



State Leadership Conference Event Qualifying Testing

State Qualification Testing

GA TSA will continue on-line testing for the 2017 State Leadership Conference. This process saves a great amount of time in the conference schedule as well as a lot of space as well. Again this year ALL EVENTS INVOLVING A TEST WILL BE TAKEN ON-LINE PRIOR TO THE CONFERENCE. This process expedites the posting of semifinalist lists, thereby making it possible to start the semifinal rounds for most of these events earlier.

Checklist to Prepare for the State Qualifiers:

- Set chapter deadlines for registration and payment
- Promote Event
- Determine student cost
- Provide students with necessary conference information including cost
- Collect Student payment before registration deadline
- Secure a testing site that will accommodate the number of students you will be testing each day during the **two week testing window (February 20 – March 3, 2017)**.
- Make sure that your school computers can access the testing site:
<http://www.gatsa.org/tsaconftesting>. As of now, the online testing link is not online but will come available, as we get closer to the testing date. The network administrators need to know this ahead of time so they can add it to the list of trusted sites.
- You MUST Secure a non TSA/Engineering Pathway Teacher to act as the testing proctor(s). This person will receive the secure password from Georgia TSA to log your students into the system when they report to test. Suggestions include librarians, counselors, administrators, IT staff, etc.
- Make sure you "Identify Proctors for Online Testing" by the SLC Registration Deadline – February 10th, 2017 - by logging in as the chapter advisor, on the GA TSA Event Management System. This will allow your proctor to receive communication from GA TSA. Again, you will be responsible for adding your proctor online in the proper section. You as the advisor, AND all proctors have completed and signed the Advisor/Proctor Forms and uploaded to your EMS SLC Registration Site before the February 10th Deadline. Without this, your students will not be allowed to test. Test information will only be sent to chapters that have uploaded this required document.
- Registration will be open January 3rd through February 10th. Students must be members of TSA before they will appear on the EMS Database so they can be registered.
- Have your students prepare for their event by reading the event guidelines.
- Double check your registration** (correct events, students, etc.) in the GA TSA EMS by the registration deadline of midnight on February 10th.
- Confirm the testing times with each of your students and ensure they know where they will be testing. Make sure that students taking the same test are all testing at the same time.
- Proctors will be emailed login instructions and a proctor script prior to Friday, February 17th. Without this documentation in hand, they will not be able to log your students in for competition.
- Please check with your proctor(s) to make sure that they receive this information before your scheduled testing times.



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Deadlines:

- February 10, 2017 - Registration Last Day to Register – Must be Completed, Online by midnight.
- February 10, 2017 - Forms for Advisor and Proctor(s) Proctor and Advisor Agreements due from anyone who may proctor tests for your chapter.
- Proctors will receive an email by February 17th with detailed testing access instructions.
- February 20th – March 3rd - Online Testing open for your proctor to administer testing.

Suggested Registration and Testing Timeline

Money Due from Students: February 10

Advisor Completes EMS Registration and uploads the Proctor and Advisor Agreements before February 10

Advisor makes late registration changes before February 17th.

Advisor establishes testing days and location with Proctor before Proctors receive testing instructions and notifies students regarding test schedule and requirements before Feb 17th

Testing takes place between Feb 20 and March 3 only. NO EXTENSIONS.

Recommended that tests be scheduled during the first week, just in case of the need to reschedule.

Required Forms to be uploaded to your EMS Registration Site by February 10

Testing access and instructions will only be sent to proctors who have completed agreement forms submitted by February 17th

- Proctor Forms (Located in this guide)
- Advisor Form (Located in this guide)



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Competitive Events requiring qualifying test

The following events will begin with a Qualification Test that must be taken between **February 20th and March 3rd, 2017**. The Semifinalists (top 12) will be determined by the test scores, as always, and will be posted at the 2017 State Leadership Conference on the first day of the conference.

2017 TSA Events Requiring a Test:

- ❑ Chapter Team (HS) – Six Team Members
- ❑ Chapter Team (MS) – Six Team Members
- ❑ Electrical Applications (MS) – Two Individual Members
- ❑ Electrical Applications (HS) – Two Individual Members
- ❑ Forensic Technology (MS) – Two Team Members
- ❑ Tech Bowl (MS) – Three Individual Members
- ❑ Technology Bowl (HS) – Three Individual Members



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Things to Know:

- State Qualification Testing serves as a qualification round to advance to the State Leadership Conference (SLC) Semifinals. Students with the top scores from this written test will advance to the semifinal round of competition.
- **Online testing will be open 24 hours a day throughout these dates: February 20th – March 3rd, 2017.** Students may test at any time during this week, however, if you have multiple students taking the same test (*Individual Events that allow more than one per chapter*) they must all test at the same time. If the event is a team event, all team members must take their individual tests at the same time. You will need to recruit a proctor who must be present for every testing period. It is a good idea to have back up proctors on standby just in case your original proctor is sick or unable to help for some reason.
- We suggest setting your testing time early in the week, so that if something comes up (students absent, computer problems, snow day, etc.) you have the rest of the week to get the students tested. Do not wait until the last day in case you experience technical problems or winter weather.
- We will not grant any additional testing times past the testing window in order to uphold the integrity of our tests. If a student happens to be sick the day of testing, either all of the students must agree to wait and test once that student arrives back to school or the student who is sick will have to forfeit. With this in mind, it is recommended to fill the team events to the maximum number available to compete.
- **Advisors cannot be present in the testing room for ANY reason.** All tests will be available at any time during the testing dates window. A proctor (non TSA/Engineering Pathway Teacher) must be available to access the online system for the student's participant ID and password. Test sessions will be timed in accordance with Official TSA Rules guidelines. Computer system timing of the test session will begin when the test items/questions are presented, not when the first question is answered. Responses will be automatically submitted when the time expires. **The time limit for tests will be 1 hour.**
- The entire test is only accessible throughout the test session. Please remind test takers to be careful not to close the testing window. Closing the test window terminates the test without scoring and disqualifies the competitor in this event. Once a student logs in to the online testing system, they must complete the test in that sitting. There will not be an opportunity to save data and complete the test later.
- Should you have problems submitting the test, do not close the testing window. If your proctor experiences difficulty while accessing the system or during the testing session, have them contact Georgia TSA at 678-551-0840.



State Leadership Conference Event Qualifying Testing

Test Proctor Agreement

Return this form to the Chapter Advisor – Upon completion, scan and upload this form as a pdf to your Georgia TSA EMS registration.

I, the undersigned, understand that materials used for TSA competitive events testing are confidential. I hereby agree to maintain the confidentiality of all testing materials and understand that the security of testing materials is maintained by protecting all items from unauthorized access, or reproduction. In order to maintain the integrity of the testing and competitive process, I further understand that advisors are not allowed to access tests, enter the testing room at any time for any reason, or view tests at any time. Advisors are not allowed to question proctors or students about test content. Violating any of the above rules may result in disqualification of all students from testing.

Proctors may not:

- allow or be involved in unauthorized printing or photocopying any test items or materials
- utilize test items in any form, either from a copy of the test instrument or as a practice exercise to expose candidates to the test items
- allow students to access events at times other than their scheduled testing time or allow teams to take their test at separate times (teams must take the test at the same time)
- allow students to test in one event more than once (it should be blocked)
- allow advisors and others to view test content

I understand that access to testing will be monitored by Georgia TSA and inconsistencies will be investigated. I further understand that compromising test security in any way may result in the disqualification of all TSA members testing at this school. If the competitor brings notebooks, papers or texts, have the competitor leave them in a central location at the front of the room where they may pick them up when finished with the test. Please limit any unnecessary noise during the time you are in the testing room. Competitors may not leave the room until they have completed the test. No resource material may be used for any online test. It is recommended to have a phone with you to call Georgia TSA in case of testing questions or problems.

Proctor Name (please print): _____

School Name: _____

Name of Testing Site(s): (computer lab, library, etc.): _____

Proctor's Contact Phone Number: _____

Proctor's Email Address: _____

Proctor's Signature: _____



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Advisor Agreement

Advisors – Upon completion, scan and upload this form as a pdf to your Georgia TSA EMS registration.

I, the undersigned, understand that materials used for TSA competitive events testing are confidential. I hereby agree to maintain the confidentiality of all testing materials and understand that the security of testing materials is maintained by protecting all items from unauthorized access, or reproduction. In order to maintain the integrity of the testing and competitive process, I further understand that advisors are not allowed to access tests, enter the testing room at any time for any reason, or view tests at any time. Advisors are not allowed to question proctors or students about test content. Violating any of the above rules may result in disqualification of all students from testing.

Maintaining test item security prohibits any advisor or test proctor from:

- unauthorized printing or photocopying any test items or materials
- utilizing test items in any form, either from a copy of the test instrument or as a practice exercise to expose candidates to the test items
- allowing students to access events at times other than their scheduled testing time, or allowing students to test in one event more than once (this should be blocked from our EMS), or allowing teams to take their tests at separate times.
- viewing test content or allowing others to view test content.

I understand that access to testing will be monitored by Georgia TSA and inconsistencies will be investigated. I further understand that compromising test security in any way may result in the disqualification of all TSA members testing at this school. If the competitor brings notebooks, papers or texts, have the competitor leave them in a central location at the front of the room where they may pick them up when finished with the test. Please limit any unnecessary noise during the time you are in the testing room. Competitors may not leave the room until they have completed the test. No resource material may be used for any online test. It is recommended to have a phone with you to call Georgia TSA in case of testing questions or problems.

Primary Advisor name: _____

Advisor Cell Phone Number: _____

Advisor School Number: _____

School Name: _____

Charter Number: _____ County: _____ Region: _____

Advisors Signature: _____