



NCAA Division III Rules Test Instructions 2022-23

Please read the following instructions carefully before starting the test.

1. You may use the 2022-23 NCAA Division III Manual found on LSDBi when taking the test.
2. Go to the following link:
 - <http://web1.ncaa.org/coachesTest/exec/proctorlogin?doWhat=prepareDIII>
3. At the login page select your institution.
4. Click the "login" button.
5. You will have a choice to start the exam or view the information and instructions.
6. When you click "start" the program should recognize that you signed in as a Division III institution so you should see your "school name," "all sports" and "Division III" in the fields.
7. Click the "continue" button.
8. The next page will display your institution, name, time limit (if you choose to take as a timed test), number of questions and grade percentage. By default, the test is set for a passing grade of 80 percent. In Division III, you are not required to have a passing score. This will be at your directors of athletics' discretion.
 - Click the "start test" button if this information is correct and you are ready to take the test.
9. 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. [Note: The timer will update each time the page is refreshed.]
 - b. To choose an answer to the question, click the checkbox to the left of the answer that you want to select.

10. To move to the next question, click the "next" button at the bottom of the question box.
11. Continue to move through the test and answer all the questions of the test.
 - a. If you need to move back to the previous question, click the "previous" button or click on a yellow highlighted question on the left-hand side of the screen to move to another unanswered question in the exam.
 - b. To move to the first question, click the "first" button.
 - c. To move to the last question, click the "last" button.
12. Once you are satisfied with your answers to the question of the test, click the "submit" button.
13. 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 exam 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.
14. The "results" screen will appear.
 - a. The "exam results" box will include the number of correct responses and your score.
 - 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.
 - To print this page, click the "print" button.

Please Note: Your director of athletics and/or compliance administrator will have access to your scores, but the detailed results

that are displayed on this page **will not** be available after you exit the session. If you want to keep a record of the detailed results, please print as instructed above before ending the session.

- c. To exit this page, simply close the window clicking on the "x" button in the upper right hand corner.
15. Following completion of the examination, you may view your results and should follow other procedures that have been determined by your director of athletics.