



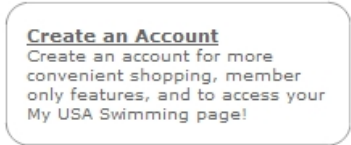
# Instructions for using the Online Testing system on the USA Swimming website

USA Swimming is introducing a new online testing procedure for the officials' tests. This system has been in use for several months for the *Foundations of Coaching* test, the required test for new coaches. The officials' test is "live" as of Sunday, May 15, 2005.

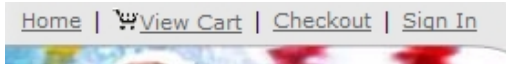
## To take an online test

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:

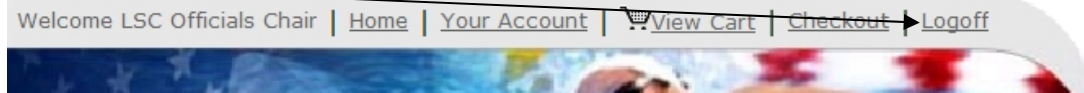
- If the user has never created an account, click on **Create an Account** on the front page of the USA-S website and follow the instructions.



- 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.



- If the user has not signed in properly he/she will see the following screen with instructions on how to sign in:

You're here: [Volunteers](#) | [Officials](#) | [Take an Online Test](#)

**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.

- If you have **never** created an account 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](#)
- 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)
- To start the test after you have completed "Sign In":
  - the upper right-hand corner of every web page will now say "Logoff",
  - you will be re-directed to the home page, and
  - you must then come back to this page to actually start the test**

If you have any questions please contact the [Club Development Division](#) or call USA Swimming at (719) 866-4578.

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

The screenshot shows the 'Start an Online Test' page. The navigation bar includes Home, Swimmers, Coaches, **Volunteers**, Swim Clubs, Parents, and Shopping. The breadcrumb trail is 'You're here: [Volunteers](#) | [Officials](#) | [Take an Online Test](#)'. The page title is 'Start an Online Test'. The form is titled 'Test Signup' and contains the following fields:

- Name: LSC Officials Chair
- USAS ID: [Empty]
- Work Phone: [Empty]
- Home Phone: [Empty]
- Email: tavischiuous@usaswimming.org
- LSC: [Dropdown menu]
- Address Line 1: [Empty]
- Address Line 2: [Empty]
- City: [Empty]
- State: --Select a State--
- Zip: [Empty] - [Empty]

Below the form, there is a 'Select Test To Start' section with a dropdown menu set to '--Select A Test--' and a 'Start Test' button.

- Assuming that the test-taker enters his/her LSC correctly, the test score will automatically be sent to the LSC Officials Chair.
- 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:

You're here: [Volunteers](#) | [Officials](#) | [Take an Online Test](#)

## 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.

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

You're here: [Volunteers](#) | [Officials](#) | [Take an Online Test](#)

## Test Section: 102.5

### Officials - Clerk of Course

Question 1 of 26

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(1)
- 102.5.2
- 102.5.1.B
- 102.5.3
- 102.5.1.A(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 | 5/14/2005<br>12:18:47 | 26             | 0                    | No         | <a href="#">Resume</a><br><a href="#">Delete</a><br><a href="#">Print Blank Test</a> |

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.

If you have any questions on any of the above items, please contact Tom Avischious ([tavischious@usaswimming.org](mailto:tavischious@usaswimming.org)) or Sue Anderson ([sanderson@usaswimming.org](mailto:sanderson@usaswimming.org)) in the Club Development Division at USA Swimming, (719) 866-4578.