



NATIONAL LEADERSHIP & SKILLS CONFERENCE

PRE-CONFERENCE TESTING INFORMATION

New for the 2022 National Leadership & Skills Conference, all SkillsUSA Professional Development Testing will be completed online via the SkillsUSA Online Testing System. Please review the steps and procedures below to complete any assigned online testing.

PROCTOR POLICY

All online tests must be completed in a proctored environment. Please review the competitor and proctor requirements below prior to attempting to begin your online test.

Competitor Requirements

1. 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)
2. 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.
3. 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

1. A qualified proctor is defined as any school system employee who is not the competitor's SkillsUSA advisor.
2. The proctor must be present for the duration of the student's test.
3. 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

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.

Limited Customer Service the Week of NLSC

SkillsUSA's Customer Care Team is standing by to help any competitor experiencing technical difficulties with any of SkillsUSA's digital products. However, technical support will be limited during the week of SkillsUSA's National Leadership & Skills Conference. All competitors are encouraged to complete their assigned testing early to allow ample time to complete all requirements.



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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.

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.

[CLICK HERE TO Access SkillsUSA Championships Online](#)

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

5

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



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Upload a Resume

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.

[CLICK HERE TO Upload a Resume](#)

Pre-Conference Competitor Checklist

- Obtain testing access credentials.
- Identify a testing proctor.
- Complete a digital Proctor and Security Agreement Form in order to access the online test.
- Complete all assigned tests by 5 p.m. ET on Tuesday, June 21.
- Upload a resume online by 5 p.m. ET on Tuesday, June 21.
- Download the SkillsUSA NLSC 2022 app and review contest schedules.

Download the SkillsUSA NLSC 22 App



The 2022 SkillsUSA NLSC app is now available for download!

The conference app contains all NLSC events, sessions and contest information in addition to a vast library of resources to ensure competitors are well informed about all events.

