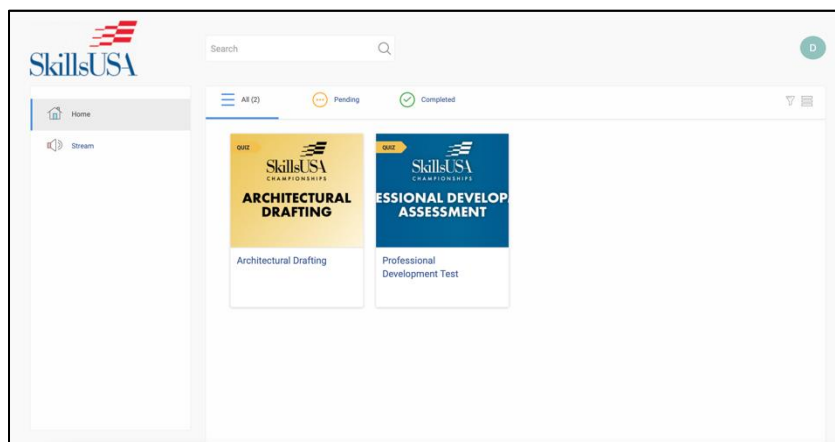




Dear SkillsUSA Advisor,

This year, SkillsUSA Utah requires every student contestant registered for the SkillsUSA Utah Leadership and Skills Conference to take an online Professional Development Assessment prior to arrival at the State Leadership and Skills Conference. The results of this professional development test will be included on the students' scorecard, and will count towards the total contestant score. The testing window for the Professional Development Assessment will be March 6th through March 22nd, 2023.

In addition, many of the SkillsUSA Utah Leadership and Skills Conference skills contest technical committee's require student contestants to take an online Technical Knowledge Assessment that is specific to each competition. If this applies to your student's competition, there will be a second test in the student's testing portal when they log in. (Refer to the example below.) The testing window for the online Technical Knowledge Assessments is March 6th through March 24th, 2023.



We've decided to pursue this option due to our learning and growth over the past year through our virtual endeavors.

Why is this being done?

Online, pre-conference testing will save significant time during the SkillsUSA Utah Leadership and Skills Conference. Students will be able to satisfy any testing requirements for their contest along with the professional development test that is required for all competitors. Additionally, online testing negates the needs to have students congregate in a central location to complete their contest testing during the State Leadership and Skills Conference.

How will the online testing be facilitated?

SkillsUSA Utah will facilitate the online testing through an online testing portal. Students who are registered to compete at the SkillsUSA Utah Leadership and Skills Conference will receive an email from “SkillsUSA” to the email address associated with their conference registration prior to the State Leadership and Skills Conference with details on how to access their test(s).

What do I do if my student can't access their test(s)?

The SkillsUSA Customer Care Team is here to assist advisors and students with gaining access to testing accounts. The Customer Care Team can be contacted by email at customercare@skillsusa.org or by phone at (844) 875-4557.

Will I as an advisor have my own account?

No. There is no action for advisors to complete, therefore there will be no account provided for advisors to access contest testing materials. Doing so also ensures the security of testing materials.

How do I prepare my students to take the online tests?

Please review the Online Testing Users Guide with your students. It is imperative that all students understand the online testing security measures.

How will the online testing be proctored?

The SkillsUSA Utah online assessments must be completed at the school or institution under the supervision of an appropriate proctor. The SkillsUSA advisor at each school must identify and recruit a "neutral" professional educator at the school, other than CTE program instructors, to proctor the students while taking the test(s) at school. The SkillsUSA advisor must also schedule a suitable testing location and time at the school. Please provide a copy of the Proctor Instructions and the Online Testing Users Guide to the proctor prior to the administration of the assessment(s).