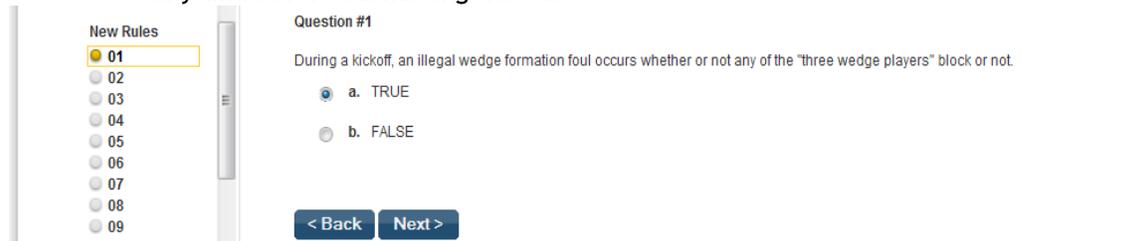


The procedure for taking the test is as follows:

- 1) An email address on file with the NMOA is **REQUIRED!!!** Email [nate@nmact.org](mailto:nate@nmact.org) if you are unable to log in.
- 2) If you have not logged in before please see the next set of instructions.
- 3) If you have logged into the Central Hub before you will just log in again and tab labeled "Test". [www.nmofficials.arbitersports.com](http://www.nmofficials.arbitersports.com)
- 4) To begin taking a test, click **Take Test** to the right of the open test you wish to take.



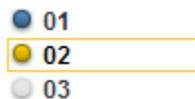
- 5) Click the circle next to the answer you believe is correct. Your answer will be saved when you move to a different question. You may change your answers anytime before submitting the test.



- 6) To navigate between test questions, click **< Back   Next >** or click on the question number in the left panel.

The circles in the left column next to each question indicate, by color, which questions have been answered.

A **blue** circle indicates a question has been answered.  
 A **yellow** circle indicates a question is currently being viewed.  
 A **white** circle indicates a question has not been answered.



- 7) To save an unfinished test, which you plan to complete at a later time, click **Save and Exit** in the lower right corner of the screen.

22  
 23  
 24  
 25

Not Answered  
 Answered  
 Current Question

Answered 0 of 100

Save and Exit

- 8) When you are ready to complete a test, return to the **TESTING** Tab and click **Continue** to the right of the test you have begun. You will be returned to the same question at which you stopped.

Open Tests	Group	Close Date	Max Attempts	Status		
NFHS 2010 Soccer Test Part I You may take this test 1 more time(s).	ihsaa	08-23-2010	1	1 of 100	Instructions	Continue
NFHS 2010 Volleyball Test Part I You may take this test 1 more time(s).	ihsaa	08-23-2010	1	Not Started	Instructions	Take Test
NFHS 2010 Football Test Part I You may take this test 1 more time(s).	ihsaa	08-24-2010	1	Not Started	Instructions	Take Test

- 9) Before submitting a test, please make sure all questions are answered to your satisfaction. You will no longer be able to revise your answers or return to the test after it is submitted.
- 10) Once you have finished answering all test questions, note the following:

If the last question you answered was question 100, click **Next >** to be taken to the Summary screen, where the option to submit your test is provided.

If the last question you answered was any question other than 100, use the vertical scrollbar to scroll to Summary at the bottom of the left panel. Click Summary, and then scroll to the top of the page to see a summary of questions answered.

When you are ready to submit the test, click **Submit Test**.

NFHS 2010 Soccer Test Part I

Summary

You have answered 1 out of 100 questions.

Submit Test

- 11) Upon successful submission of your test, you will see a confirmation screen with the following information: **Test name, your name, test completion date and time, and test score.**

You should print this screen as proof of having taken the test. You will also receive a confirmation email containing the same information as the confirmation screen. Save one or both for your records.

- 12) **Tests must be completed online by 11:59 p.m. on your sport deadline.** You will not be able to login to take test after the deadline.
- 13) After the deadline, you can log back into your account to check the questions you have missed. This function is only available after the deadline has passed.