Dear SkillsUSA Testing Proctor,

Thank you for committing to proctor your school’s Online Tests. **Testing will be on January 6th from 8AM-8PM.** Students can start testing anytime during the test block. You and the SkillsUSA advisor should work together to schedule a time for the contestants to test. **All team members must test together**, *but not all contests.*

**STUDENT REMINDERS**

1. Students should know the exact contest they are competing in BEFORE entering the testing site. Below are the contests which require online testing:

* **Broadcast News Production (BNP)- team of 4**
* **Welding Fabrication- team of 4**
* **TeamWorks- team of 5**
	+ Each team member should know their “role” on the team. The different “roles” are below. They should take the test that specifies which “role” they are.
		- Mason
		- Carpenter
		- Plumber
		- Electrician
		- Alternate

2. Once the test starts, they cannot log out or click out of the program, if they do, the test will stop, and they will not be allowed to retest. Once the test starts, they will be given 90 minutes to complete it, after 90 minutes the test will block them out.

3. Students are allowed to use calculators. **Students should bring paper and pencil with them to the testing site.** No cell phones or graphing calculators may be used. No internet surfing outside of the testing site is allowed. No textbooks are allowing in the testing site.

**4. Under no circumstances should the SkillsUSA advisor be in the testing location. SkillsUSA advisor is not allowed to talk to students once in the testing location.**

5. Students are only allowed to take their test once. Scores will not appear.

**Preparing for Online Testing**

1. Secure a testing site that will accommodate the number of students you will be testing during the testing window.
2. Make sure that your school computers can access the testing site by completing a “dummy” quiz. Please click here: <https://www.proprofs.com/quiz-school/story.php?title=skillsusa-georgia-proctor-survey>

The network administrators need to know this site ahead of time so they can add it to the list of trusted sites. If this does not work on your computer, this means the site will not work for your students either and you will need technical help from your local school on accessing the page. **Please complete this by January 8th by 5:00 PM.**

1. Confirm the testing times with each of your student teams and ensure they know where they will be testing.
2. If in doubt about anything, call the state office at 866-503-3169 so we can help you have a successful testing week.

**Test Day Directions**

**(Please review the testing directions for each individual contest)**

**Broadcast News Production:**

1. The team of 4 (broadcast news) must take the test together. Meaning, all students should gather around one computer. Each team is allowed to talk with their teammate about each question. Teams CANNOT talk with other teams.
2. Go to the [online](http://www.skillsusageorgia.org/regions.php) testing page: <https://www.skillsusageorgia.org/region-online-testing>
3. Student should select the Broadcast News Production contest.
4. Students should read and acknowledge the requirements.
5. Student should enter the information required to log in.
6. Students should begin taking the test once they are logged in.
7. Teams only have one opportunity to take the test.  Once they have logged in, they must finish the test.
8. They will have **90-minutes** to complete the test.
9. Each question has a ‘review’ button.  If the team wishes to go back to any question before final submission of the test, that button must be checked.
10. There can be absolutely no other internet usage, cell phones, or textbooks.
11. The SkillsUSA advisor should not be in the testing area.
12. Tests must be completely online. Tests cannot be copied, printed or re-taken.
13. Paper and pen/pencil are **necessary** for the test (There are videos to watch with questions to follow).
14. Be certain **cap lock is off**.  Typed answers are cap sensitive.
15. Once the test is complete students are free to leave testing area.

**Welding Fabrication (team of 4)**

1. The team of 4 must take the test at the same time and each team member must work at their own computer and take their test without talking to their team members. Each team member should take the test called Welding Fabrication. There is no variation of this link.
2. Go to the [online](http://www.skillsusageorgia.org/regions.php) testing page: <https://www.skillsusageorgia.org/region-online-testing>
3. Student should click the link title Welding Fabrication Region Test.
4. Students should read and acknowledge the requirements.
5. Student should enter the information required to log in.
6. Students should begin taking the test once they are logged in.
7. Teams only have one opportunity to take the test.  Once they have logged in, they must finish the test.
8. They will have **90-minutes** to complete the test.
9. There can be absolutely no other internet usage, cell phones, or textbooks.
10. The SkillsUSA advisor should not be in the testing area.
11. Tests must be completely online. Tests cannot be copied, printed or re-taken.
12. Paper and pen/pencil are **necessary** for the test.
13. Once the test is complete students are free to leave testing area.

**TeamWorks (team of 5):**

1. The team of 5 must take the test together. Each team member must work at their own computer and take their test without talking to their team members. Each team member will take a different test specific to their “role” on the team. Please ask each student if they know their “role” on their team. The different roles are listed below.

**1.       Mason**

**2.       Carpenter**

**3.       Plumber**

**4.       Electrician**

**5.       Alternate**

1. Go to the [online](http://www.skillsusageorgia.org/regions.php) testing page: <https://www.skillsusageorgia.org/region-online-testing>
2. Students should click the TeamWorks competition.
3. Students should read and acknowledge the requirements.
4. Students should click on which specific role they will be testing for. For example, if the student is the carpenter, he or she should select the link that says TeamWorks Carpenter Region Test.
5. Student should enter the information required to log in.
6. Students should begin taking the test once they are logged in.
7. Teams only have one opportunity to take the test.  Once they have logged in, they must finish the test.
8. They will have **90-minutes** to complete the test.
9. Each question has a ‘review’ button.  If the team wishes to go back to any question before final submission of the test, that button must be checked.
10. There can be absolutely no other internet usage, cell phones, or textbooks.
11. The SkillsUSA advisor should not be in the testing area.
12. Tests must be completely online. Tests cannot be copied, printed or re-taken.
13. Paper and pen/pencil are **necessary** for the test.
14. Once the test is complete students are free to leave testing area.

**Things to Know**

Responses will be automatically submitted when the time expires.  The time limit will be 90 minutes for each test.

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. Closing the test window terminates the test without scoring and disqualifies the competitor in this event.

**Winners will be announced on the following dates:**

Broadcast News Production

* The top 16 from across the state will advance to SLSC.

Welding Fabrication

* The top 8 teams from across the state will advance to SLSC.

TeamWorks

* The top 10 teams from across the state will advance to SLSC.

Thank you to everyone for working hard so our students can have the opportunity to compete!

**\*\*If you have any questions along the way, please call****866-503-3169****\*\***