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.
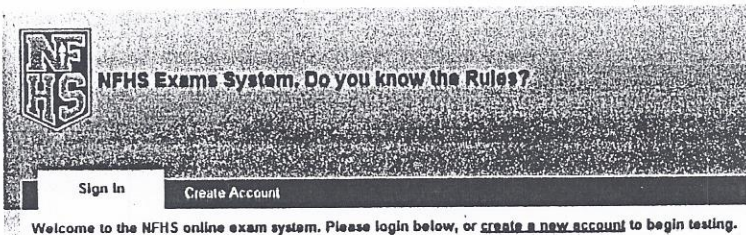
https://exams.nfhs.org/

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.

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

Field	Value
Username:	lbrown
Email:	lbrown@nfhs.org
Password:	••••••••
Confirm Password:	••••••••
First Name:	Lori
Middle Name:	
Last Name:	Brown
Suffix:	
Address:	PO Box 690
City:	Indianapolis
State:	Indiana
Zip Code:	46112

B. Fill in the State Association as Follows:

State Association Information

Primary State
Association: Indiana

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

Alternate State
Associations: Michigan [Add]

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

IL
MI   [Remove]

They will then be listed in the box below)

State Lic./ID No.: IN1234

Local Affiliation: Merriville Football Officials (ex. Marion County Basketball Assoc.)

[Create User]

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/Assocaition 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.

Sign In	**Create Account**
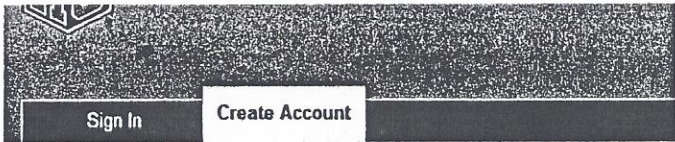
this is the create account area

Complete

Your account has been successfully created.

[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, Completed, Profile, Logout):

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-FP 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

a. **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.

b. **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".

c. **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.

   1. To see older exams then what is listed in "Completed/Closed Exam section, click the "Show/Hide Older Exams" link and the Older Exams section will be displayed.

   2. If a retake is available you will see a link, "Retake", that you can click and begin another exam.

   3. To see your score again or to review which rule references you missed questions for click the "Review" link

Dashboard	Completed

Completed / Closed Exams

Completed / Closed Exams (5)

Title	Completed	Score	Status	Action	
Arizona Swimming 2009 Part I	7/31/2009 2:19:25 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 Spirit 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

ı your personal information below.

General Information

Username:	lbrown
Email:	lbrown@nfhs.org
Suffix:	
First Name:	Lori
Middle Initial:	
Last Name:	Brown
Address:	PO Box 690
City:	Merrilhille
State:	Indiana
Zip Code:	46112

State Association Information

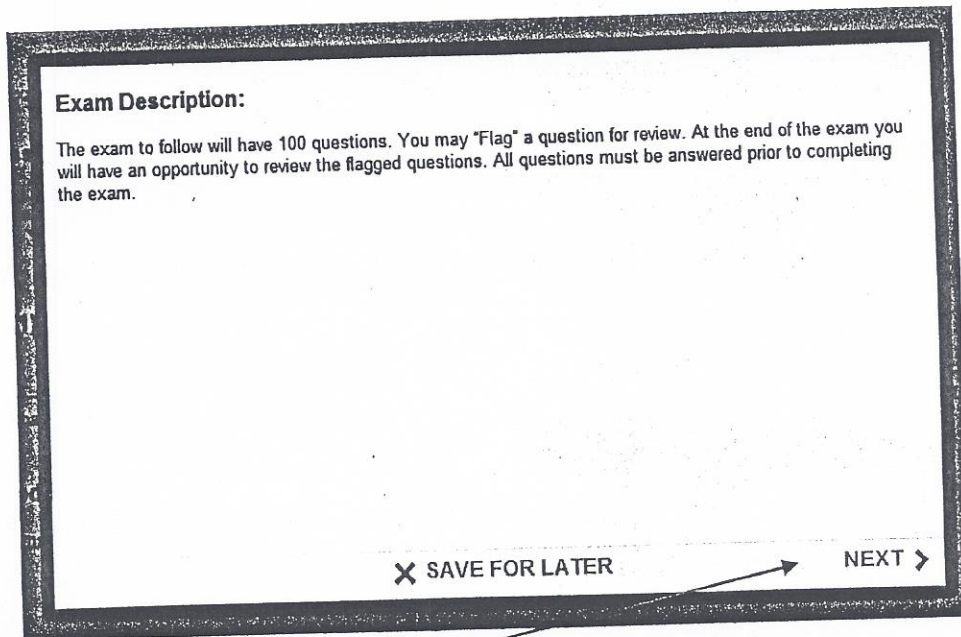|	
Primary State Association:	Indiana
Alternate State Associations:	Select a State [Add]
	MI
	IL [Remove]
State Lic./ID No.:	IN1234
Local Affiliation:	Merriville Football Officials
	(ex. Marion County Basketball Assoc.)

[Update Profile]

C. Logout

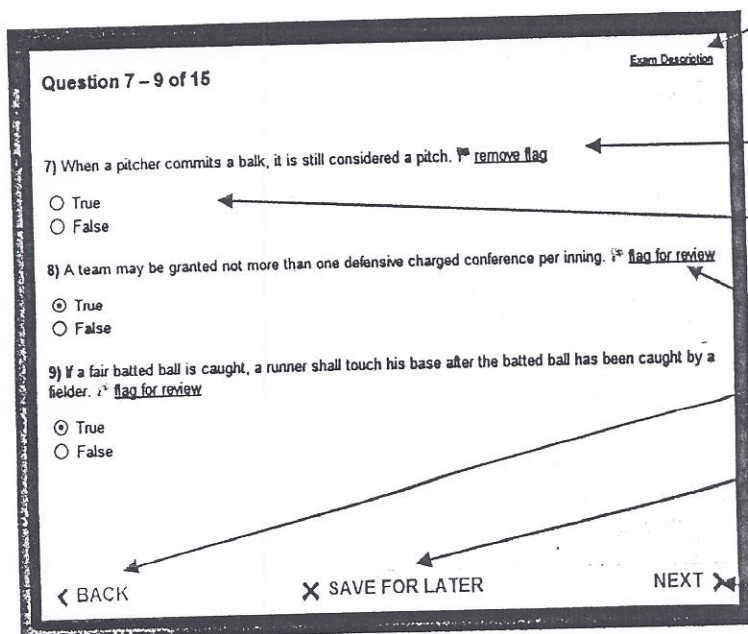   a. This simply logs you out of the Exam System and returns you to the login page.

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:

Exam Description:

The exam to follow will have 100 questions. You may "Flag" a question for review. At the end of the exam you will have an opportunity to review the flagged questions. All questions must be answered prior to completing the exam.

✗ SAVE FOR LATER   NEXT ❯

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.

Question 7 – 9 of 15

Exam Description

7) When a pitcher commits a balk, it is still considered a pitch. ⚑ remove flag

○ True
○ False

8) A team may be granted not more than one defensive charged conference per inning. ⚑ flag for review

◉ True
○ False

9) If a fair batted ball is caught, a runner shall touch his base after the batted ball has been caught by a fielder. ⚑ flag for review

◉ True
○ False

❮ BACK   ✗ SAVE FOR LATER   NEXT ❯

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.

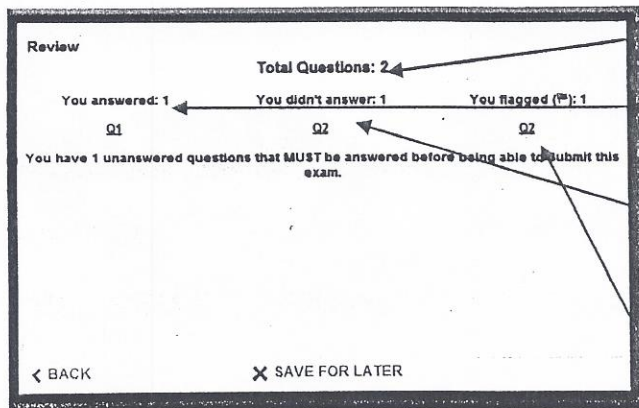**C. Exam Questions:** Click to Select the Answer you would like to choose for that question.

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.
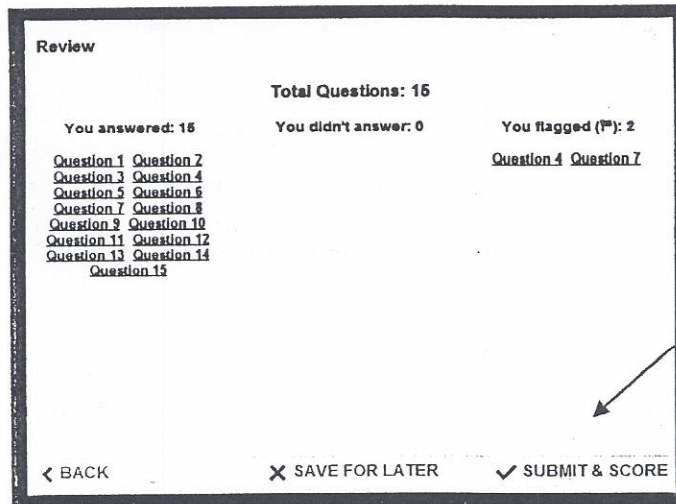
G. Next: Click "Next" to continue with the next screen of the Exam.

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.)

Review

Total Questions: 2

You answered: 1   You didn't answer: 1   You flagged (⚑): 1

Q1   Q2   Q2

You have 1 unanswered questions that MUST be answered before being able to submit this exam.

< BACK   ✗ SAVE FOR LATER

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.

Review

Total Questions: 15

You answered: 15   You didn't answer: 0   You flagged (⚑): 2

Question 1 Question 2   Question 4 Question 7
Question 3 Question 4
Question 5 Question 6
Question 7 Question 8
Question 9 Question 10
Question 11 Question 12
Question 13 Question 14
Question 15

< BACK   ✗ SAVE FOR LATER   ✓ SUBMIT & SCORE

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.

Finish

Your score: 87%

Mike Meenan
Friday, August 01, 2008
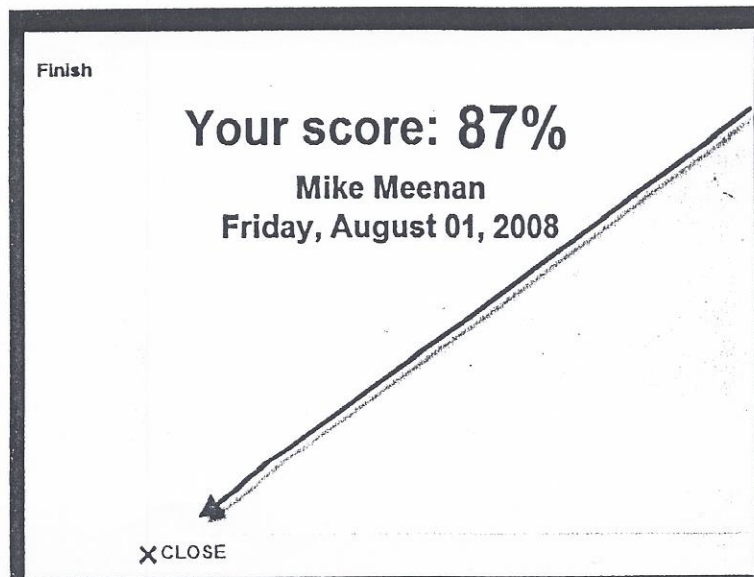
✗ CLOSE

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