

This year, contest assessments will be conducted online to enrich your on-site SkillsUSA Championships experience. Please review the steps below to ensure you are prepared to complete your online contest testing.

1 **ACTIVATE YOUR ACCOUNT**

Following the close of your conference's registration, you will receive an email from "SkillsUSA" containing details about how to access your online contest test and/or professional development test.

SAMPLE EMAIL

Hi Sample User,

Here are your classroom login details.

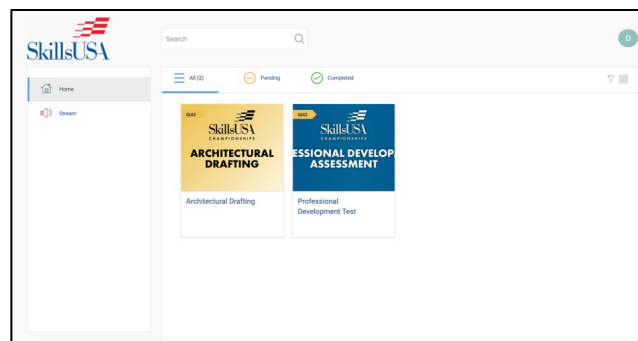
Your classroom will give you access to all quizzes.

Classroom Link: <https://www.proprofs.com/classroom/3125993>
Username: sampleuser@skillsusa.org

Password: *****

2 **BEGIN TESTING**

All PD testing content is pre-loaded to your online account. You can begin testing at the time and date set by clicking the "begin test" button on the dashboard.



3 **COMPLETE ALL TESTING REQUIREMENTS**

Please ensure that you complete all items listed on the "pending" dashboard by deadline. One PD test score will be applied to all contests.

4

REVIEW TESTING SECURITY POLICIES

All contest testing information, questions, answers, figures, images and any other material should not be transmitted or reproduced by any student, advisor or SkillsUSA state director. The testing platform employs the following measures to ensure that testing material remains confidential and secure:

Right Clicking is Disabled

No test-taker will have the ability to copy, paste, print or perform any other “right click” function while taking a contest assessment.

Tab/Window Switching is Disabled

During the assessment, students may **NOT** switch tabs or browser windows. Switching tabs or browser windows will automatically submit your test in its current state. **NO RETAKES WILL BE ALLOWED**

Questions and Answers are Randomized

Questions and answers are randomized within each assessment and appear different for each user. If you have a inquiry about a specific question, please reference the question instead of the question number.

Please register with a personal email, not a school email so the activation link is received. If you do not have the link by the time and date published on the website please reach out before the testing date for assistance.

If you are unable to take the test during the published time and date window you must make other arrangements with your district coordinator 24 hours in advance or you will get a ZERO score.