

## NJSIAA ONLINE TESTING TUTORIAL FOR OFFICIALS (REVISED)

A couple of things before the tutorial: **Passing Score is 86**

1. The NFHS is making online testing “SOP – Standard Operating Procedure – and states are complying. Paper tests are just not being produced for the most part.
2. NJSIAA due to financial reasons will be looking to utilize our Central Hub at ArbiterSports.com a lot more, where we will be posting more and more “paper documents” online. Please get use to going to this site.
  - You should take the test from your PC/laptop and not a work computer because the security system/firewalls at a work computer may not allow you to access this site.
  - The NJSIAA Central Hub is located at <http://njsiaahs.arbitersports.com> (the URL – internet address) You must type or cut/paste this into your internet address window
  - To take the test you must visit this website and sign in using the upper right-hand corner of the page
  - Then you can login with your information – user name (which is your email address) and password
  - Please note: An official must login using his/her email that is on account with NJSIAA and/or ArbiterSports. If an official was/is registered by the chapter with one email address and the official has changed it, enters it incorrectly or differently than what the chapter registered, the official will not be able to login and take the test
  - Once you are in and taking the test, remember to hit the Save and Exit button each time you stop taking the test before completing it. When you have answered all questions to your satisfaction, click on “Submit” and your finalized test will be submitted. Once you hit the “Submit” button, you will see a confirmation screen with your score and time/date stamp. ArbiterSports will also automatically email you the same information. Save or print this information as proof of having taken the test. If you don’t see your confirmation email be sure to check your “junk mail” file, if you have one.
  - The test Welcome page (first page accessed upon entering the tests) will tell you the date that Test Review is available. On that date you will be able to go to the Testing dashboard and access your completed test with answers, correct answers, and rules references indicated.

If you have any questions, please contact your local **secretary, John Gojdycz**, first. His email is [jicalg@aol.com](mailto:jicalg@aol.com) or call **201-529-4208**. He/she will have a good working knowledge of the testing protocol. They will be informed to contact NJSIAA if they are not able to answer any questions or problems.