



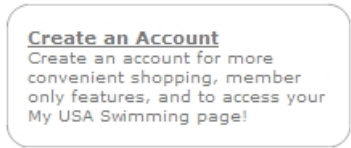
# Instructions for using the new Online Testing system found on the USA Swimming website

USA Swimming is introducing a new online testing procedure for people to take and process the officials tests. This system has been successfully in use for a number of months for the *Foundations of Coaching* test that all first-time coaches are required to take. This system is live as of Sunday, May 15, 2005.

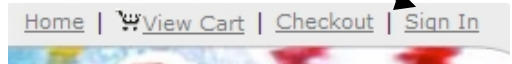
## To take an online test

1. To be able to take any of the officials tests or re-certification tests a person must be signed in with an account created on the USA Swimming website:

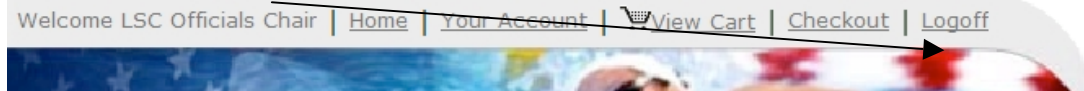
- If one has never created an account, click on **Create an Account** on the front page of the USA-S website and follow the instructions to create an account.



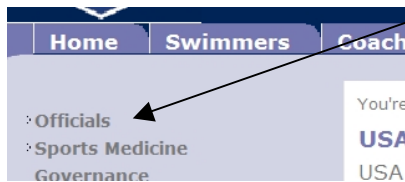
- If one already has an account, click on **Sign In** found in the upper right-hand corner of the home page (this same screen is found on virtually every page of the website).



- Once a person has successfully completed the sign in procedure, 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. Once on the **Volunteers** home page click on **Officials** on the left-hand navigation and the following sub menu will appear.



- If someone 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:

- Assuming that the test-taker enters their 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, and
    - where possible, the answers will also appear in a random order.
 Therefore, each test will be a completely different test.

7. The user will then 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 so they can work on it offline. The test taker will then need to come back to the website and resume the test so he/she can enter their answers.

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, he/she will receive a score instantly. The test taker can also request a print out of the test they 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.