Professional Development Test (SkillsUSA Knowledge Test) – ONLY
Instructions

These instructions are for competitions requiring only the Professional Development Test ONLY for the 2024 SkillsUSA South Carolina State Leadership & Skills Conference. This will require a proctor for the test other than the student's teacher.

- See the full list of competitions that require this on our Conference Website under the Resume, Digital Submission & Testing Tab.
- Testing Window Opens → March 15, 2024, at Noon.
- Testing Window Closes → March 25, 2024, at Noon.
- If a test is completed after March 25, 2024, at noon, it will be scored as a zero (0).
- Substitutions, depending on when they are known, will receive a unique, and typically smaller window for testing, which could include testing on-site at the conference. That will be known on a case-by-case basis.

Advisor Instructions

- After registration has closed and before the testing window opens, the known lead advisor for a chapter, if they have students from their chapter competing in a Professional Development Test only competition, will receive an email from jchapman@skillsusasc.org. This email will include:
- Full list of competitors, by name, who will need to take the Professional Development Test in advance, along with the competition they are in.
- A reminder of these testing instructions.
- After receiving the email, set up a single or multiple testing date(s) and time(s) for the students in your chapter.
- Each competitor will need an individual electronic device to test. It is suggested that you use school computers (desktop or laptop), however, they may use their own tablet, laptop, desktop, or even cell phone. These devices must have access to the internet.
- Secure a proctor, who is not the teacher or advisor for the student(s) testing. This can be an administrator, an outside volunteer, etc. It is suggested to have a ratio similar to your district's teacher-to-student ratio. Example: 1 proctor to 20 students.
- Set up desks/tables where students will test, if possible, in a manner where they cannot view each other's screens when testing. Attempt to sit students who are on the same team apart from each other.

- You should allow a 30-minute window for testing once they begin. It is suggested to have all those present begin at the same time.

- Testing Credentials: The known lead advisor will receive the testing credentials (username and password), by email from jchapman@skillsusasc.org before the testing window opening. Each competitor testing will have a unique username and password. Additional instructions will accompany these credentials to assist the proctor in ensuring the competitors login correctly, can access the Professional Development Test and troubleshoot any issues.

- The proctor, on the testing day, will provide the instructions that come with the testing credentials. They will not assist students with anything except gaining access to their test and troubleshooting issues. They may not assist with any test questions, answer questions about the test questions, or suggest any answers to them.

- The testing room should have a place, away from competitors, for them to place any electronic devices, such as cell phones, that are not being used to take the test. They may only have the electronic device they are taking the test on. They may not have any other materials with them for reference (no notes, books, etc.).

- Once a competitor begins a test, they may not open any other tabs or attempt to leave the testing site. If this is done, on accident or on purpose, the test will close out and will be scored as is. The competitor will not be able to re-enter the test and continue.

- If a test times out, the test will close and cannot be continued. It is scored as is.

- It is suggested that the proctor, or another person, have a check-in list and check-out list to ensure all competitors complete their test. This list should then be provided to the lead advisor. The lead advisor may email jchapman@skillsusasc.org to make it known that all competitors have completed their test and receive confirmation that the scores came through appropriately and that no others need to test at that time.

- In the event that a proctor believes a competitor has done anything to compromise the integrity of the test, they should report this to the lead advisor to investigate and confirm whether or not an integrity issue has occurred. If it is confirmed, the lead advisor should contact Joseph Chapman at jchapman@skillsusasc.org and report the issue. A designated state review board will determine the outcome, which could result in disqualification for that competitor and no substitution allowed.