

Remote IU test administration during COVID-19

Dear International Umpires,

There have been some questions in relation to how International Umpires (IUs) can sit the written examination ('IU test') required for re-appointment. Where possible, IU tests should be administered in person by an approved test administrator. However, we recognise that due to current restrictions as a result of the COVID-19 pandemic, this may not be possible for some IUs. To allow those IUs to complete their tests by the required deadline, a remote test protocol has been approved by IUSC to allow the IU test to be administered remotely using the video conferencing software, Zoom.

This protocol is only for use by international umpires applying for re-appointment who are required to pass the IU test either by May 1, 2021 or October 14, 2021. Candidates who are re-attempting the IU test for initial appointment must have the test administered in person.

The attached protocol has been created to allow remote administration of the IU test and uses Zoom video conferencing software (<https://zoom.us/>). Candidates sitting the test remotely should familiarise themselves with this software, and in particular the **requesting or giving remote control** features. More information about this feature is available here: <https://support.zoom.us/hc/en-us/articles/201362673-Requesting-or-giving-remote-control#heading=h.bdhzh38o7ljq>

Candidates wishing to sit the IU test should contact the World Sailing Executive Office to discuss arrangements and to nominate a test administrator. If sitting the test with an administrator in person is not an option, the office will identify a suitable administrator to conduct the test remotely and answer any questions you may have. The approved list of test administrators is published on the World Sailing website (https://www.sailing.org/raceofficials/internationalumpire/become_an_umpire.php).

IUSC has approved that to account for the practical differences between sitting a test on paper and online, **candidates sitting the test remotely will be given an extra 15 minutes to complete the test.** Therefore, native English speakers will have 1 hour 15 minutes, and non-native English speakers will have 1 hour 45 minutes.

We hope this clarifies the situation and provides all IUs with the opportunity to complete their test.

Chris Lindsay
Chair, IUSC

Remote IU test administration protocol

Prerequisites

Note that 'basic' or ('free') Zoom accounts have a time limit of 40 minutes but this does not apply to calls with fewer than 3 participants. Therefore, there is no need for either the test administrator or the candidate to have access to a pro-zoom account as the call will not time out with only 2 participants.

Test administrators will require:

- A computer with an internet connection with a video camera and microphone
- Zoom software installed on their computer, and access to a Zoom account
- Adobe Acrobat Reader installed on their computer
- A mobile phone or similar to contact the administrator in case of internet failure

Candidates will require:

- A computer with an internet connection
- Zoom software installed on their computer
- A video camera and microphone
- A mobile phone or similar to contact the administrator in case of internet failure.

Administrators and candidates are strongly advised to first attempt the **Practice Test** version and check everything works before moving to the real **Candidate Test**.

Guidance for completing the test

World Sailing Office

- Send agreed Word versions of candidate test and practice test to Administrator as well as the answer booklet (pdf) and answer grid (Word)

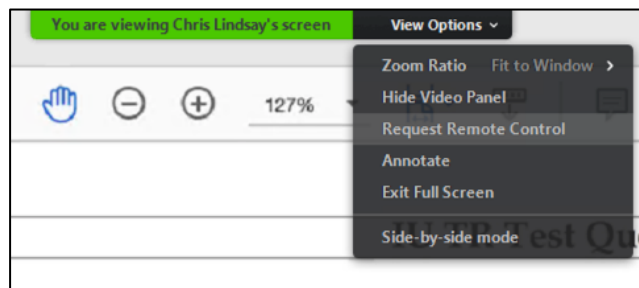
Administrator

- Agree test time with candidate being sure to allow 1.5 hours uninterrupted, if not already organised via World Sailing.
- Send this procedure to the Candidate before the test date so Zoom and Message software needed can be loaded and checked.
- Set up WhatsApp (or similar message app) Administrator-Candidate in case of issues during test with Zoom.
- Create a Zoom meeting using the Zoom application - not browser window
- Send candidate Zoom invite, ID and Passcode.
- (For Mac OSX Users only, you will need to give Zoom access in the Accessibility tab in the Privacy and Security preferences of your Mac).
 - In System Preferences, Security and Privacy, Privacy
 - Click to check Zoom as app able to control computer

- Save a **pdf copy** of real test with File name 'IU Test Number Name Date'
 - Number = MR or TR or FR and number = e.g. MR8
 - Name = candidate name
 - Date = Date of test
- When candidate joins meeting
 - Open **Practice Test** file in Adobe Acrobat Reader.
 - Share screen - test window (not full screen)

Candidate

- Before test date, load and check Zoom (on computer)
- On test day at agreed time
- Join Zoom meeting and send check message via WhatsApp
- Candidates should **not** use a virtual background. This is to ensure that the room they are sitting the test in can be clearly seen.
- After personal introductions and screen is shared
 - In View options at top of Zoom meeting window, select Request Remote Control. Click 'request'.

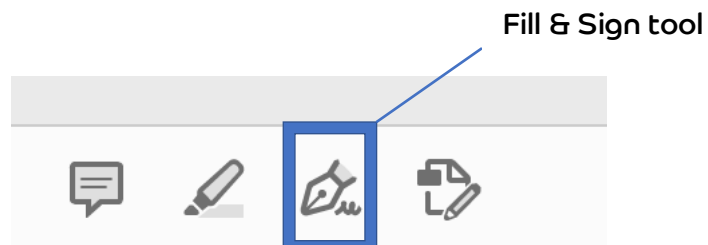


Administrator

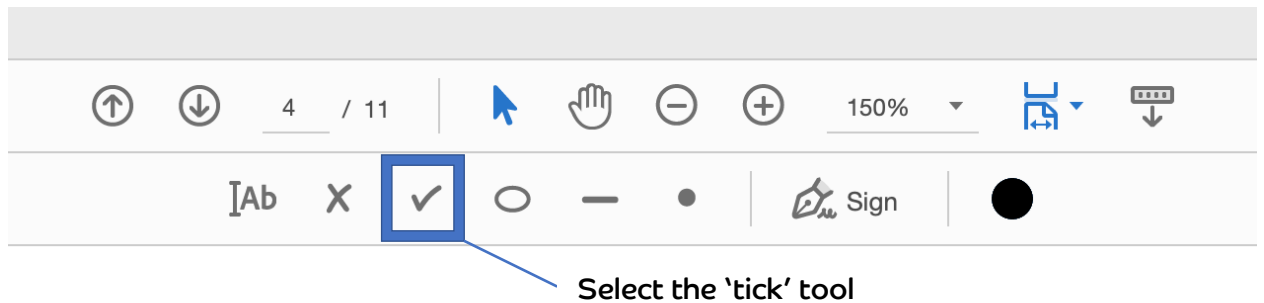
- Accept request
- Direct candidate to start of file and run through test instructions - normal guidance as written test.
- Direct candidate to move to a question

Candidate

- Read instructions with Administrator and ask any questions
- Add a comment to a question - for Administrator to confirm comment is in file
- You will record your answers using the 'Fill & Sign' tool.



- Then select the 'tick' tool as shown below



Use this tool to place a 'tick' in each of the boxes that you wish to mark as your desired answer (see example below). An answer can be removed by selecting the tick and clicking 'delete', or by moving the tick to a new answer.

Example

Would you:

a ☒ Penalise Yellow	d ☐ Green-and-white flag
b ☐ Penalise Blue	e ☐ Additional turns or black flag
c ☐ Make no signal	f ☐ Inform the race committee

- Repeat for other required answers for that question
- Administrator confirm answers selected

Administrator/Candidate

- Resolve any issues arising from **Practice Test**
- Confirm candidate is ready to proceed with **Candidate Test**.
- Take comfort break if needed.

Administrator

- Stop sharing **Practice Test**
- Open and start sharing **Candidate Test**.
- Ensure candidate has control of test.
- Confirm candidate ready to start
- Start timing
- Observe test in progress
- Be ready to suspend test and resolve any issues, noting time elapsed, ready for restart if needed.

Candidate

- Proceed with **Candidate Test**

Administrator

- Every 10 minutes - save file - to preserve answers so far.
- Call time midway and end of test.
- Stop sharing - removes Candidate control
- Suggest 5 minute break
- Save test pdf file.
- Check that all answers are recorded in pdf
- Marking
 - Share pdf and give candidate control
 - Question by question
 - Candidate confirms answer v their written record (without discussion)
 - Admin completes answer grid question by question.
 - Go through each question with comments or incorrect answers to ensure candidate understands any issues.
- Share provisional result with candidate.
- Forward files to World Sailing
 - Candidate pdf version
 - Answer grid as pdf
- When World Sailing have confirmed receipt - remove all files from computer.

ENDS