

SkillsUSA Florida Online Exam Proctor Instructions

Recommended Actions Before Scheduling Testing Session

1. Verify you have received all test credentials, the assigned test codes, and passwords for all your registered competitors.
 - a. There is only one (1) attempt allowed. Students should not log in until they are ready to complete a test.
2. Check if there are any approved **accommodation** needs. If so, see suggested browser tools and guidance below. These tools should be practiced with a competitor before beginning an exam. Competitors using the demo test do **NOT** login with credentials.
3. Schedule a date and time for testers to complete their test(s) within the testing window.
 - a. It is highly recommended that you do not schedule for the last day of the testing window with less than 3-4 hours left to complete tests. If an issue arises that requires assistance from either SkillsUSA Customer Care, NOCTI technical assistance and/or the state director, you may not have enough time left to resolve it before the testing window closes.

Proctors: The state director will send a list of competitors with test codes and passwords to the advisor prior to the test window opening. The proctor will supply login credentials on the day students will test. Prior to the scheduled 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 the list is registered for the competition.

Password Issues: If a student is having an issue logging in using the provided credentials, contact the [SkillsUSA Customer Care Team](#) at customercare@skillsusa.org or by phone at 844-875-4557.

Technical Assistance: For technical support, contact NOCTI Technical Assistance at (800) 278-8506, Monday through Friday, 8:00 a.m. to 5:00 p.m. Eastern. Refer to the [SkillsUSA NOCTI Proctor Guide](#) for additional troubleshooting steps.

Preparing students for online testing

NOCTI offers a demo test to familiarize students and proctors with the testing platform. Visit <https://Testing.NOCTI.org/SkillsUSA> and click on the “Try the Testing System” button. **No login credentials are required.** The demo test consists of nine questions and allows users to explore navigation and built-in accessibility tools.

Additionally, proctors and competitors can use the “Get Device Ready for Testing” feature on the same page to check system compatibility before scheduling a test session.

Testing Accommodations

Testing accommodations are available for students with formalized plans (e.g., Individualized Education Plan, 504 Plan). English Language Learner (ELL) accommodations must align with state requirements and guidelines. It is the proctor’s responsibility to ensure that learners receive appropriate accommodations in accordance with local, state, and federal standards.

Advisors must request accommodation for **extended time** or **text-to-speech** during registration as these must be enabled before the testing session. Most state online knowledge tests will include 50 questions and have a 60-minute time limit. Exceptions (e.g., medical math, medical terminology, related technical math) which have a 2-hour time limit as outlined in the national technical standards.

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

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Recommended Browser for EL Testing Accommodation

The following accessibility feature is available for English Learners who are identified and approved for translations during testing.

Google Translate: Google Translate is an extension for the Chrome browser. Selecting the extension allows a competitor to enter a word to be translated. The user must first select the desired second language from an extensive list of languages. This mode of using Google Translate does not provide definitions.

Instructions:

- Students may translate the entirety of the Competitor Instructions.
- Students may ONLY translate individual words.
- Students may not translate the entirety of an item or test page.

Refer to the [SkillsUSA NOCTI Proctor Guide](#) for the completed instructions on how to proctor online tests through the NOCTI system.