



Dear SkillsUSA Georgia Testing Proctor,

Thank you for committing to proctor your school's Region Championships online exams. **Testing will be on January 11th - 19th from 8AM-8PM.** Students can start testing anytime during the test block, though they will only have 90 minutes to complete the exam. You and the SkillsUSA advisor should work together to schedule a time for the contestants to test. **All team members must test together**, *but not all contests (there are 12 contests testing this day).* **\*\*If you have any questions along the way, please call [866-503-3169](tel:866-503-3169)\*\***

**Please help your students prepare for online testing by walking through the following instructions.**

1. Students will need to enter the following information to begin their test:
  - a. First and Last Name
  - b. Name of their high school (no abbreviations)
  - c. Their advisor's name
  - d. What region they are in
  
2. Students should know the exact contest they are competing in BEFORE entering the testing site. Below are the contests which require online testing:
  - Automotive Service Technology
  - Cabinetmaking
  - Carpentry
  - Cosmetology
  - Electrical Construction Wiring
  - Esthetics

- First-Aid CPR
- Masonry
- Plumbing
- Welding
- **Welding Fabrication- team of 3**
- **TeamWorks- team of 4**

Each team member should know their “role” on the team. The different “roles” are below. They should take the test that specifies which “role” they are.

- Mason
- Carpenter
- Plumber
- Electrician
- The alternate will not test

2. Once the test starts, they cannot log out or click out of the program, if they do, the test will stop, and they will not be allowed to retest. Once the test starts, they will be given 90 minutes to complete it, after 90 minutes the test will block them out.

**IMPORTANT:** If your student’s computer glitches and they are mistakenly locked out of the test, please call the number below and we will restart their test. They will NOT be penalized.

[866-503-3169](tel:866-503-3169)

3. Students are allowed to use calculators. Students should bring paper and pencil with them to the testing site. No cell phones or graphing calculators may be used. No internet surfing outside of the testing site is allowed. No textbooks are allowed in the testing site.

4. Under no circumstances should the SkillsUSA advisor be in the testing location. SkillsUSA advisor is not allowed to talk to students once in the testing location.

5. Students are only allowed to take their test once. Scores will not appear.

## How to Access the Testing Site

1. Direct students to this link: <https://www.skillsusageorgia.org/region-online-testing>
2. Click on the correct online exam

OR

1. Go to <https://www.skillsusageorgia.org> (SkillsUSA Georgia home page)
2. Hover over the “Conferences” tab
3. Click on “Region Championships” in the drop down menu
4. Under “Region Championships Testing Site” click on the button that says “Online Exams”

Students will select their online exam and begin testing.

## Test Day Directions

(please review the testing directions for each individual contest)

### Welding Fabrication (team of 3)

1. The team of 3 must take the test at the same time and each team member must work at their own computer and take their test without talking to their team members. Each team member should take the test called Welding Fabrication. There is no variation of this link.
2. Go to the online testing page: <https://www.skillsusageorgia.org/region-online-testing>
3. Students should click the link title Welding Fabrication Region Test.
5. Students should enter the information required to log in.
6. Students should begin taking the test once they are logged in.
7. Teams only have one opportunity to take the test. Once they have logged in, they must finish the test.
8. They will have **90-minutes** to complete the test.
9. There can be absolutely no other internet usage, cell phones, or textbooks. 10. The SkillsUSA advisor should not be in the testing area.
11. Tests must be completely online. Tests cannot be copied, printed or re-taken.
12. Paper and pen/pencil are **necessary** for the test.
13. Once the test is complete students are free to leave the testing area.

### **TeamWorks (team of 4):**

1. The team of 4 must take the test together. Each team member must work at their own computer and take their test without talking to their team members. Each team member will take a different test specific to their “role” on the team. Please ask each student if they know their “role” on their team. The different roles are listed below.

**1. Mason**

**2. Carpenter**

**3. Plumber**

**4. Electrician**

**The alternate will not test**

2. Go to the online testing page: <https://www.skillsusageorgia.org/region-online-testing>
3. Students should click the TeamWorks competition.
4. Students should read and acknowledge the requirements.
5. Students should click on which specific role they will be testing for. For example, if the student is the carpenter, he or she should select the link that says TeamWorks Carpenter Region Test.
6. Students should enter the information required to log in.
7. Students should begin taking the test once they are logged in.
8. Teams only have one opportunity to take the test. Once they have logged in, they must finish the test.
9. They will have **90-minutes** to complete the test.
10. Each question has a ‘review’ button. If the team wishes to go back to any question before final submission of the test, that button must be checked.
11. There can be absolutely no other internet usage, cell phones, or textbooks.
12. The SkillsUSA advisor should not be in the testing area.
13. Tests must be completely online. Tests cannot be copied, printed or re-taken.
14. Paper and pen/pencil are **necessary** for the test.
15. Once the test is complete students are free to leave the testing area.

## **Things to Know**

Responses will be automatically submitted when the time expires. The time limit will be 90 minutes for each test.

The entire test is accessible throughout the test session. Please review the use of scroll bars with competitors prior to testing and remind them not to close the testing window. Closing the test window terminates the test without scoring and disqualifies the competitor in this event.

Thank you to everyone for working hard so our students can have the opportunity to compete!

**\*\*If you have any questions along the way, please call [866-503-3169](tel:866-503-3169)\*\***