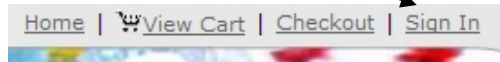# *Instructions* for using the Officials Online Testing system on the USA Swimming website

USA Swimming launched a new online testing procedure for the officials' tests on May 15, 2005. This system had been in use for several months for the *Foundations of Coaching* test, the required test for new coaches.
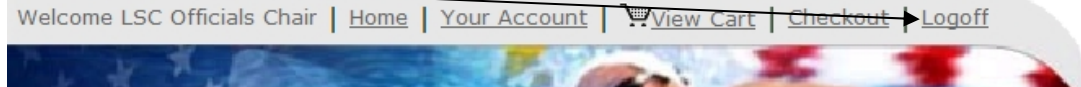
To take an online test

1. To take any of the officials' tests or re-certification tests a user must be signed in with an account created on the USA Swimming website:
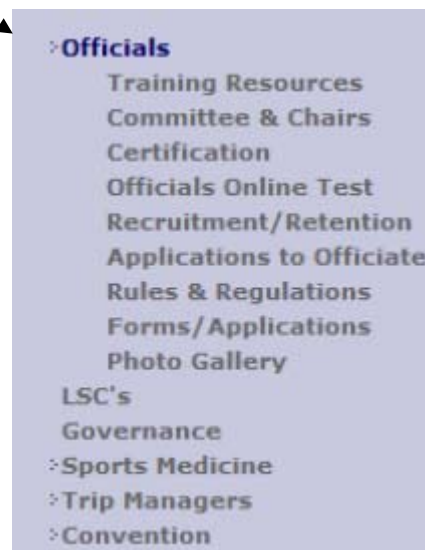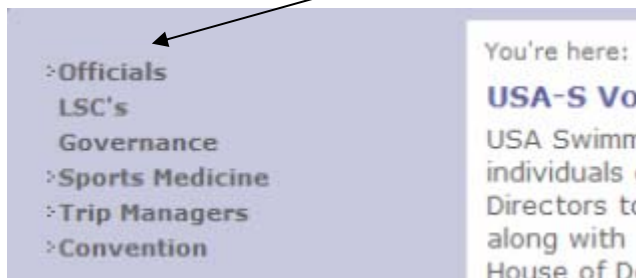   - If the user has never created an account, click on **Create an Account** on the front page of the USA-S website and follow the instructions.

   - If the user already has an account, click on **Sign In** found in the upper right-hand corner of the home page (this same screen is found on virtually every page of the website).

   - Once the sign in procedure is successfully completed, the right-hand corner will change to show **Logoff** and the user's account name will appear next to "Home".

2. Click on the **Volunteers** tab found on the top of the navigation bar.
3. On the **Volunteers** home page click on **Officials** on the left-hand navigation and the following sub menu will appear.

4. If the user has not created an account or signed in properly he/she will see the following screen with instructions on how to sign in:

Instructions to "Sign In" to take the Officials tests

To take any of the Officials tests you must first "Sign In". If you can read these instructions then you have not properly completed the "Sign In" procedure to take the Officials tests.

1. If you have **never** created an acccount on the USA Swimming website you can either:

   - go to the *Create an account* section on the left-hand side of the usaswimming.org homepage, or
   - click this link to create an account

2. To "Sign In" (once you have created an account) you can either:

   - click on "Sign In" found on the upper right-hand corner of virtually every page on this website (please read step #3 before continuing), or
   - click this link to Sign In (please read step #3 before continuing)

3. To start the test after you have completed "Sign In":

   A. the upper right-hand corner of every web page will now say "Logoff",
   B. you will be re-directed to the home page, click on "Volunteers", then "Officials"

If you have any questions contact Mary Illich at USA Swimming at (719) 866-4578 or by email at: millich@usaswimming.org

5. The following form will need to be completed by the test taker:

Start an Online Test

Test Signup

First Name: _____

Middle Name/Initial: _____

Last Name: _____   Address: _____

USAS ID: _____   _____

Work Phone: _____   City: _____

Home Phone: _____   State: --Select a State-- ▾

Email: _____   Zip: ____ - ____

Local Swimming Committee (LSC): _____ ▾   Club: _____

Select Test To Start

Start Test: --Select A Test-- ▾   [Start Test]

- By entering the test takers LSC, the test score will automatically be sent to the LSC Officials Chair.

6. To start the test, the user will select which test to take from the drop down list. Then, click the **Start Test** button. After clicking **Start Test** the system will randomly generate a test. This means that:
   - within sections of each test the questions will appear in a random order
   - where feasible, the answers will appear in a random order. Therefore, each test will be a completely different test.

7. The user will see the following screen:

Start an Online Test

Test Introduction

The system has configured the **Officials - Clerk of Course** for you. The test contains randomly selected questions and answers customized for your test only.

Click the Next button to start taking the test.

Next

Print Blank Version of Test

8. The test taker has the option of printing a blank version of the test to work offline. The test taker will need to come back to the website and resume the test so he/she can enter the answers electronically. **see last page regarding 2 part questions/references

9. Here is a sample of how the test will appear:

Test Section: 102.5

Officials - Clerk of Course   Question 1 of 25

1. In an event with prelims and finals where there will be only one heat, the Referee may decide to seed it as a final and run it during the final session.
   - ○ A.   TRUE
   - ○ B.   FALSE

   There is one reference for this question.
   - ☐   102.5.1.A(2)
   - ☐   102.5.1.B
   - ☐   102.5.1.A(1)
   - ☐   102.5.3
   - ☐   102.5.2

   Next   Go   [   ]   Save & Restart Later

10. The test taker does not have to finish the test in one sitting. He only needs to click on the **Save & Restart Later** button. When he decides to restart the test he will see the following screen and should select **Resume**.

Select Test To Start

Start Test: Officials - Clerk of Course ▼   Start Test

Prior Tests:	Test Name	Time Started	# of Questions	# of Answers Entered	Test Done?	Options
	Officials - Clerk of Course	3/08/2006 10:16:01	25	0	No	Resume Delete Print Blank Test

11. Once a test is completed, the test taker will receive a score instantly. The test taker can also request a print out of the test he took with the option of either viewing/printing the whole test or

only the answers that were incorrect. The system will also send the LSC Officials Chair an email telling the score of the test taker.

**Please note that for <u>each</u> question on each test that you are about to take <u>has two parts</u> (Part 1 and Part 2).

<u>Part 1</u> is a question based upon the rules in the USA Swimming Rules and Regulations Handbook.

<u>Part 2</u> is asking for the correct reference or references for the question in Part 1.

Please note that if the statement is "There is one reference for this question" then there is only one correct reference required.

However, note that if the statement is "There are two or three references for this question" then there are two or three correct references required. <u>NO partial credit is given</u> if all required references are not correctly chosen.

If you have any questions on any of the above items, please contact Mary Illich, Member Services, at: millich@usaswimming.org or (719) 866-4578.