NDHSAA Online Exam Instructions

Website Link: https://exams.nfhs.org/
Click on the link above to go to the NFHS Exam System. Follow the steps below to take an exam.

Sign In to Exam Site
Sign in to the Exam Site with the username and password you were emailed from NDHSAA.
• Usernames and passwords were emailed to coaches and officials on 8/24/17 from Brenda.schell@ndhsaa.org
• If you have not received your username and password after checking your SPAM, JUNK and CLUTTER for the email, please contact Brenda Schell at the NDHSAA office.

Taking An Exam
• You will see the exams that are available for North Dakota. You will also see Your exam history as you begin to complete exams.
• Click “Take Exam” next to the exam you wish to begin.

Available & Upcoming Exams

Your Exam History

• You will be given any special notes for that exam and asked “Are you ready to begin the exam?”, Click “Yes, I’m Ready”
Online Exam Instructions

August 2017

• Once you click the “Yes, I’m Ready” button your exam will show on your screen to begin taking your exam.

• You can “Save & Exit” your exam at any time to complete it at a later time.
• You can flag a question (either answered or unanswered) to come back and review it at a later time before you submit your exam by clicking the “Flag Question” icon next to the questions.
• As you continue you will see the “Flagged Questions” and/or “Unanswered Questions” button at the top.

• To go to a flagged question, click on the “Flagged Questions” button and then the Question Number.
NDHSAA Online Exam Instructions

• To go to an unanswered question at any time during your exam, Click on the “Unanswered Questions” button and then the Question Number.

• Once you have answered all the questions on the exam, you will click on “Score & Submit”

• You will see the following “Warning” pop up. Click on the “Score & Submit” button if you are sure you have answered and reviewed all of your questions.
NDHSAA Online Exam Instructions

- You will see your results and the Rule References of any questions you have missed. Click on the “To Dashboard” button to return to your dashboard. You will receive an email with your score and rule reference listed for you to review in the Rules Book.

- Once back at the dashboard you will see your Exam listed under “Your Exam History” section.
- You can review the “Details” of your Exam for 30 days after the close of the exam period. Simply log back into the exam system and click the “Details” button next to your exam.