SkillsUSA Utah Leadership and Skills Conference
Online Testing Proctor Instructions

Instructions to be read to the student contestants:

1. Today you will be taking your online professional development assessment for the SkillsUSA Utah Leadership and Skills Conference. Some of you will be taking the online Technical Knowledge Assessment for your competition too. Each of you should have received an email from SkillsUSA to the email address associated with your State Leadership and Skills Conference Registration. If you did NOT receive an email, please notify me at this time.

Proctor: Record the names of students who did not receive an email. Please have the SkillsUSA Advisor contact the SkillsUSA customer care team at customercare@skillsusa.org. The Customer Care Team will resend these student emails and cc the advisor to ensure students can gain access to their account.

2. Review the following online testing security policies with the student contestants prior to starting the testing session:

   All contest testing information, questions, answers, figures, images and any other material should not be transmitted or reproduced by any student, advisor or SkillsUSA state director. The testing platform employs the following measures to ensure that testing material remains confidential and secure:
   a. Right Clicking is Disabled: No test-taker will have the ability to copy, paste, print or perform any other "right click" function while taking a contest assessment.

   b. Tab/Window Switching is Disabled: During the assessment, students may NOT switch tabs or browser windows. Switching tabs or browser windows will automatically submit your test in its current state. NO RETAKES WILL BE ALLOWED.

   c. Questions and Answers are Randomized: Questions and answers are randomized within each assessment and appear different for each user. If you have a inquiry about a specific question, please reference the question instead of the question number.

3. Please log into your SkillsUSA online testing account. Please do not begin testing until instructed to do so.

Proctor: Please note that you do not have to supply a code or login for students to begin their test. Please contact the SkillsUSA Customer Care Team with any questions or problems that may arise. The SkillsUSA Customer Care Team can be contacted by email at customercare@skillsusa.org or by phone at 844-875-4557.

   During the test, you should only view the online assessment. The only exception is for "related technical math", who is allowed to view the formula sheet only while testing. During your assessment, please do not switch tabs or windows. Doing so will cause your test to submit in its current state. NO RETAKES WILL BE ALLOTTED FOR SUSPECTED CHEATING. You have one attempt at your online test. Please complete your professional development assessment and when applicable, your contest technical assessment. You may do so in any order.

4. Cell phones must be silenced and securely stored out of site during the assessments.

Before we begin, are there any questions? If none, you may begin your assessments.