

STATE ONLINE TESTING POLICIES

Most contests require at least one written assessment for the state competition, and may include a Technical Assessment, a Professional Development Assessment, or both. Exams are completed online in advance of the contest. To prepare for exams, contestants should refer to the contest Technical Standards for Technical Assessments, and the study guide for the Professional Development Assessment available on the state website at skillsusafl.org/slsc/updates. Written exams are a scored component of competition. A list of required exams for each contest can be found on the Contest Updates page, linked above.

REMINDER: *Action Skills, Community Action Project, Employment Application Process, models/ assistants (Nail Care, Esthetics, Job Skill Demo), and all middle school contestants are exempt from online testing.*

This document outlines the policies and procedures related to state championships online testing. Contestants, advisors, proctors, and other stakeholders are expected to abide by these policies. Failure to adhere may result in penalty or disqualification in a contest. Severe infractions may result in penalties or disqualification for an entire school.

All online SkillsUSA Professional Development and Technical Assessments must be proctored. Exams must be completed within the designated testing window. Tests completed outside of this window will not be scored. Failure to complete an exam in the testing window may result in a zero test score on the overall scorecard.

The length of the testing window accounts for school closures, student absences, technical difficulties, internet outages, and other factors that may delay or postpone testing. Schools are strongly encouraged to schedule testing early in the testing window to account for unforeseen circumstances. Extensions to the testing window are not provided.

Before the testing window opens, the Lead Advisor at the school will receive a list of student credentials and access links in excel format. The Lead Advisor is responsible for distributing the necessary links and login information to proctors, who will distribute credentials to student competitors. For team events, each team member must take the exams independently, and scores will be averaged together, unless otherwise stated in the contest Technical Standards.

Substitutions must be made by Friday, March 29 at 5 PM ET for the new contestant to be added to the testing system, which takes about 24-48 hours after submission to complete once received. Extensions to the testing window are not granted. If a substitution is made after March 29, they may receive a zero score on the written exams on the overall scorecard. If a late substitution is made in a team event, the missing score may be averaged as a zero.

Opening any other tab or browser window during the testing process will automatically close and submit the test on suspicion of cheating. Exams are not reset for suspicions of cheating.

At Onsite Registration, the Lead Advisor will sign a Statement of Integrity to certify that all exams were taken in accordance with the policies outlined in this document, along with a list of the proctors who assisted with exams. No other forms or documentation must be submitted to the state office, but schools are encouraged to adopt their own integrity safeguards, as needed.

For issues accessing tests, contact Customer Care at 844-875-4557. The Customer Care Team is available to assist with online testing issues Monday, Wednesday, and Friday from 8 AM ET to 5 PM ET, and Tuesday and Thursday from 8 AM ET to 7 PM ET. Please leave a voicemail, or email customercare@skillsusa.org for assistance outside of these times.

By participating in the SkillsUSA Florida State Leadership and Skills Conference Online Testing Process, Competitors and Proctors agree to the following:

Competitor Requirements and Expectations

1. All testing must be completed by the competitor without any external aid under the direct supervision of a qualified proctor. *(External aids include, but are not limited to other students, advisors, parents, industry experts, textbooks, search engines, web pages, or any other external source of knowledge.)* Competitors may not share the content contained within the test with any other person or entity.
2. Competitors must always remain in the testing window. **Opening any other tab or browser window during the testing process will automatically close and submit your test on suspicion of cheating.**
3. Questions and answers are shuffled for each contestant. If you have an issue with a question, refer to the content, not the question number.
4. The competitor agrees to uphold the integrity of the online testing process by abiding by the requirements and expectations outlined in the State Online Testing Policies.
5. The competitor understands that all tests are due by 5 PM ET on April 5, 2024, and that failure to complete any exam in its entirety by this time may result in a zero score for the exam on the overall scorecard.

Proctor Requirements and Expectations

1. A qualified proctor is defined as any adult school employee who is not the competitor's SkillsUSA advisor and who has no familial relation to the competitor. By participating as a proctor, the proctor agrees that they meet these criteria.
2. The proctor must be present for the duration of the competitor's test.
3. The proctor must not provide any external aid to the competitor and has a duty to prevent them from accessing any external aid or sharing any SkillsUSA testing content with anyone, including their instructor and/or SkillsUSA advisor, and will prevent the competitor from doing the same.
4. The proctor understands that all tests are due by 5 PM ET on April 5, 2024, and that failure to complete any exam in its entirety by this time may result in a zero score for the exam on the overall scorecard.

Recommended Browser 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.