

Track, Field and Cross Country

On Line
Exam

Information Packet

Start Date 2016

Online Exam Track and Field

What do I need from your chapter:

Local Name to be use by everyone (must be exactly the same for everyone).

Start Date: Can't be before January 8th 2016

End Date: Last day for your members to take the exam.

Email Address for the person in your chapter to get the results (please one email address per chapter)

Online Exam Track and Field

1. You will determine the dates when the test is available on line. If you find you need more time it can be extended.
2. I will need those dates (start and end) no less than 14 days prior to the start so the Federation can prepare the test.
3. If any of your officials officiate multiple sports they will need to change their affiliation according to sport for each exam they take.
4. The test is available to take up to 100 times
5. Testers can save the test and return to it 999 times
6. You will determine what the passing score for your officials will be, not the Federation.
7. The test results lag one week, a report is provided once a week from the Federation. When I receive the results I scan the results, and for those who have taken it multiple times I will remove all but their highest score.
8. Each week I will add that week's results to the report, minus any multiple tests, so it reflects the highest scores.
9. Upon completion the Federation provides a summary report.

Online Exam Instructions

Website Link:

Click on the following link to go to the NFHS Exam System and begin the steps below to take an exam.

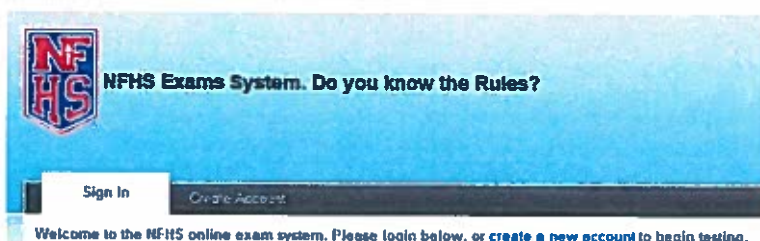
<https://exams.nfhs.org/>

Returning Users:

Login with your previously setup user name and password and proceed to Step 4.

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.



Complete

Your account has been successfully created

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

6.1.2010 thru 7.1.2010 --- With the exception of Colorado Softball. No Exams are open during the summer. Fall Sports will open in July as directed by the local states.

Completed / Closed Exams

Exams In Progress (1)

| Title | Questions | Answered | |
|------------------------------------|------------------------|----------|-----------------------|
| Ohio (MOCK) Basketball 2009 (MOCK) | Resume | 2 | 2 9 days remaining |

Available Exams (1)

| Title | |
|----------------------------------|--|
| Colorado Softball-PP 2010 Part I | Start 63 day(s) remaining |

Completed / Closed Exams

[Completed/Closed Exams](#)

NFHS Online Exam System
[Site Instructions](#)
[Contact the NFHS](#)

A. Dashboard

- Exams In Progress:** 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:** 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:** By clicking on this link (or the Completed Tab at the top) you will see a list (below) of all exams that you have completed and submitted, the date and time you completed it, and your Score. Click on the "Completed/Closed Exams" link or the Completed Tab at the top.

- To see older exams than what is listed in "Completed/Closed Exam section, click the "Show/Hide Older Exams" link and the Older Exams section will be displayed.
- If a retake is available you will see a link, "Retake", that you can click and begin another exam.
- To see your score again or to review which rule references you missed questions for click the "Review" link

Completed / Closed Exams

Completed / Closed Exams (6)

| Title | Completed | Score | Status | Action |
|---|----------------------|-------|----------|---|
| Arizona Swimming 2009 Part I | 7/31/2009 2:10:25 PM | 61 | Complete | Review |
| New Mexico Football Mechanics 2009 Part Mechanics | 7/31/2009 2:04:05 PM | 57 | Complete | Review |
| Ohio (MOCK) Basketball 2009 (MOCK) | 6/15/2010 9:34:51 AM | 50 | Complete | Review Retake |
| Virginia Field Hockey 2009 Part I | 7/28/2009 1:17:56 PM | 52 | Complete | Review |
| Virginia Spint 2009 Part I | 7/28/2009 1:38:10 PM | 52 | Complete | Review |

[Show Older Exams](#)

B. Profile

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

Profile Logout

your personal information below

General Information

| | |
|----------------|----------------|
| Username | IL SWR |
| Email | lbrown@nhs.org |
| Suffix | |
| First Name | Leon |
| Middle Initial | |
| Last Name | Brown |
| Address | PO Box 690 |
| City | Merriville |
| State | Indiana |
| Zip Code | 46112 |

State Association Information

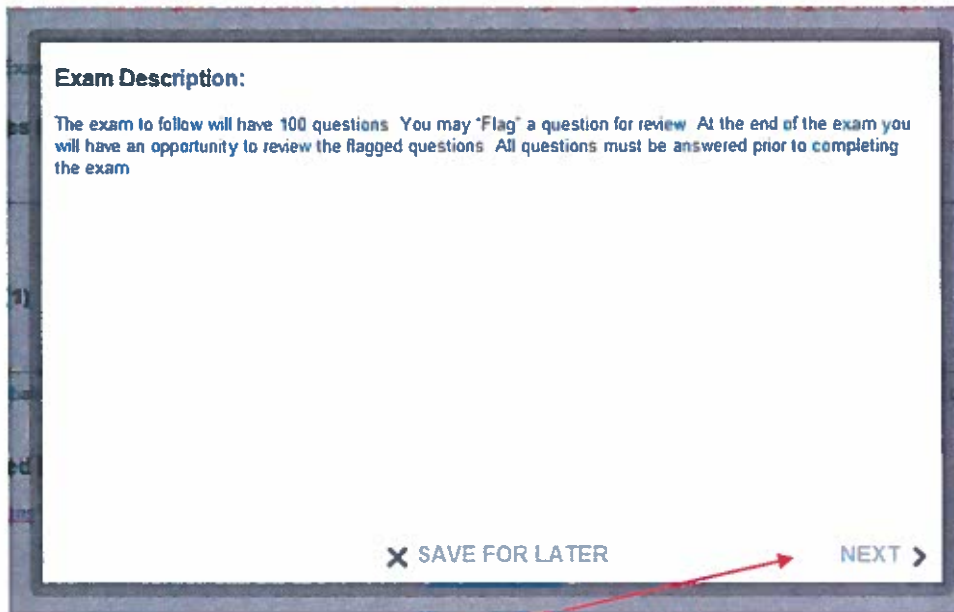
| | |
|---|--|
| Primary State Association | Indiana |
| Alternate State Associations | Select a State <input type="button" value="Add"/> |
| | MI <input type="button" value="Remove"/> |
| | IL |
| State Lic /ID No | IN1234 |
| Local Affiliation | Merriville Football Officials (ex: Marion County Basketball Assoc) |
| <input type="button" value="Update Profile"/> | |

C. Logout

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

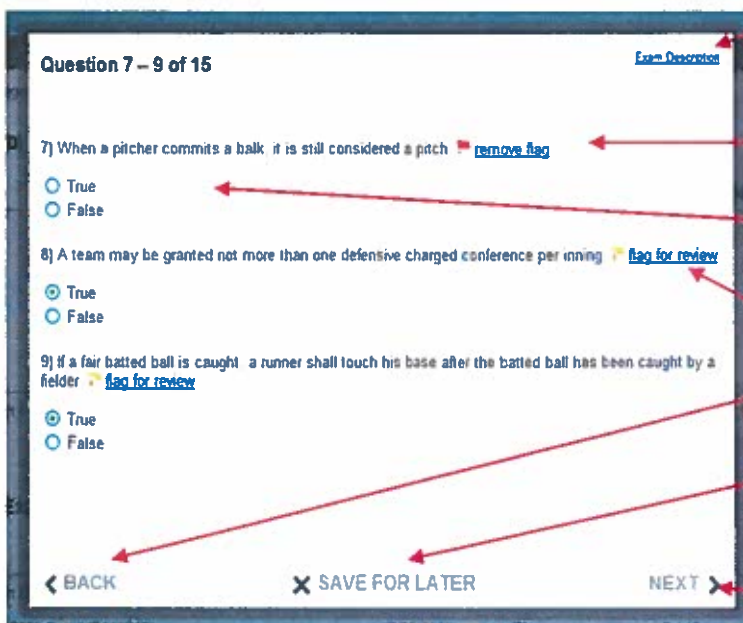
Taking An Exam

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.

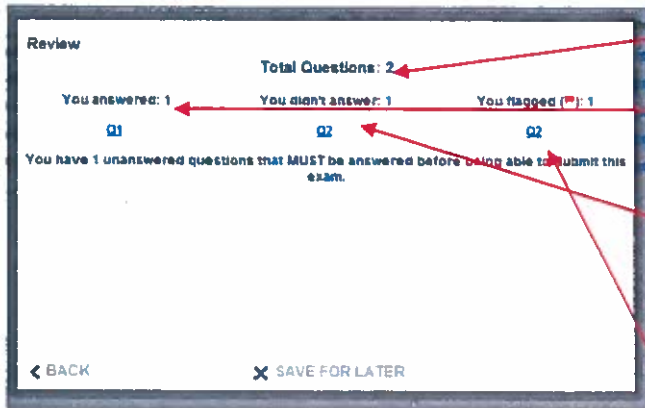
D. Flag for Review: Click this link if you would like to come back to this question at the end of the Exam.

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.)

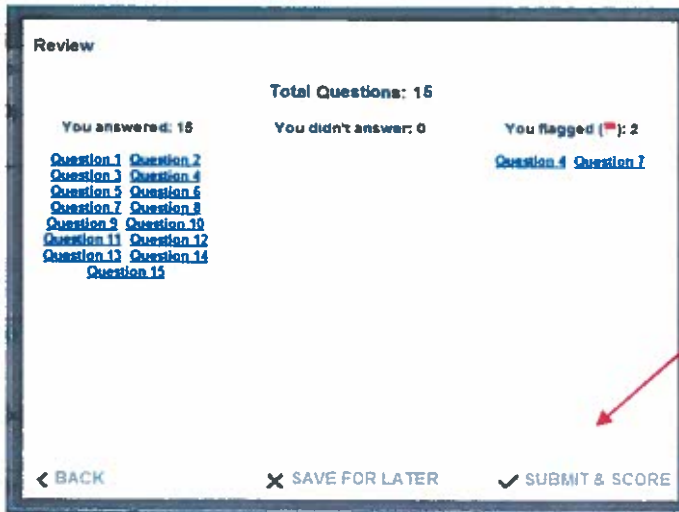


A. Total Questions: This lists how many questions were in the exam.

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. (If this is not located on the far right side of the box, scroll down.) If you have answered all questions and have flagged a few, as in the print screen below, the system will allow you to submit your exam without going back. Please make sure you have reviewed all questions you wish to before clicking the "Submit & Score" link.

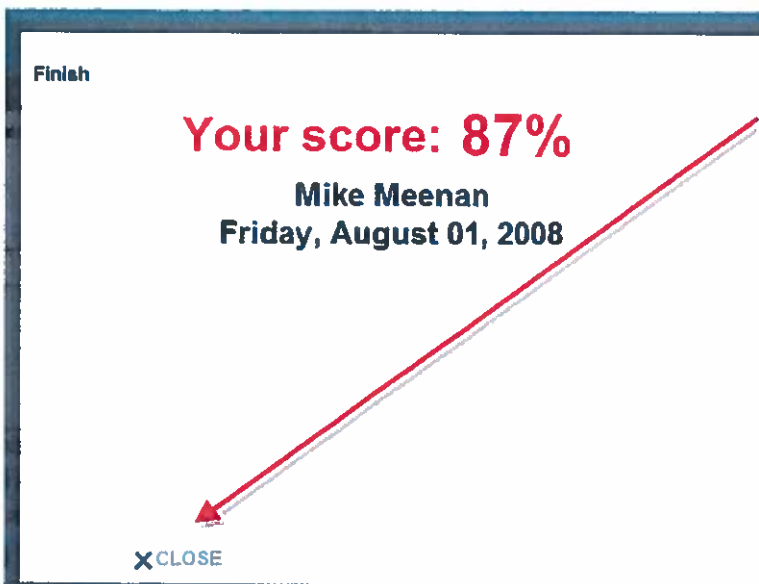


To go back to any questions simple click on the link for that question. When the Questions listed in the "You didn't Answer" section have been answered you will see another review screen similar to the one above:

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

your Score.

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



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

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

Your questions will not be able to be reviewed until after the close of the exam. At that point you can login and

review the answers to your questions if you wish.