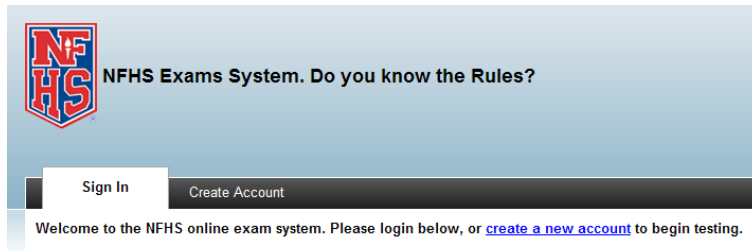


# Online Exam Instructions

## Creating a User:

1. If this is your first time using the new NFHS Online Exam System. Click on “New Users click Here”. This will ask you to create an account.



Username:

Password:

Remember me next time.

[forgot your password?](#)

[New users click here](#)

2. The Create Account page is set up in to two sections (Individuals Information and State Association Information)

### A. Fill in the appropriate Personal Information

On this screen:

#### Sign Up for Your New Account

Username:

Email:

Password:

Confirm Password:

First Name:

Middle Name:

Last Name:

Suffix:

Address:


City:


State:

Zip Code:

B. Fill in the State Association as Follows:

**State Association Information**

Primary State Association:  

Alternate State Associations:   

State Lic./ID No.:

Local Affiliation:  (ex. Marion County Basketball Assoc.)

**Primary State Association:** (Insert the State in which you are taking the current exam for)

**Alternate State Associations:** (Insert any other state you officiate). Click the Add Button after selecting each state.

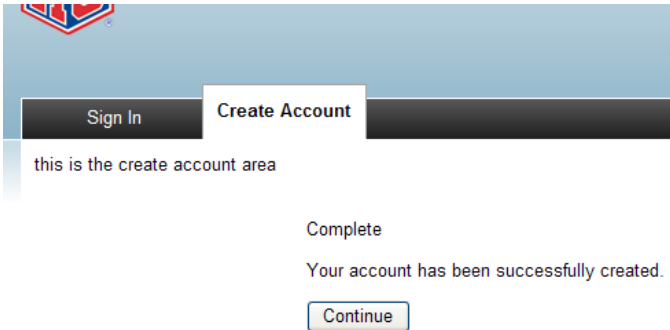
They will then be listed in the box below)

**State Lic./ID No.:** (Insert your State ID# or License Number for you Primary State Association)

**Local Affiliation:** (Insert the name of the Local Chapter/Association you are affiliated with if any.)

C. Click Create User *(Keep your username and password in a safe place for future reference.)*

3. You will then get the Completion message below. Click continue.



4. You will then come to the following Screen. This screen is a summary of Exams and Account Information, divided into 4 Tabs (Dashboard, Exams, Profile, Logout):

**Dashboard** Exams Profile Logout

Dashboard Page This page displays a summary of recent exams, available exams and completed exams.

**Exams In Progress (1)**

| Title                         |                        | Questions | Answered |
|-------------------------------|------------------------|-----------|----------|
| Baseball 2008 Part I (SAMPLE) | <a href="#">Resume</a> | 15        | 1        |

[All exams...](#)

**Available Exams (1)**

| Title                |                       |
|----------------------|-----------------------|
| Baseball 2008 Part I | <a href="#">Start</a> |

[All exams...](#)

**Completed / Closed Exams (1)**

| Title                                  | Completed            | Score  |                        |
|--|----------------------|--------|------------------------|
| Clone of Baseball 2008 Part I (SAMPLE) | 7/28/2008 1:45:16 PM | 0 / 15 | <a href="#">Review</a> |

[All exams...](#)

#### A. Dashboard

- Exams In Progress (1)**: This section lists all exams that you have started and not submitted as of yet. It lists How many questions there are and how many you have answered. To continue with your exam just simply click on the “Resume” link.
- Available Exams (1)**: This section lists all exams available for you to take based on the Primary State you have listed in your Account Profile. To start an Exam click the “Start Link”.
- Completed/closed Exams (1)**: This section lists all exams that you have completed and submitted, the date and time you Completed it, and your Score.

**Dashboard** **Exams** Profile Logout

The “EXAMS” tab displays a history of all exams taken. Note, after 90 days the detailed results are no longer available.

Search:

**Exams**

| Exam                                   | Category | Status  |
|--|----------|---|
| Clone of Baseball 2008 Part I (SAMPLE) |          | <a href="#">Review</a> Completed on 7/28/2008 |
| Baseball 2008 Part I (SAMPLE)          |          | <a href="#">Resume</a>                        |
| Baseball 2008 Part I                   |          | <a href="#">Start</a>                         |

#### B. Exams

- This section will list your Exam history of all exams taken. You can see the Exam Name, Category (if assigned one) and the Status of your exam. You can click on the Status links to Review, Resume, or Start your exam.

your personal information below.

**General Information**

Username:

Email:

Suffix:

First Name:

Middle Initial:

Last Name:

Address:

City:

State:

Zip Code:

**State Association Information**

Primary State Association:

Alternate State Associations:

State Lic./ID No.:

Local Affiliation:   
(ex. Marion County Basketball Assoc.)

**C. Profile**

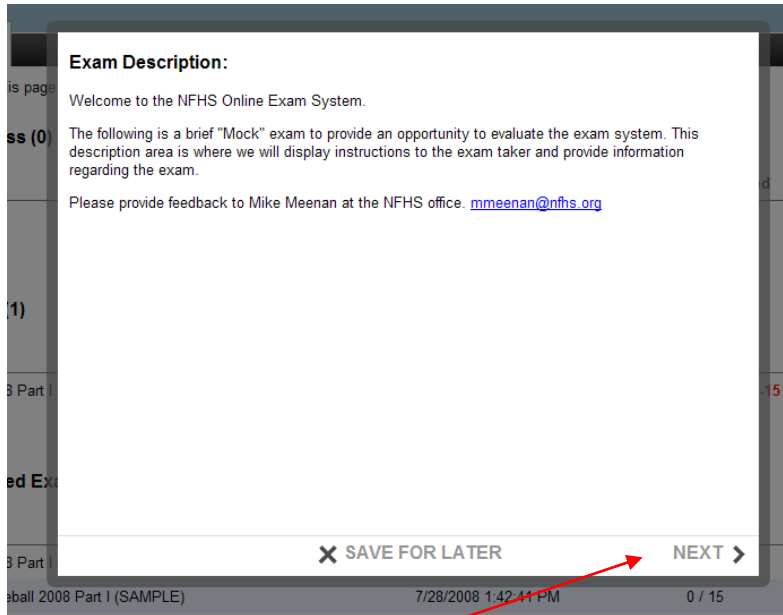
- a. This Section allows you to change any individual or state association information at anytime.

**D. Logout**

- a. This simply logs you out of the Exam System and returns you to the login page.

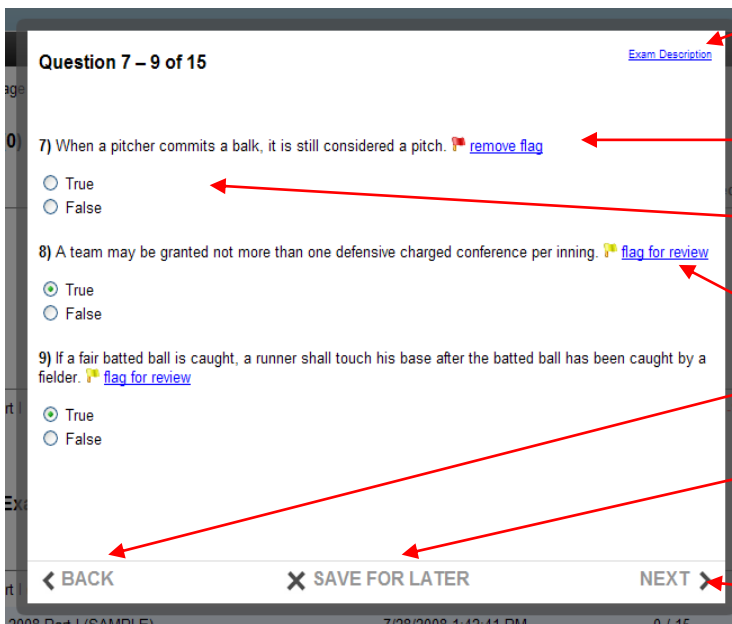
## Taking An Exam

1. Login to Exam System. Choose the Available Exam you wish to take and Click “Start”. You will then come to an Exam Description:



2. Click “Next” to begin your Exam

3. The following screen is the Exam. The Question numbers are listed at the top of the screen.



**A. Exam Description:** Click on this link if you are wanting to review the description of the current test you are taking.

**B. Remove Flag:** Click this link to remove the Flag to Review at the end of the Exam.

**C. Exam Questions:** Click to Select the Answer you would like to choose for that question.

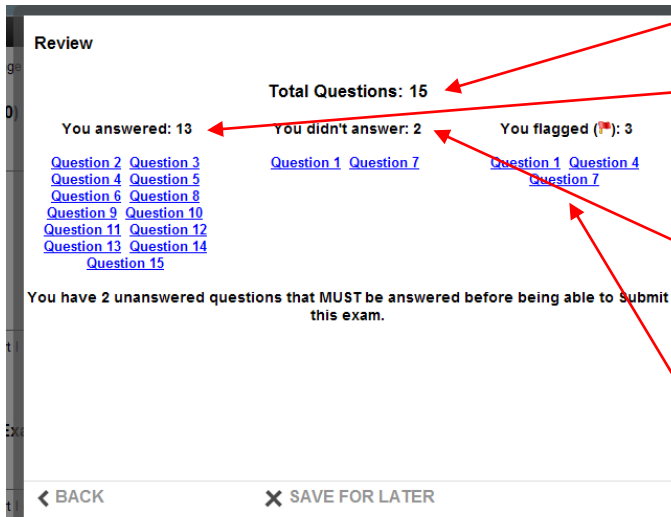
**D. Flag for Review:** Click this link if you would like to come back to this question at the end of the Exam.

**E. Back:** Click “Back” to review or edit a question on a previous screen.

**F. Save For Later:** Click this link if you need to stop the exam for any reason and continue with it at a later time.

**G. Next:** Click “Next” to continue with the next screen of the Exam.

4. At the end of the Exam you will come to the following Review Screen. This will allow you to review and or correct any questions you wish. (You must answer all questions before you can Submit the Exam.)

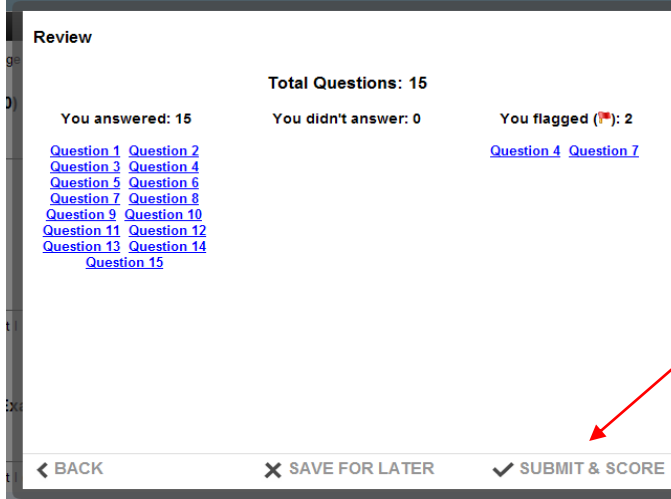


**A. Total Questions:** This lists how many questions were in the exam.

**B. You answered:** This lists Questions that you have answered. (This is NOT a listing of right or wrong answers, just that it was answered.)

**C. You didn't answer:** This is a list of questions you did not select an answer. These questions must be answered before you can Submit your exam.

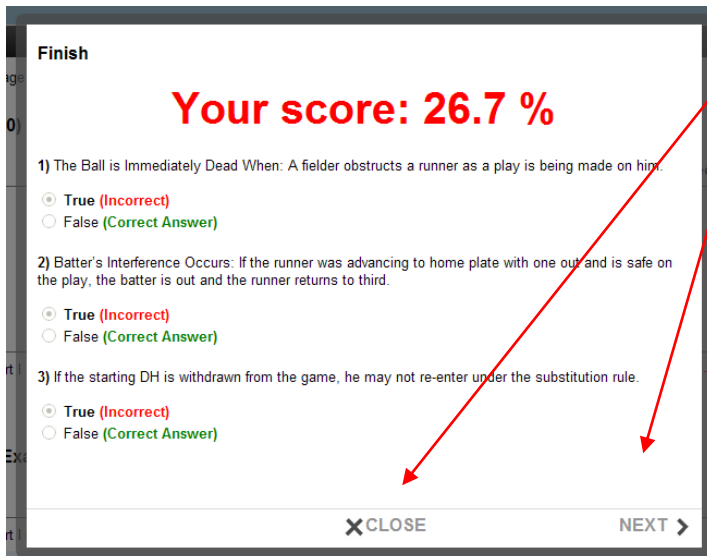
**D. You flagged:** This is a list of questions that you flagged, so you could come back to them.



To go back to any questions simple click on the link for that question. When the Questions listed in the "You didn't Answer" section have been answered you will see another review screen similar to the one above:

At this point if you feel you are ready you may click the "Submit & Score" link at the bottom of the Screen.

5. The following screen will come up showing that you have finished the Exam and giving your Score.



**A. Close:** Click if you are ready to close the window.

**B. Next:** Click if you are wanting review each questions to verify if you got it correct or incorrect.

**You have now completed the Exam and can Logout of the Exam System. Your score will be reported to your State Association.**