



# TEST PROCTOR CONFIDENTIALITY AGREEMENT

## Arizona HOSA Online Competitive Events Testing

I, the undersigned, understand that materials used for HOSA competitive events testing are confidential. I hereby agree to maintain the confidentiality of all testing materials and understand that the security of testing materials is maintained by protecting all items from loss, unauthorized access, or reproduction. Furthermore, maintaining test item security prohibits any test proctor from the following:

1. Unauthorized printing or photocopying any test items or materials, or
2. Accessing or removing test materials from the secure locations, or
3. Utilizing test items in any form, either from a copy of the test instrument or as a practice exercise to expose candidates to the test items, or
4. Allowing students to access events at times other than their scheduled testing time, or
5. Allowing students to test in one event more than once, or
6. Allowing instructors and others to view test content.

I understand that access to testing will be monitored and inconsistencies will be reported to the Arizona HOSA State Advisor for investigation. I further understand that compromising test security in any way will result in the disqualification of all HOSA students testing at this school.

Proctor Name (Please Print):
Proctor Signature:
School Name and Chapter Number(s):
Name of Testing Site (computer lab, library etc.)
Proctor's Contact Phone Number
Proctor's Email Address
Proctor's Position with District

This form must be returned to the Arizona HOSA office before access will be granted to the testing materials. Go to <https://www.azhosa.org/online-testing> to find the link to upload this form once completed.

If you are proctoring for multiple chapters, please indicate this in the "School Name and Chapter Number(s)" box. Talk to the Chapter Advisors you are proctoring for to get this information.