Proctor Instructions

Recommended Actions Before Scheduling Testing Session
1. Verify you have received test credentials, their assigned username, password, and login URL, for all your registered competitors.
2. Check if there are any **accommodation** needs. If needed, see suggested browser tools.
3. Schedule date and time for testers to complete their test(s) within the window established.
   a. It is highly recommended that you do not schedule for the last day with less than 3-4 hours left to complete tests. If an issue arises that requires assistance from either Customer Care and/or state director, you may not have enough time left to resolve it before the testing window closes.

Proctors: Please note that you will supply login credentials for students to begin their test. The state director will send proctors a list of competitors along with usernames and passwords prior to the test session. Record the names of students who are missing from your list. Have the SkillsUSA Advisor contact the state director to confirm the student missing from list is attempting to complete test(s) is registered for the competition.

- As a reminder, Action Skills, Building Maintenance, Community Action Project, Employment Application Process, and all middle school competitors are NOT required to complete the SkillsUSA Professional Development Test.

Password Issues: If a student is having issue logging into testing using test credentials provided, contact the SkillsUSA Customer Care Team at customercare@skillsusa.org or by phone at 844-875-4557. The Customer Care Team can troubleshoot the issue and reset the password, if necessary. NOTE: competitor email addresses are used to match scores in the registration system and should not be changed without reporting the issue to state directors.

Recommended Bowser for Testing Accommodations
Google Chrome is the preferred browser for online testing. There are two accessibility extensions available for Google Chrome:

Read Me: Readme TTS is a comprehensive Chrome extension that provides a convenient solution for text-to-speech technology. With advanced text-to-speech conversion features, it allows you to listen to articles, blog posts and other written content with a click of a button. Say hello to a more enjoyable and hands-free way to consume information. *Test takers are responsible for bringing headphones to use during testing if text-to-speech technology is used.*

Image Zoom Tool Image Zoom Tool can zoom in to show you any image in your browser. Hover image will see full-size this image. This tool works with any JPG, PNG, or GIF file. Image Zoom Tool is a powerful tool for viewing images in your browser in greater detail.

Proctors: Please contact the SkillsUSA Customer Care Team with any questions or problems that may arise.

Competitor Instructions

Today you will be taking your online competition and/or SkillsUSA Professional Development Test(s) for the SkillsUSA Florida State Leadership and Skills Conference. Using the testing credentials provided, please log into your SkillsUSA online testing account.

Do not begin testing until instructed to do so. You have one attempt at your online test. During the test, you should only have one browser window to view the online competition test. Do not switch tabs or browser windows. Clicking to open a new tab and/or switching browser windows will cause your test to close and submit in its current state. NO RETAKES WILL BE ALLOWED FOR SUSPECTED CHEATING. Please complete both your competition's knowledge test and if applicable, the SkillsUSA Professional Development Test. You may do so in any order.

Before we begin, are there any questions?

If none, you may begin testing.