

## CCCAA COMPLIANCE RULES EXAM DIRECTIONS

This is an open-book test and it is not timed. You will need either a hard copy of the 2018-19 CCCAA Constitution & Bylaws or the PDF version open on your computer in Acrobat or Preview.

For the best possible results, read “hints for taking the exam” found at the end of these instructions.

If you are sharing a computer for the exam, before you start your exam, make sure you close the browser completely and then reopen before proceeding.

For the least amount of technical issues, we suggest using Chrome or Firefox to take the exam.

You may update your name, password, affiliation, sport, and/or email any time under the My Profile section.

Note: once started, you cannot stop and restart the exam.

*At the end of the exam, you will be given one opportunity to correct questions answered incorrectly and improve your score. The questions you missed will be renumbered as 1, 2, 3, etc. Do not be misled; you are NOT beginning the exam all over again.*

If you took the Reward Exam last year, you are required to take the full exam for your position this year. The Reward Exam is 20 questions.

Make sure you select an exam before you hit proceed. If you do not, you will get a message that says there was a problem with your login.

The exam generates random questions that are grouped and presented as the articles and bylaws appear in the CCCAA Constitution and Bylaws.

The Reward Exam does NOT appear as an option because people who do not qualify for it would select it. Once you give us your primary sport/denote that you are an administrator/staff and click ok when asked if you desire to take the exam you selected, the Reward Exam notification will appear, if you qualify for it, congratulating you on qualifying for the exam.

Commissioners, athletic directors, and head coaches – you may take the entire exam in one session or you may opt to take Part A, followed by taking Part B in another session.

If you hold multiple positions, you are only required to take and pass one exam and it must be the exam that has the most questions. As an example, an Athletic Director who also serves as the Athletic Trainer would take only the Athletic Director/Dean Exam, which has 60 questions as opposed to 40 on the Athletic Trainer Exam.

- Go to <http://exams.cccaasports.org/exams/default.asp>.
- Click on Take Exam.

- If you already have an account in the system, login with the appropriate credentials and select the exam for your position. If you qualify for the Reward Exam, after you select your exam and log in you will be presented with the exam, provided you log in with the same account that qualifies for the Reward Exam and still hold the same position as the previous year (i.e. you are taking the same exam).
  - Use the Forgot my password link if necessary. The email is instantaneous so if you do not see it, check your spam filter. Add [aspmail@trivalleyinternet.com](mailto:aspmail@trivalleyinternet.com) as a safe sender to make sure it goes to your inbox.
  - Passwords are case sensitive.
  - Beginning with the 15-16 exam, when you login for the first time to an existing account you will be prompted to select your primary sport or denote that you are an administrator/staff. At this time, you may also update your information such as name, password, affiliation, sport and/or email address.
- If you are a first time user, completing a new registration, click on Register here and enter your information as noted on the form and be sure to select the appropriate institution/affiliation, your primary sport and the exam that is appropriate for your position.
  - Select the appropriate exam type. If you do not see one for your position, select “other.” Assistant or Associate Athletic Directors must take the Athletic Director/Dean Exam.

## **HINTS FOR BEST RESULTS**

You cannot view the online exam and the online Constitution and Bylaws side-by-side in a split-window format on your monitor within the same browser. This will cause the exam to fail—but you will not know this until after you have answered all of the questions. You may have the C & B open in Acrobat or Preview or another browser altogether.

- 🖱️ After clicking on the “next question” button for each question or the “submit exam” button, WAIT, it may take a few minutes to process. Do not click any button a second time.
- 🖱️ Once you begin, do not try to go back to a previous question. Once you start the exam, you must complete it without going to any other web pages on your computer. If you click away from the online exam, “refresh” the page, or try to go back to a previous question, the test will continue to the end, then you will lose all of the questions you have answered, and you will be required to start over with a newly generated exam.

Each question begins by citing the Constitution Article or Bylaw section where the answer can be found. Please read each question and each answer carefully. Just one word in the question and/or answer will often make a difference in whether the answer selected is correct. Of course, you will always want to select the most complete, accurate answer. Remember, the answer is not necessarily what you want it to be or think it should be.

**GOOD LUCK!!!**