

Contestant's Guide to taking Online SkillsUSA District Qualifying Exams

Welcome to the 2023 SkillsUSA Massachusetts District Qualifying Exam process! SkillsUSA is proud of you, as one of our members for seeking to participate in the career competitions. Your participation exemplifies quality in your preparation for a career. Do your best and compete with honesty, integrity and fair play.

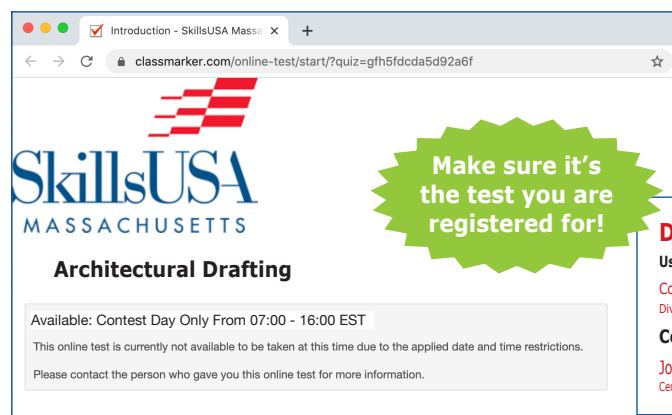
1. Time frame and test reference information

The testing time frame for District qualifying will be two- and one-half hours for each contestant, once you have logged in and pressed the START button your time will begin. During the testing process, you will take a 50-question trade specific assessment, a 50-question employability skills assessment and a 25-question safety assessment. All three exams will be administered within the SAME TEST LINK. The value of each component of the exams are: 70% trade, 20% employability and 10% safety. The safety will also serve as the "tie breaker".

2. Accessing your Exam

The link to the exam platform has been provided to your Advisor. This link is a private web page of the SkillsUSA Massachusetts website. This web page displays all of our district competitions, simply click the button which displays your contest and it will take you to your exam. This is the easiest and most efficient way to access your exam.

- Please be sure you are clicking the link that matches the contest name on your Contestant ID Card.
- Simply click the button and it will take you directly to your exam.
- Your Advisor can allow you to try out your link prior to beginning your exam. The exams are only available on the day of your district event, so if you attempt to access the exam, no harm is done, and you will simply see a message similar to the following on your screen. This feature is designed to allow you the opportunity to ensure the link is working prior to the day of the exam.

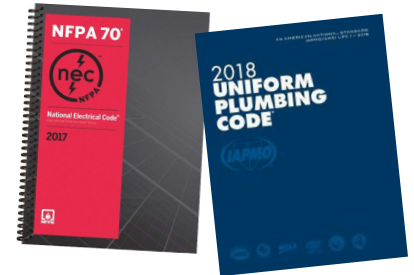


3. Entering Contestant ID Information and Beginning the Exam

Once you have accessed your exam, you should enter YOUR contestant number (the number provided to you by SkillsUSA on your Contestant ID card, **DO NOT** enter your student ID from your school. Please use the number on your Contestant ID Card). Your exam will be available on the date of your district event, from 7AM through 4PM. During this time, when you click on your exam link, you will be brought to the testing site and will see a screen similar to that is shown, to the right. As a contestant, you should verify that the correct contest name is displayed on your screen. If you do not see the proper exam, you have been provided an incorrect link and should contact your advisor/proctor for assistance. If the contest name is correct, you should answer the prompts carefully, using your ID Card as a reference, then click on the **Start ▶** button to begin your exam.

4. Helpful Testing Information

1. Exams are available on your District date from 7:00 AM – 4:00 PM. As long as an exam is STARTED before 4:00 PM the system will allow the exam to be completed even if the exam time exceeds 4:00 PM (*example: the contestant begins at 3:15 PM. This exam will continue past 4:00 PM because the exam was started prior to 4:00 PM*).
2. Once you, as the contestant press the START button, the exam time will begin. You must complete the exam in one sitting. No breaks-or start/stop are allowed once you begin. Max time is 2 ½ hours.
3. Exams will present only one question at a time and once the question is answered the test will move forward.
4. You **MUST** give an answer for each question. The test will not move forward unless an answer is chosen.
5. You **WILL NOT** be able to go back and change answers/review answers once a question has been answered.
6. Use of Calculators. In all competition areas, you will be allowed to use basic function calculator that is capable of addition, subtraction, multiplication and division. NO calculators with a memory or capacity to store information will be allowed. No Machinist calculators or any other trade specific calculator is allowed to be used.
7. Cell phones are NOT allowed during the testing. All devices must be on silent mode and NOT VISIBLE for the entire testing time and **cell phones cannot be used as calculators**.
8. Use of Code Books: Students competing in Plumbing, Electrical Construction Wiring, Industrial Motor Controls, Telecommunications Cabling and TeamWorks will be allowed to use Massachusetts Electrical Code Books and Massachusetts Plumbing Code Books. (*2020 Electrical & 2021 Plumbing Code will be used*).
9. Use of HAVC Pressure Temperature Charts: Students in HVAC will be allowed to use Pressure Temperature Charts.
10. First Aid/CPR will be based on the most recent American Red Cross updates and the most recent American Heart Association updates.



5. Exam Security Measures

1. The District qualifying process relies on every contestant, Advisor and Chapter to exercise the tenants of the SkillsUSA Creed which call for Fair Play, pride in the Dignity of Work and High Moral & Spiritual Standards. We expect that all will play fair and compete with integrity.
2. Contestants are not allowed to image the exam in any fashion.
 - The exam software will flag and exam if a screen shot is taken. Any exam that is flagged for a screen shot will allow the contestant to finish but will be disqualified.
 - Cell phones are not allowed during the exams and photos of the exam screens are not allowed.
 - The exams are not printable, and no attempt should be made to print the exams.
3. No one, other than contestants should make attempt to access an exam. For the exam to be accessed, a name, contestant ID and school have to be entered. If false credentials are entered, the examiners will be notified, and the attempt could result in disqualifications of contestants and or an entire Chapter.
4. Each contestant's identification number is unique and multiple entries of one student's ID number will result in the exam being disqualified.
5. **If a contestant loses power to their laptop/loses Internet connection during an exam, the contestant will not have to begin their exam again. The system will allow the contestant to log in again and continue taking the exam where they left off.**
6. Once an exam is complete a second attempt will not be allowed.

6. Award Winner Notification

By Tuesday of the week FOLLOWING each District exam week (For **Districts 1, 2, & 3 – Tuesday, March 7, 2023** and for **Districts 4, 5, & 6 – Tuesday, March 21, 2023**) District Qualifying Champions will be named and notification will be sent to ALL CHAPTERS in each District. *We anticipate announcing as soon as the day after each District but cannot guarantee this. The top three contestants in each contest area will be awarded District level medals and the **top two** (gold and silver medalists) will advance to the state competition. Some exceptions will be made based on registrations and contest equipment availability at the state level. These announcements will be made with the announcement of District medalists as necessary. Advisors will receive a complete list of QUALIFIERS (those eligible to move on to state competition) along with the list of medalists.

**We wish you the best of everything with your District Qualifying experience.
Congratulations for taking this important step in your quest to become a SkillsUSA Champion!**

