



15th July 2014

FAO: Renewing International Judges

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Dear International Judge

We are corresponding with you again as ISAF Regulation 31.11.2(a) effective commencing 2014, states that as a new requirement for renewal a judge shall have passed an ISAF judges' examination in the three years prior to 14 October of the year of application.

Our records show that you are due to renew this November, so you must take the test before 14 October, 2014. We send this letter to all those that will need to reply for re certification this year as some have taken the test while many other have not. This letter provides information on the procedures for taking the test.

The Practice Test and the Renewal Test are now available online. They are open book tests. ONLY the following (or electronic*) materials may be used when taking either the Practice Test or the Actual Test:

ISAF Rule Book

ISAF Case Book

ISAF Judges Manual

The International Regulations for Preventing Collisions at Sea (IRPCAS)

ISAF Regulations

The Practice Test may be taken at any time without a Proctor and at a time and place that is convenient for you.

Steps to take the Renewal Test

1. To sit the actual Renewal Test you will need a supervisor (known as a Proctor) who must be an existing ISAF International Race Officer (Judge, Umpire, Race Officer, Measurer). The Proctor is required to be present while you are taking the Renewal Test, as they are certifying that all of the requirements for taking the test are met.

2. To take the Test, you must contact the ISAF Secretariat by email at: raceofficials@isaf.com with a request to do so and you must also provide the name of your Proctor. The Proctor will receive their password (code) in an email sent to their email address which is on file with the ISAF Secretariat.

3. Once the ISAF Secretariat receives your request to take the Renewal Test you will then receive an email with the following links:

- To the IJ Continuing Education library so you have RRS material available to prepare yourself for the test;
- a link to a Practice Test, in order to help you to be familiar with the test, and how the system works; and
- a link to the actual Renewal Test and your password

4. Once you decide the date when you and the Proctor will be together to take the test you can do it at any time by using the link in the email from a computer connected to the internet. A strong internet connection is highly recommended. If the connection to the test is broken while you are taking the test, you may re-enter the test site as you did the first time and the Test will begin again where it left off.

Note: Although the actual allowed time for the Renewal Test is 100 minutes for those that have English as their preferred language and 130 minutes for all others, the total time from the start to the finish could be an additional 20 to 30 minutes longer (log in, reading instructions). Remember that you will need the Proctor to be present so they can enter his/her Sailor ID number and the Proctor Password that they received from the ISAF Secretariat that was sent to the email address they have on file. You may take the Renewal Test once only

Proctor Information

Introduce your Sailor ID and password at the beginning and end of the Test to verify your presence as Proctor;

- Verify that the requirements to take the Test are being met during the test; and
- Send an email to the ISAF Secretariat to certify that you have been Proctor in that exam and the requirements were met after the exam.

Please note that once online at the Test website there will be instructions and contact information should any problems be encountered during the taking of the exam. Please be sure to record that information in the event of a problem.

Additional Information

In the event that you do not pass the Test on the first attempt, you are allowed a second attempt to pass the Test after a six month period has passed. However, if you have not passed the Test before October, 14th, you are permitted to apply for IJ renewal subject to passing of the Test. The ISAF Secretariat can then renew your IJ status subject to passing the Test no later than May, 1st of the year following your temporary renewal. Please read ISAF Regulation 31.11.2(a) for further details.

If you have any questions regarding the new online test (whether before or after taking the Test) or feedback on specific questions you have taken, please contact isafjudgestest@isaf.com. **DO NOT** contact the ISAF Secretariat.

If you have any questions concerning the requirements for re application, then please contact the ISAF Secretariat in the usual way.