Medical Terminology

Arizona HOSA Event Guideline Supplement

Individual Event: 1 competitor

THIS EVENT HAS AN ONLINE QUALIFYING TEST
NO DIGITAL UPLOAD REQUIRED

Ask your local advisor for the testing window, location and instructions.

This supplement is written exclusively for Arizona HOSA events.
Use this checklist with the official event guidelines and scoring rubrics.

Conference	Event Offered	Required Upload Deadline	Details at a Glance
Regional Leadership Conference (RLC)	NO	N/A	**Not applicable:** Qualify for SLC through the online test, then qualify at SLC for ILC.
Online Test	YES	None required	**Qualifier:** Test individually at school during the Arizona testing window. **Advancement:** Top-performing competitors qualify for SLC. Your advisor receives results.
State Leadership Conference (SLC)	YES	None required	**Competition:** Qualified competitors take a new written test at SLC. **Advancement:** Qualifying top scores advance to ILC.
International Leadership Conference (ILC / nationals)	YES	None required	**Competition:** Follow the official HOSA Medical Terminology guidelines for the ILC process.

Required Documents and Materials

Bring to state and nationals. No digital upload is required.

☐ Photo ID and two nonmechanical #2 pencils with erasers. Extra pencils are allowed.

Dress code: Wear official HOSA uniform or proper business attire. See Appendix D.

Arizona HOSA provides the test booklet, answer document and a clock for monitoring your time.

Know the competition pathway

Online qualifying test → SLC written test → ILC for the top 3 qualifying competitors.

You must complete the online test AND qualify before competing at SLC. An online test score does not automatically guarantee a state competition spot.

Each test is scored separately. Your online score is NOT added to your SLC score.

Complete the online test

☐ Ask your advisor to register you for the online test and arrange an approved proctor. Schedule your school testing session within the published Arizona HOSA testing window.

☐ Take the test on a computer at your school. You have 60 minutes from when you press Start. Only registered proctors receive access information.

☐ Your advisor receives qualifying results. If you qualify, register for SLC. If you do not qualify, choose another SLC event with your advisor.

Missed the online test? You cannot compete in this event at state. You must complete the online test and qualify for SLC.

Advisor and proctor requirements: The proctor cannot be a current HOSA advisor for any chapter. Before receiving testing access, the proctor must be registered as a proctor and submit the signed confidentiality agreement to Arizona HOSA.

What to do at state

☐ Arrive at the event room at the START of the posted event time frame. Check in with the Event Manager and show your photo ID.

☐ Receive your test and assigned seat. Staff records your official start time on the test booklet and answer sheet. Begin when seated and instructed.

☐ Complete the test within 60 minutes. Monitor your own time using the provided clock. Complete the fill-in-the-blank tiebreakers in the test booklet; correct spelling is required.

☐ When finished, return BOTH the test booklet and answer document to staff. You may leave before the 60 minutes end. Complete the event survey and leave the area.

Rolling start: Competitors begin and finish at different times; a quiet room is not guaranteed. If you arrive a few minutes late, check in with staff; testing begins once you are seated.

How to advance to nationals

SLC scoring: Earn a final score of at least 70% after penalties. Only your SLC test is scored for state results; your online score does not carry forward.

SLC to ILC: The top 5 competitors meeting the minimum are recognized; the top 3 advance. Fourth and fifth place may serve as substitutes.

Official guidelines and test plan

HOSA event guidelines — select Medical Terminology under Health Science Events. Use the current test plan and listed references to study. The official test has 50 multiple-choice questions and 10 fill-in-the-blank tiebreakers in two sets of five.