

IMPORTANT TESTING INFORMATION FOR ADVISORS OF CONTESTANTS

Dear SkillsUSA Advisor,

This message is to inform you of the online testing requirements of competitors for the National Leadership & Skills Conference. Below, please find information regarding online testing, online resume uploads and the communications that your students have received. If your competitor(s) have already completed their online testing and resume submission requirements, you may disregard this message, as it is being sent in mass to all advisors of registered competitors. Please note that this is a summary of the details that were sent to competitors.

No details or due dates have changed.

Online Testing Requirements

All professional development tests are due by 5 p.m. ET on Tuesday, June 21, 2022. Competitors must complete this test in a proctored setting prior to this deadline to receive a score for this component of the scorecard. Please note that the Professional Development Test is worth 2.5% of the overall career competition event score.

Competitor Requirements

- All testing must be completed by the competitor without any external aid under the direct supervision of a qualified proctor. *(External aid includes, but is not limited to: other students, advisors, parents, industry experts, textbooks, search engines, web pages or any other external source of knowledge)*
- Competitors must remain on the testing window at all times. Opening any other tab or window during the testing process will automatically submit your test on suspicion of cheating.
- There are multiple forms of each test. Please note that questions and answers will not appear in the same order for each competitor.

Proctor Requirements

- A qualified proctor is defined as any school system employee who is not the competitor's SkillsUSA advisor.
- The proctor must be present for the duration of the student's test.
- The proctor must not provide any external aid to the contestant and has a duty to prevent the student from accessing any external aid or sharing any SkillsUSA testing content with anyone, including their SkillsUSA advisor.

Testing Deadline

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Testing Directions Step-by-Step

The directions below were provided to all registered competitors on May 24. Please ensure that your competitor(s) have received this information and are able to complete the steps below to complete their testing requirements.

1

Credential Email

All registered competitors will be sent login credentials to the email associated with their National Leadership & Skills Conference registration. This email contains information on the testing process and the proctor and security agreement form (addressed in step 2).

Didn't Receive the Email?

The incoming email server most likely blocked our email. Please contact the SkillsUSA Customer Care Team for a copy of the email and competitor user credentials. Please check your junk or spam folder for an email from "SkillsUSA"

2

Identify Your Proctor

All tests must be completed in a proctored environment. A qualified proctor must be a school system employee who is not the competitor's SkillsUSA Advisor. Competitors should identify a qualified proctor before proceeding.

3

Proctor and Security Form

To access the online test, each competitor must complete a digital proctor and security agreement form, located on SkillsUSA Championships Online.

This form should be completed by the competitor (on their testing device) and the proctor at the time of testing. This form identifies the competitor, the proctor and their respective agreements to SkillsUSA Online Testing Proctor Policy.

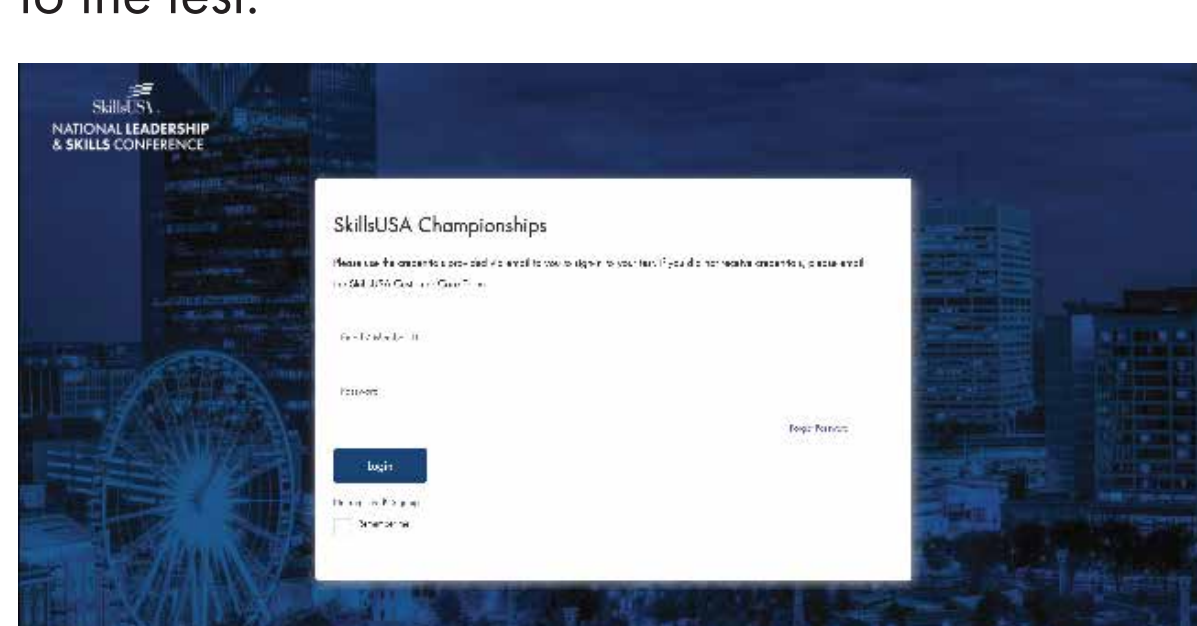
Competitors will not be able to access their online test without completing this form.

4

Sign-In to Test

Once the digital Proctor and Security Agreement has been completed, the competitor will immediately be taken to the online testing page to sign-in to their test.

Please enter the credentials provided in the email referenced in step 1. These credentials are unique to each competitor and serve as the secure keys to the test.



CREDENTIALS KEY

Username: Competitor email address OR SkillsUSA Member ID
Password: First Initial + Last Initial + last three digits of member ID

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Complete Testing

Each competitor should complete all tests assigned to them on their dashboard. Please note that once a competitor has accessed a test, they are not permitted to stop the test, open an additional tab or browser window, access any other application or solicit any external aid.

The SkillsUSA Professional Development Test is worth 2.5% of the competitor's overall score.

All tests must be completed by Tuesday, June 21 at 5 p.m. ET

Online Resume Submission

The SkillsUSA Championships Online site also houses SkillsUSA's new resume upload tool. This tool allows competitors to upload their resume prior to the National Leadership & Skills Conference. Uploading a resume is as easy as attaching a document and completing a short form. Competitors should check that the correct file is attached and that the correct contest and state association has been selected prior to submitting the online form. Failure to verify this information may result in an improperly matched resume and thus a resume penalty against the competitor. The deadline for competitors to upload their resume is Tuesday, June 21 at 5 p.m. ET.

[CLICK HERE TO ACCESS SKILLSUSA CHAMPIONSHIPS ONLINE](#)

Need Help?

The SkillsUSA Customer Care Team is standing by to assist. Please note that the SkillsUSA Customer Care Team encourages competitors to complete their testing early, as Customer Care Team staffing is limited after June 10.

SkillsUSA Customer Care Team

Have questions about SkillsUSA membership, conference registration, or Career Essentials? Need online support?

2 WAYS TO CONNECT WITH THE SKILLSUSA CUSTOMER CARE TEAM

- CALL** 844-875-4557
- EMAIL** customercare@skillsusa.org for membership and general support

Customer Care Team Hours

Monday/Wednesday/Friday
8:00 a.m. – 5:00 p.m. (EST)

Tuesday/Thursday
11:00 a.m. – 7:00 p.m. (EST)