**YMCA of the USA**

**Instructions for Taking the YMCA Officials’ Tests**

**2016-2017**

The tests will be administered as take-home, open book tests. You must do the test by yourself. It is intended to focus your attention on some key rules that you need to know as an official. Before beginning the test, you should carefully read USA-S Rules 101-105. Also carefully read the questions before answering them and check the Rulebook for the pertinent, applicable rules.

Keep in mind that the language in some questions may be vague or tricky. For example, when a question asks if a swimmer who swims into and back out of another lane must be disqualified you might intuitively answer True. However, if you read the Rule Book, you might get a different take on the question.

You must take the test on-line. To do so, please read the following instructions:

* **Note:** You must first attend an Officials Training class. Taking the test without attending a training class will not certify or re-certify you as an official.
* **Access** the YMCA National web site at <http://www.ymcacompetitiveswim.org> Under the links on the top of the page, select **Officials and Trainers**.
* Select **Register** on the top left-hand corner of the web page and complete the registration form. Existing officials should select **Swim Official – YMCA**, while new candidates should select **Officials Class Attendee**. Upon completion of the registration process you will receive a successful registration message.
* Select **Take Officials Test** from the menu on the left-hand side of the web page. It is under the heading **For YMCA Officials**.
* When the test screen appears, enter & verify your personal information in the Top section.
* In **Section 1**, select the **Instructor/Class Date** for the clinic you attended. If your clinic is not on the list, go to **Section 2** and select your instructor. If you cannot find your instructor on the list, go to **Section 3**.
* Then select the appropriate test you want to take (i.e., Level I vs. Level II and Certification vs. Recertification).
* When you have completed all the information, select **Submit** at the bottom of the page. This will take you to the first question.
* On the screen for the first question of the test, you will see two links at the top of the page:
* **Print a Copy of the Test** will open a small window where the whole test can be viewed. If you work better with paper, you can print the test and use it to help you through the process.
* **Access Online Rule Book** will open a small windowwhere you can see the USA-S Technical Rules in case you don’t have your rulebook handy.
* Read the question and select the appropriate answer. You will only be able to select one answer to each question.
* Hint, read the suggested rules citations before answering the question.
* When you have answered the question, click on **Next**. You will then see the next question appear
* The test page also provides for additional options (e.g., you can display multiple questions on the screen, move about the test, update your personal information, etc.) by clicking on the appropriate buttons.
* All answers are recorded when you click on **Next** or **Previous**. However, you can go back and change your answers at any time.
* You can leave the test at any time and return to it by logging in again. When you return to the test, a notice will be displayed indicating that your session is in progress and what question you are on. You are thus able to pick up the test where you left off, and go back and change previous answers.
* Once you have completed the last question and clicked on **Next**, you have reached the end of the test. If you are done with the test, click on **Score Test** and your test will be scored.
* To pass the test you will need at least an 80% score (i.e., answering 80% of the questions correctly).
* If you passed the test, you will be informed of your score and e-mails will be sent to you and your instructor confirming the results. The e-mail will also point out which questions you answered incorrectly. You should then recheck these questions against the reference materials and ask your instructor if you don’t understand why your answer is wrong.
* If you did not pass the test, you will be given an opportunity to take the test again. There is no waiting period for retaking the test. However, your previous answers will not be available and you must retake the test from scratch.

The obvious benefit of taking the on-line test is that you will have it scored almost immediately, and both you and I will be notified that you passed the test. In addition, if you fail the test, you will be given the opportunity to re-take it.

In order for me to meet my reporting requirements to the YMCA of the USA, I need to receive the e-mail notification that you passed the test within two weeks of the date of the Clinic.

If you have any questions, please call me at (phone number), or e-mail me at (e-mail address).

Good luck!