# Sample Judges Instructions

Good evening! Thank you for agreeing to officiate at *<Insert club name>* virtual test session. Below are the details on how the virtual test session will work - please read these thoroughly, as you will need to prepare ahead of time.

 **Videos**

For this test session, <*skaters have submitted videos of their tests/we have videotaped the tests*>. You have been sent an invitation to the <*Google Drive/Dropbox/Box/OneDrive*> location. This is where the videos have been loaded for your review. You may need to download the videos to view and judge them. Please only review the video and judge the test based on what you see. There are no reskates, so judge accordingly.

Google Drive link:
<https://drive.google.com/drive/folders/16Cvo195ZHXXtxXfbmMze_sPKTqMlR3AZ?usp=sharing>

**Test Papers**

There are two files attached: the test schedule and a PDF of the test papers - these will need to be printed and filled out by hand.  Once you have completed the judging, either scan or take a picture of each completed form and email them to <*Insert email address*>.  **Please send your completed forms back by the end of the day <*Insert due date*>**.  If this timing no longer works for you, please let me know, and I'll reach out to another official on our list.

**Feedback**

Finally, if you have any feedback on this process, the videos, or other suggestions, please include that when you send the test forms back.

If you have any questions, don't hesitate to email, text, or call me.

Thanks,
<*Insert Test Chair name*>

<*Insert Club name*> Test Chair

<*Insert Test Chair phone number*>