

National Leadership and Skills Conference

2024 Proctor Instructions

Recommended Actions Before Scheduling Testing Session

1. Verify all competitors have received an email with their assigned username, password, and competitor portal login URL: skillsusa-contests.org/VerifyContestant. The Customer Care Team is also available to resend emails and/or resolve issues during test sessions.
2. Check if there are any approved **accommodation** needs. If so, see suggested browser tools and guidance below. These tools should be practiced with a competitor before beginning an exam.
3. Schedule date and time for testers to complete their test(s) within the window established.
 - a. It is recommended that you do not schedule for the last day of the testing window with less than 3-4 hours left to complete tests. If an issue arises that requires assistance from either Customer Care and/or Championships, you may not have enough time left to resolve it before the testing window closes.

Proctors: Please note that each competitor registered by deadline should receive an email from Contests@Skills-Register.org with their login credentials. Record the names of students who are missing an email. Have the SkillsUSA Advisor contact customer care to confirm that the student(s) missing an email was registered by the deadline for the competition.

- As a reminder, Action Skills, Building Maintenance, Community Action Project, Employment Application Process, and all middle school competitors are NOT required to complete the SkillsUSA Professional Development Test.
- Baking and Pastry Arts and Culinary Arts competitors will have additional 3rd party test(s) to complete pre-conference, the credentials for accessing their applicable test will come directly from ACF and/or RBA.

Password Issues: If a student is having an issue logging into testing using the credentials emailed, contact the [SkillsUSA Customer Care Team](mailto:customer care@skillsusa.org) at customer care@skillsusa.org or by phone at 844-875-4557. The Customer Care Team can troubleshoot the issue and if necessary, reset the password to ensure students can gain access to their accounts. **Note:** competitor email addresses are used to match scores in the registration system and will not be changed.

Recommended Browser Tools for Testing Accommodations

Google Chrome is the preferred browser for online testing. There are two accessibility extensions available for Google Chrome:

Read Me: Readme TTS is a comprehensive Chrome extension that provides a convenient solution for text-to-speech technology. With advanced text-to-speech conversion features, it allows you to listen to articles, blog posts and other written content with a click of a button. Say hello to a more enjoyable and hands-free way to consume information. *Test takers are responsible for bringing headphones to use during testing if text-to-speech technology is used.*

Image Zoom Tool Image Zoom Tool can zoom in to show you any image in your browser. Hover image will see full-size this image. This tool works with any JPG, PNG, or GIF file. Image Zoom Tool is a powerful tool for viewing images in your browser in greater detail.

Proctors: Please contact the SkillsUSA Customer Care Team with any questions or problems that may arise.

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The following accessibility feature is available for English Learners who are identified and approved for translations during testing.

Google Translate: Google Translate is an extension for the Chrome browser. Selecting the extension allows a competitor to enter a word to be translated. The user must first select the desired second language from an extensive list of languages. This mode of using Google Translate does not provide definitions. Another common solution is to provide the student with an approved bilingual dictionary. [ACT- Approved Bilingual Dictionaries List](#)

Instructions:

- Students may ONLY translate individual words.
- Students may not translate the entirety of an item or test page.

Sample Proctor Script | Competitor Instructions

Today you will be taking your SkillsUSA Professional Development Test(s) for the National Leadership and Skills Conference. Each of you should have received an email from SkillsUSA Contests@Skills-Register.org to the email address associated with your conference registration.

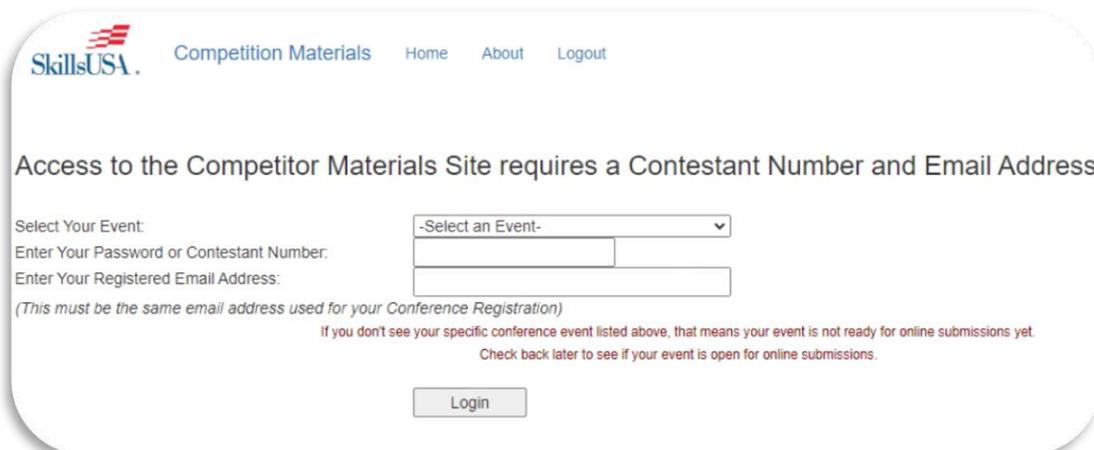
Please log into your SkillsUSA competitor portal and click on applicable online testing link(s).

Competitor Portal login URL: skillsusa-contests.org/VerifyContestant

Do not begin testing until instructed to do so. You will have only one attempt at your online test. During the test, you should only view the online competition test. Do not switch tabs or browser windows as doing so will cause your test to close and submit in its current state. **NO RETAKES WILL BE ALLOWED FOR SUSPECTED CHEATING.** Please click start to begin the SkillsUSA Professional Development Test.

Competitors in Quiz Bowl, TeamWorks, and Welding will have an additional competition specific knowledge test and may complete their tests in any order.

Before we begin, are there any questions? If none, you may begin testing.



The screenshot shows the SkillsUSA Competitor Materials Site login page. At the top left is the SkillsUSA logo. To its right are navigation links: "Competition Materials", "Home", "About", and "Logout". Below the navigation is a heading: "Access to the Competitor Materials Site requires a Contestant Number and Email Address". The login form includes a dropdown menu for "Select Your Event:" with the text "-Select an Event-". Below this are two input fields: "Enter Your Password or Contestant Number:" and "Enter Your Registered Email Address:". A note below the email field states: "(This must be the same email address used for your Conference Registration)". A small red text message reads: "If you don't see your specific conference event listed above, that means your event is not ready for online submissions yet. Check back later to see if your event is open for online submissions." At the bottom center is a "Login" button.

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Sample Competitor Portal Dashboard Screenshot

SkillsUSA . Competition Materials Home About Logout

Competitor Email: Questions? Email:

Competition Details

Contest: **Cabinetmaking**

Contest Starts:

Contest Ends:

Online Submissions Start (EST):

Online Submissions End (EST): **Submission Start/End Times are in EASTERN TIME ZONE**

Important Links

Tech Standards: [National Technical Standards](#)

Contest Updates: <https://www.skillsusa.org/competitions/skillsusa-championships/competition-updates/>

Orientation Link:

Meeting Link:

Online Skills Test:

Prof. Development Test: <https://www.skillsusa-contests.org/CompetitorAgreement>

Contest Notes

The submission window for this contest is closed - no files or links can be submitted at this time.

Documents

Use this section to add files from your local computer. Once you have selected all the files you need to submit for your contest, click the 'Submit Files' button.

Add Files To Submit

Allowed file extensions:
.rtf, .pdf, .doc, .docx, .odt, .txt, .xls, .xlsx, .ods, .ppt, .pptx, .odp, .jpe, .jpeg, .jpg, .gif, .png, .avi, .mp4, .wmv, .mpg
Maximum file size: 100 MB.

Submit Files

Uploaded files and links

The files and links shown below have already been submitted:
(if you need to replace a file, upload the same file name again to overwrite the original version)

File Link Name	Created On	Submitted By
No data to display		

Links

Use this section to add a link to public sites (like YouTube or DropBox) where you have already uploaded larger videos or files. Copy and paste a SINGLE link or URL to your shared file here, then click the 'Submit URL' button. If you have multiple URLs to post, paste each one separately and click Submit URL for EACH LINK!

Paste a SINGLE URL to your shared file, video, etc.

Submit URL

Applicable Online Test Links for NLSC 2024

- Most competitors will only have the three field links shown in the screenshot below.
- "Prof. Development Test" is the test link for the SkillsUSA Professional Development Test
- "Online Skills Test" is the test link for the Quiz Bowl, TeamWorks, and Welding Test

Important Links

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Orientation Link:

Meeting Link:

Online Skills Test:

Prof. Development Test: <https://www.skillsusa-contests.org/CompetitorAgreement?for=PDT>

Proctors: Please contact the SkillsUSA Customer Care Team with any questions or problems that may arise.