

## MPSSAA ONLINE TESTING

Beginning with Fall, 2011 the National Federation rules exams will be administered online.

You are reminded that a score of 75% or better is required for you to be eligible to officiate MPSSAA contests during the regular season or tournament season.

**You will need an email address to register to take an exam!** If you don't have an email address, check out yahoo.com, gmail.com, hotmail.com, etc.

### **How do I take the test online?**

Go to:

[www.exams.nfhs.org](http://www.exams.nfhs.org)

You will also be able to access the link in the OFFICIALS section of our website, [www.mpssaa.org](http://www.mpssaa.org) in the INFO CENTER located on the right corner of the page.

1. **Create your user account.** Registration is simple and free. Unless you took the test in the spring of 2011,
2. You will then be asked to **set up a profile.** Fill in the requested **Personal Information.**
3. Enter **MARYLAND** as your Primary State Association.
4. **Leave the State Lic./ ID No. blank!**
5. Enter your association's name in the **Local Affiliation section.** There is a link to the MPSSAA list of associations in the INFO CENTER of the OFFICIALS page mentioned above.
6. Click on **Create User.**
7. You will then be asked to **enter a username and password that you create.** Keep your password and username in a safe place for future reference.
8. Your account has been successfully created!
9. Click on **Continue** to go to the screen summarizing **Exams and Account Information.** This section lists all exams available for you to take based on the Primary State you have listed in your Account Profile.
10. If you are taking a test in more than one sport, please change the Local Affiliation to represent the different association (s).
11. **To start an exam, click on the "Start Link".**

or

12. **To take an exam, Login in to the Exam System. Choose the exam you wish to take and click "Start".**
13. Click **"Next"** to begin your exam.

14. The next screen is the Exam. **Follow the on screen directions.**
15. At the end of the Exam, you will come to the **Review Screen**. This will allow you to **review and or correct any questions** you wish. Note: you must answer all questions before you can Submit the exam.
16. When you are ready **to complete the Exam**, **click on the Submit and Score** link at the bottom of the screen
17. The following screen will come up showing that you have finished and give you a score.

**18. PRINT A COPY OF THE PAGE SHOWING YOUR SCORE FOR YOUR RECORDS and GIVE A COPY TO YOUR ASSOCIATION!!!!!!**

19. You have now completed the exam and can **click on Close**. Your score will be reported to the MPSSAA but you need to provide your association with a copy of the report so it can be recorded and submitted with your association's registration information.
20. Once you close the exam, you can **login again to review the answers to your questions**.

**When can I take the test?**

The online test will open approximately six weeks before the start of the season. The projected start dates are July 1, October 1, and February 1. You may create your account at any time but you must complete the test and score a 75% or better during that time period.

**If you do not score a 75%, you may/ must retake the exam until you pass.**

FYI, the test will contain 100 questions (true/ false and multiple choice) and be randomized for each sitting.