In addition, students do not have to compete to attend. Students may attend as non-competitors and benefit from workshops, exhibitors, HOSA night activities, general sessions, and even courtesy corps.

Q: My student qualified as top qualifier in our region. Do I need to register them?

A: Yes, Georgia HOSA no longer registers students automatically. Advisors will be responsible for checking the results and registering qualified students.

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

A: Notify Georgia HOSA- no registration corrections need to be made.

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

A: We only allow the top qualifiers in each region from State Qualification Testing to attend SLC. We will not pull below the top qualifiers in each region.

Q: My student placed in more than one event- what does that mean?

A: If a student places in more than one event, the highest placed event will be the event the student advances in. If a student places in more than one event with the same place, the highest scoring event will be the event the student advances in. If a student places in a team event and individual- the team event will take priority.

Q: Can my student test online at home with a virtual proctor if our school is not a virtual school?

A: Only schools or students designated as virtual schools or online learners may test at home with a virtual proctor. All other guidelines regarding testing times must be adhered to (ex: students taking the same test must test at the same time, etc...) Any school testing online that does not meet the virtual criteria will be disqualified.