How to Take the PA 4-H Horse Show Judges Rulebook Test

Instructions can also be found on the PA 4-H Horse Show Judges Website at:
http://www.das.psu.edu/horse-judges
It is strongly recommended to use a high speed internet connection while taking the Rule Book Test. Your local library or cooperative extension offices are two good resources for high speed internet connections if you do not have high speed internet at home.

Step 1: Get Your Friends of Penn State (FPS) Account

Getting a Friends of Penn State (FPS) account is the first—and the most important—step. You may already have a Friends of Penn State account. If you do, there is no reason to get a new one, you can use the account you currently have.

How to Get a Friends of Penn State (FPS) Account

2. Follow the Create an Account link.
3. Complete the form at this location. You do not need to fill in all of the form fields, but you must complete the fields with a star next to them.

   Be sure to write down the password you provide and keep it in a safe place! You must remember your password in order to use your account.

   You also will be required to supply an answer to a password reminder question. Be sure that you write down this answer, or choose a question that has an obvious answer (for you). If you ever forget your password, you will need the answer to this question!

4. When you submit the form, the next screen will show you your digital identity. This is your userid. Make note of it and do not lose it. This userid and the password you provided in the form are what you need to log into the Rule Book Test. Also make note of the e-mail displayed on this screen. This is the e-mail you provided in the form. You must use this e-mail if you ever forget your password and need to go to the Friends of Penn State site to retrieve your login information.

If You Forget Your FPS Password:

2. Follow the Reset Password link.
3. You will then be asked to provide your digital identity (userid). Enter this in the form and click Submit.
4. You will then be asked your password reminder question. Provide your answer (word it exactly as you did when you applied for your account!) and click Submit.
5. You will then see a screen that says something like this: Your password for [your userid] has been reset. An e-mail with the new password has been sent to [your e-mail address]. After you receive this email, please change your password.
6. Follow the directions in the e-mail to change your password.
Step 2: E-mail Your FPS Information

Once you have your Friends of Penn State (FPS) account, e-mail your digital identify (userid) to pa4hhorsejudges@gmail.com. Do not e-mail your password.

Within 7 to 10 business days from the time that you send in your FPS digital identity, you will receive an e-mail titled PA 4-H Horse Show Judges Rule Book Test. This e-mail will be sent to the address that you provided when you set up your account at fps.psu.edu.

You will not be able to access the 4-H Horse Show Judges Rule Book Test until you have sent in your FPS digital identity and have received the confirmation e-mail described above.

Once you have received this e-mail, you may proceed to Step 3.
Step 3: Prepare for the Test

The PA 4-H Horse Show Rule Book Test is timed: you have 4 hours to complete the test. Therefore, it is important to study the materials and prepare beforehand!

The test consists of 100 questions. The questions are multiple choice or true/false. You must score 80 percent or higher to qualify to be on the listing.

You can take the test up to 3 times. If you do not score 80 percent or higher the first time you take the test, you have two more opportunities.

IMPORTANT! When you have answered all the test questions, you must click the Submit button:

If you do not click the Submit button, you will score a zero on the test! Your score will be automatically generated once you click the Submit button, and you will be able to see your score. You should save the page that displays your score information for your records.

If you have scored 80 percent or higher on the test, a notification will automatically be sent to the Penn State 4-H Horse Program. If you have met all other requirements at this point, you will be listed on this site within 7 to 10 business days.
Step 4: Go to the Testing Site and Enable Pop-Up Windows

Once you have received your e-mail titled **PA 4-H Horse Show Judges Rule Book Test**, go to [https://cms.psu.edu](https://cms.psu.edu) and log in using your Friends of Penn State (FPS) digital identity (userid) and password. This Web site will appear differently in different types of browsers—so you may not see exactly what is shown below. We strongly recommend that you use the latest FireFox browser to take the test, or at least be sure that you are using the most up to date version of your browser.

Note that in the page shown below, FireFox is preventing the site from opening a pop-up window. If your browser is giving you a similar message, you must enable pop-up windows in order to take the test. In FireFox, you do this by clicking the Options button on the far right and then in the pull-down menu that appears, selecting the option that allows pop-ups to appear on this site. Once you have done this, you can go to the next step.
Step 5: Log On

1. In the box labeled **Log On** in the upper left hand of the https://cms.psu.edu page, select **Friends of Penn State Account** in the pull-down menu:

2. Then click the gray button that says **Log On**.

3. You will be taken to the following screen:

4. Type your Friends of Penn State (FPS) **digital identity** (userid) in the **Userid** field and your Friends of Penn State (FPS) **password** in the **Password** field; then click **Login**.
Step 6: Navigate to the Test

Once you have logged in, you will see a page showing "My Profile," "My Courses," "My Groups," etc. Follow the steps below to go to the test.

**WARNING:** It is important that you do not hit the Back Button on your browser. Doing so may log you out of the system.

1. Under **My Groups**, click **PA 4-H Horse Show Judges Rule Book Test**:

2. On the next screen, click **PA 4-H Horse Show Judges Rule Book Test**:
Step 7: Take the Test

1. You should now be at the screen shown below. When you are ready to begin the timed test, click **Begin PA 4-H Horse Show Rulebook Test**:

![Begin PA 4-H Horse Show Rulebook Test](image)

2. Once you click this link, a pop-up window will appear that says, "**You have 4 hours to finish. Click OK to proceed.**"

![You have 4 hours to finish. Click OK to proceed.](image)

3. Click **OK** to begin the test.
4. The test consists of **100 questions**. The questions are multiple choice or true/false. You must score **80 percent or higher** to qualify to be on the listing.

You can take the test **up to 3 times**. If you do not score **80 percent or higher** the first time you take the test, you have two more opportunities.

At the top right corner of the test page, you will see a timer telling you how many hours and minutes you have left:

![Timer](image)

5. Once you have answered all 100 test questions, click the Submit button at the bottom of the page:

![Submit button](image)

**IMPORTANT!** If you do not click the Submit button, you will score a zero on the test!

Your score will be automatically generated once you click the **Submit** button, and you will be able to see your score. You should save the page that displays your score information for your records.

If you have scored 80 percent or higher on the test, a notification will automatically be sent to the Penn State 4-H Horse Program. If you have met all other requirements at this point, you will be listed on this site within **7 to 10 business days**.
Step 8: Viewing Your Submitted Test

1. Once you have submitted your completed test, you will be taken to a screen that shows you which answers you got correct and which ones you got incorrect. You will see your overall score at the top of the page:

   ![PA 4-H Horse Show Rulebook Test]
   Your response has been submitted successfully.

   | Points Awarded | 1 |
   | Points Missed  | 1 |
   | Percentage     | 50% |

2. When you are done reviewing this page click Continue at the bottom. (Do not click Log Off!)

   ![Points Earned: 0
   Your Response: C]
   Continue
   Log Off

3. You will then be taken to the following screen, which will show the date and time you submitted your answers, as well as your test grade. If you have scored 80 percent or higher, you may proceed to Step 9. If you scored less than 80 percent, remember that you can take the test a total of 3 times. To take the test again, click Begin PA 4-H Horse Show Rulebook Test and go through Step 7 again. When you are done taking the test, you may want to save this page for your records before going to Step 9.
Step 9: Log Off

Once you have copied or saved your test date and score, you can log off from the system.  
1. To do this, click the button showing the split circle, on the left side of the page:
![Click the split circle button](image1)

2. Click **OK**:

   ![Confirmation dialog](image2)

3. And click **Log Out**:

![Log out button](image3)

4. Congratulations! You have completed the test. If you have scored **80 percent or higher**, a notification will automatically be sent to the Penn State 4-H Horse Program. If you have met **all other requirements** at this point, you will be listed on this site within **7 to 10** business days.