

Medical Terminology

Arizona HOSA Event Guidelines Supplement

Individual Event

THIS EVENT HAS AN ONLINE TEST
 ASK YOUR LOCAL ADVISOR FOR SPECIFIC TESTING DATE AND INFORMATION

This supplement is written exclusively for Arizona HOSA Events.
 For full details refer to the Official Event Guidelines

Conference	Available	Required Upload Deadline	Details at a Glance
Regional Leadership Conference	NO	N/A	N/A
Online Test	YES	N/A	Competitors will take an Online Test at their site during the testing window. Top performers will advance on to SLC.
State Leadership Conference	YES	NONE	Competitors will compete per the official event guidelines at SLC.
International Leadership Conference	YES	NONE	Competitors will compete per the official event guidelines at ILC.

Dress Code: Competitors shall wear proper business attire or official HOSA uniform. For full details see the [HOSA Dress Code Appendix D](#).

Competitors MUST bring to STATE AND INTERNATIONAL Leadership Conference:

1. Photo ID
2. Two #2 pencils (not mechanical)

AzHOSA will provide

1. Clock with hour : minute : seconds (for time monitoring)
2. Test booklets
3. Answer document

Regional Leadership Conference Event Flow (see official guidelines for more information):

1. This event is NOT held at the Regional Leadership Conferences

Online Testing Event Flow

1. Meet with local advisor to be registered for the Online Test portion
 - a. Advisors must also arrange for a Proctor and register them as well as a Proctor*
2. Arrange a date, time, and location with your advisor and proctor to take the exam during the testing window**
3. Exam is given on a computer at your school

- a. 90 minute time limit from when you log in and press start
- b. Access information will only be sent to registered proctors
4. Advisors will be notified of those with qualifying scores to be advanced to the state leadership conference in a timely manner.
5. If you qualified for this event - register for the State Leadership Conference
6. If you did not qualify for this event - choose a new event to attend the State Leadership Conference for

State Leadership Conference Event Flow (see official guidelines for test plan and more information):

1. Competitors will arrive at the State Leadership Conference and Check - In at the event room with the Event Manager at the START of the posted event time frame.
2. Competitor will provide a photo ID to the Event Manager during check-in
3. Event staff will issue a test booklet to the competitor
4. Event staff will seat the competitor and write the official START time on the top of the answer sheet and test booklet
5. Competitors will have 90 minutes to complete the test - they are responsible for monitoring the time using the provided clock.
6. Competitor will return the test booklet and answer document to the Event Staff when finished.
7. Competitors should complete the event survey and leave the competition area.

NOTE: Competitors may begin the test the moment they are seated. There will be competitors starting and ending at various times in the room. The room will NOT be guaranteed to be a quiet testing environment.

International Leadership Conference Event Flow - SEE OFFICIAL GUIDELINES FOR ALL INFORMATION

Frequently Asked Questions

1. Can I bring more than one pencil to the event? Yes, you may bring as many as you think you will need. It is NOT recommended to bring mechanical pencils as they tend to not be very dark.
2. I arrived a few minutes late. Can I still start? Yes, the format of the testing room is considered to be a "rolling start". Check in for the event will start promptly at the posted time and competitors will start the test once they are seated.
3. I do not need the full 90 minutes - do I have to sit there and wait for the time to end? No, once you are finished with the exam you may return it to the event staff and leave the testing area.
4. I missed my online testing session and never made it up - will I still be able to compete at the State Leadership Conference? No; unfortunately due to the number of competitors in this event, competitors without an online testing score will not be advanced to the state leadership conference.
5. Will my score from online testing be combined with the score from the state leadership competition? No; each round is judged/scored independently.

*Proctors MUST not be a current HOSA Advisor for ANY Chapter. Proctors must sign the confidentiality agreement form, submit it to Arizona HOSA, AND be registered in the HOSA Registration System as a Proctor PRIOR to any Online Testing information being released. Online Testing Information for Advisors can be found on the Arizona HOSA Online Testing webpage.

** The Online Testing Window is established by Arizona HOSA and posted on the Arizona HOSA Calendar of Events Page. All testing must be completed within this time frame to be eligible for the State Leadership Conference.