



# KHSAA

## Online Exam Instructions

### **A. Prospective New Officials taking the Part 1 test**

1. Refer to the mailing label at the top of this page. At the top of that label is your identification number for the officials system. In most cases, once licensed, that number will never change.
2. To login to the Part 1 testing system, you will need to have this five-digit number, and the last four numbers of your social security number.
3. Go to <http://officials.khsaa.org>, and select Take Part 1 Exam.
4. Login to the testing system
5. If you are properly licensed in a sport, and secure account is set up properly, you will see a menu of available tests that you can take. Simply click on the link that tells you to start or resume the test.
6. If you leave for some reason, you may come back and find that the test has returned to question 1. You should then look at the bottom of the screen, and pull down where it says "Jump to", then select the portion where you left off.
7. You can also click Save & Quit at any time if you have to leave the computer and go to do something else. You can do this a maximum of 5 times per test, and you can actually fail the test once (get less than 70), and come back and take it again.
8. Once you achieve a score of 70 or more, you cannot retake the test to "improve your score".
9. There is a link on the testing page just above the test title where you can click and submit a report should you have any problems. This is the same link for an out of state ejection, etc.
10. Exams will only be available during specified time windows.
11. Once the test is completed, an official will be able to go back on the <http://officials.khsaa.org> site, and on the list of reports, select to see a list of prospective officials and you will see the scores. If you have also changed emails, phones, etc. online, you may find that you have your score listed twice. This will resolve automatically when routine maintenance is performed on the files.
12. You will then want to establish a login account for future use. Follow the instructions in Section C later in this document in order to create your login.

### **B. Veteran officials taking the Part 2 test**

1. You will be required to establish an account with the KHSAA system. The account will use your email address as the login name, and a password set by you as the password. KHSAA Staff does not maintain a password listing, so you need to maintain that information in a secure fashion. If you need to establish this account, follow the instructions in Section C below.
2. You will go to <http://officials.khsaa.org>, and select that you want to take a Part 2 exam, and then login to the secure system.
3. If you are properly licensed in a sport, and secure account is set up properly, you will see a menu of available tests that you can take. Simply click on the link that tells you to start or resume the test.
4. If you leave for some reason, you may come back and find that the test has returned to question 1. You should then look at the bottom of the screen, and pull down where it says "Jump to", then select the portion where you left off.

5. You can also click Save & Quit at any time if you have to leave the computer and go to do something else. You can do this a maximum of 5 times per test, and you can actually fail the test once (get less than 80), and come back and take it again.
6. Once you achieve a score of 80 or more, you cannot retake the test to "improve your score".
7. There is a link on the testing page just above the test title where you can click and submit a report should you have any problems. This is the same link for an out of state ejection, etc.
8. If you are an official, and happen to be an assigner in any sport, you will have to "assume the identity of an official" as by default, assigners cannot take the test. Click that link at the top of the page, and enter the ID number of the official, and click Assume Identity. This will allow you to take the test.
9. Exams will only be available during specified time windows.
10. Once the test is completed, an official will be able to go back on the officials.khsaa.org site, and on the left side list of reports, you can do a report of all Part 2s and see your score having been posted. If you have also changed emails, phones, etc. online, you may find that you have your score listed twice. This will resolve automatically when routine maintenance is performed on the files.

### **C. Creating a login to the secure system.**

1. In order to take the Part 2 test, and do many other things such as report a disqualified player, or some other incident to the office, you will need to be logged into the KHSAA Officials Division Login System.
  2. If you go to the Officials page (<http://officials.khsaa.org>), you will note a green button on the left that says "Login to KHSAA Officials System". If you click on that green bar, it will open up a login page. The FIRST time you try to access the system, you do not have a login setup. If you have already set up an account, you are ready to go.
  3. If you need to setup your account in the secure login system (i.e. new officials above or veterans who don't yet have an account, please note a bulleted statement that says "I know my id number and last 4 of social from old system, but haven't created an account on new login system". You will click on the link that says "click here" beside that statement.
  4. When you click on that, the system will ask you for your id number, and your password will be the last four digits of your social security number. When that is entered and matches what is on file in the system, it will prompt you to enter your email address (which will be your new login to the system), and to supply your own password.
  5. You must remember your password as the office has no way of reviewing and retrieving it for you. Our suggestion for those who use arbitersports.com to get games is to use the same password to minimize forgetfulness.
  6. If you do forget your password, the next line below on the web page says "I have already created a login on the new system, but I have forgotten my password". By clicking the "click here" link beside that statement, you can enter your email address, your password will be reset, and you will be sent a link to set a new password.
  7. Once you have created your login, you will then be able to login at any time, and access a variety of printouts listed in the bottom left of that menu that are only available to licensed officials and assigners. Things such as updating your record, reporting a DQ, reporting another incident, taking tests and completing licensing forms require a secure login. These functions are ONLY available to logged-in, licensed officials.
  8. If you do not have an email address or if your email address is incorrect on your officiating record, you are voluntarily taking yourself out of being able to take the Part 2 test, and perform many other functions, and the lack of this test will eliminate you from postseason assignments.
- In addition, the use of another officials' email address will result in that score being credited to that official, not you.
9. There are several free email sites (gmail, yahoo, etc.) that can be accessed from free computers at libraries and schools and only require the official taking initiative to setup an account.