

Dear SkillsUSA Georgia Testing Proctor,

Thank you for committing to proctor your school's Region Championships online exams. Region exams will take place **January 23rd – 27th from 8:00 am to 5:00 pm**. Student competitors can begin 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.

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. **Team members must take the exam at the same time.**

Below are the contests which require online testing:

- Automotive Service Technology
- Cabinetmaking
- Carpentry
- Cosmetology
- Electrical Construction Wiring
- Esthetics
- First Aid CPS
- Masonry
- Plumbing
- Quiz Bowl
- Welding

3. 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. **The exception to this is Quiz Bowl, which has a 50-minute time limit and competitors are not allowed to use calculators.**

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

4. Students are allowed to use calculators (**Quiz Bowl competitors are not 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.

5. 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.

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

How to Access the Testing Site

1. Direct students to the SkillsUSA Georgia website (www.skillsusageorgia.org).
2. Have them hover over “Conferences” on the top tab and click “Region Championships”
3. On the Region Championships page, ask students to scroll till they see the Region 4 map under “Region Specific Updates.”



4. Students will then scroll till they see “Region Championships Testing Site. Once they click on the button, they will then choose their contest and begin the exam.

Region Championships Testing Site

The link below will be available January 23rd - 27th from 8:00 am to 5:00 pm.

[Region Championships Online Exams](#)

Things to Know

Responses will be automatically submitted when the time expires. The time limit will be 90 minutes for each test. **The exception to this is Quiz Bowl, which has a 50-minute time limit and competitors are not allowed to use calculators.**

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.**