



2018-19 NCAA DIVISION II COACHES CERTIFICATION PROGRAM

Test Instructions

Please read the following instructions carefully before starting the test.

1. All NCAA Division II coaches will have 80 minutes to answer 40 questions.
2. If the 2018-19 NCAA Division II Manual is not available, you may use a copy of the 2017-18 Division II Manual when taking the test. In addition, you may use the following materials: 2018 NCAA Convention Division II Official Notice, the 2018 NCAA Legislative Summary, and the Legislative Services Database for the Internet (LSDBi), or the 2018 NCAA Convention Division II Legislative Proposal Question and Answer Guide. These materials may be accessed via the online program or may be provided in hard-copy. The use of any other materials during the test shall be prohibited.
3. Do not start the test until the test administrator establishes the test time period and instructs you to begin work.
4. Go to: <http://web1.ncaa.org/coachesTest/exec/proctorlogin>
5. At the **NCAA Coaches Certification Test** login page enter the UserId and Password (These items would have been supplied to you or the proctor by your administering conference office.)
6. Click the "Login" button.
7. Select your institution from the drop-down box and enter in your institutional-specific password (**Note: Use your "Institutional" password formerly called Sport Sponsorship password**) when prompted and click the login button. The use of this password precludes other institutions in your conference from viewing your results.
8. Click the "Start Test" button.
9. Select the appropriate sport and division by clicking the down arrow on the right of the drop-down box. **Division II coaches should select "All Sports" in the drop-down box.**
10. Click the "Continue" button.
11. Verify the correct institution, sport and division appears in the "Test Criteria" box.
 - a. If this information is incorrect, click the "Back" button and choose the correct information.

- b. If this information is correct, then enter your name in the "Coach's Name" field; **OR** if your institution chooses to administer the hard-copy format, you may select to generate a general hard-copy test at this point in the program (Note: Generating the hard-copy test at this point will not include a specific coach's name and may not be copied for multiple coach use).
 - c. If the test is going to be timed, please make sure the "Timed Test" checkbox is checked. If the test is not going to be timed (e.g., coach has been approved for this accommodation as a result of a disability), please make sure that the "Timed Test" checkbox is not checked.
 - d. Click the "Continue" button to continue with the online administration of the test **OR**, click "Create New Hard-Copy Test" to generate a unique (i.e., coach specific) hard-copy version of the test. **(PLEASE NOTE WHEN THE HARD-COPY VERSION OF THE TEST IS GENERATED, AN ANSWER KEY WILL ALSO BE GENERATED. THE PROCTOR AND COACH SHOULD ENSURE THE COACH DOES NOT HAVE ACCESS TO THE ANSWER KEY FOR HIS OR HER TEST.)**
12. The next page will display the institution, coach's name, time limit (if a timed test), number of questions, and the passing grade percentage.
 - a. If this information is incorrect, please click the "Back" button and change the information.
 - b. If this information is correct and you are ready to take the NCAA Coaches Certification Test, click "Start Test" button.
13. The first question will appear.
 - a. The top of the question box shows the number of the question that you are viewing and the time remaining for a timed test.
 - b. To choose an answer to the question, click the checkbox to the left of the answer that you want to select.
14. To move to the next question, click the "Next" button at the bottom of the question box.
15. Continue to move through the test and answer all the questions of the test.
 - a. To move to the previous question, click the "Previous" button or click on a yellow highlighted question to move to another unanswered question in the test.

- b. To move to the first question, click the "First" button.
 - c. To move to the last question, click the "Last" button.
16. Once you are satisfied with your answers to the questions of the test, click the "Submit" button.
17. You will see a copy of the test reproduced with selected answers highlighted in yellow. You may click on the question number to return to the question and make any necessary changes to answer selections.
- a. Once edits are made, click the "Last" button and click "Submit" again. You will again see a copy of the test with selected answers highlighted in yellow. Review again and click "Submit" at the bottom of the page. The test is now submitted for grading.
 - b. If no edits are necessary, simply scroll to the bottom of the page and click "Submit" again. The test is now submitted for grading.
18. The "Results" screen will appear.
- a. The "Test Results" box will include the number of correct responses, your score, whether you passed the test, and the total time for the test.
 - b. The questions box will display the correct and incorrect questions and answers and the bylaws that you should review if a question was not answered correctly.
 - c. To print this page, click the "Print" button.
19. To exit this page, click the "Exit" button. Following completion of the test, you may view your results with the test administrator; however, **do not leave the test site without returning these test materials.**

Please refer to the Questions and Answer Document if you have questions as most inquiries may be resolved through review of this document.