

## Test Chair Roundtable – October 23, 2024

Q: How will skaters know they need the placard?

A: There will be an email sent to the membership, which will include a copy of the placard.

Q: When will the placard be available and required?

A: The placard is available now in Members Only > three bar menu > Testing > Overview

Q: Does the placard have to be purchased? Can there be a generic placard? Can the placard information be written on a piece of paper, or presented on a phone?

A: The placard does not have to be purchased. It can be printed after completing the fillable fields or handwritten, or even written on a dry erase board; as long as the required information is included.

Q: Does the placard requirement remove the need for exact time/date (such as on a phone/rinkside clock)?

A: No, the date and time shown on a digital device is still needed.

Q: With the placard now being required, does that mean you have to sign up for a virtual test session before you record the video? Up until now, we could record the video and then just look for a virtual test session to submit the test.

A: Yes, you should register in advance, just like an in-person session.

Q: Do you suggest that the application deadline be 14 days before the video submission deadline?

A: Setting the registration deadline 14 days in advance of the video submission deadline is a good practice for the following reasons:

1. Videos must be recorded within 14 days of the submission deadline, so this gives the athlete the full benefit of that 14-day window and stays true to our athlete focused mission.
2. Having the registration deadline prior to the video submission deadline ensures the skater will have the necessary information for the required test placard to be included at the beginning of their video.
3. Allows you, as test chair, to pre-register the tests, prepare the forms, set the judging panels etc., just as you would an in-person test session.

Q: As a test chair, should I produce the placard for the test, or will it be the responsibility of the skater/coach for creating the placard?

A: It's the responsibility of the skater/coach since you will not know where the tests are coming from.

Q: What date does the placard requirement go into effect? Do we reject a video in November without a placard? \*\*

A: Please watch for the all member email notification for the specific date videos will be required to have the placard. Any video received after that date without the placard should be rejected by the host club test chair.

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Q: Some officials have commented that it is difficult identifying the virtual tester while other skaters are on the ice. Is the pinny required? Where can you get the test vests?

A: It is not required but highly recommended that the skater wear something bright and identifiable. Virtual testing apparel can be found here: <https://www.shopusfigureskating.com/collections/testing-shirt>

Q: If a skater tests out of club, does the host club test chair enter the results into U.S. Figure Skating or does the skater's home club test chair need to process the results?

A: The club hosting the test session, virtual or in-person, enters the results. The home club test chair enters IJS Protocol for testing results.

Q: Do we need to require the official permission to test document for every skater?

A: Yes, every skater that is not a home club member (includes your associate members). The permission to test form is intended to protect the club. Conflicts could arise if a member is not in good standing and the permission form is not in hand. Permission via email or other manner is acceptable. The permission is also indicating that the skater is eligible to take the test they are registering for.

Q: Does the Home Club Permission form have to be provided to the judges?

A: No, that is not necessary, however, the affidavit and the name and likeness release will need to be shared starting November 1.

Q: How are skaters in Aspire allowed to test if they are not registered for a specific club?

A: They are registered through their Aspire program. While not a member club, the Aspire membership itself is a full U.S. Figure Skating membership.

Q: How long do we keep test results? How long should we keep google folders of virtual tests videos?

A: Per rule 4605, a copy of the individual test judging sheets is to be retained by the host club for at least one year. Scanning them and saving them digitally is a great way to save them for extended periods of time. Videos should be kept for 30 days after the corresponding test results have been entered and paid for. If you can archive and keep them longer, it could be beneficial to the skaters should something happen.

Q: What does 'IJS protocol responsibility' mean for testing results.?

A: The skater receives the paperwork from the competition and must give the home club test chair within 14 days. The test chair then has 30 days to enter the results. Under the Testing menu there is an Enter IJS Protocol submenu where you follow the prompts and enter the applicable information. You then go to Pending/Completed tests and pay.

Q: A recent test with a trial judge whose membership was showing as not current at the time the test results were entered are showing the tests on hold. Is this expected?

A: Yes, this is the current functionality, however, there is development work being done which will resolve this issue. In the meantime, please reach out to [memberservices@usfigureskating.org](mailto:memberservices@usfigureskating.org) for assistance in clearing the holds.

Q: If a video is submitted after the deadline for a virtual test, am I correct in that the test chair can reject the test? A: Yes

Q: Should the media release and affidavit be provided to the officials?

A: Yes, it is possible that some officials download the videos prior to viewing them. With the video in their possession, the feedback has been that they would like the release and affidavit.

Q: Can the media release and the affidavit be shared through EntryEeze? A: Yes

Q: What are the average rates charged for virtual tests?

A: Pricing is up to the club. Some clubs charge the same as in person, while others charge less since the cost to the club are not the same i.e. there is no ice time to purchase, no official's travel costs, etc. At this time, there have been no surveys performed to assess the costs of virtual testing.

Q: Does the test date and test submission date have to be the same?

A: By rule, the video submission date is the date of the test session. It is best to set the session registration date prior to the video submission deadline.

Q: When viewing the U.S. Figure Skating membership rosters, Aspire members are not included and viewable even if we are designated as the home club. What do you recommend as the best practice or workaround until this gets resolved? We have to sign permission forms, and we do not receive emails about a skater testing out of club.

A: The Aspire program administrator should provide the permission, even if the program is connected to a U.S. Figure Skating club, because the program can be affiliated either with a Learn to Skate U.S.A. program or with a club.

Q: Has there been any consideration to somehow allow for elements to be re-skated, like in-person testing?

A: It is currently considered unnecessary, since the skaters have up to 14 days to record the video. They can record the test until they feel they have the best version to submit. See rule 40034 for waiting periods on tests that must be retried.

Q: How can someone taking preliminary solo dances have a lead or follow if the steps are the same?

A: Although the steps may be the same, currently the dances are identified as lead or follow for the purposes of defining the track the skater is starting.

Q: I'd like to better understand what clubs are using to set virtual test prices vs in person pricing, single test, multiple tests, etc. Also, I would be interested in learning more regarding accepting contingent tests in virtual testing.

A: Contingent tests may be accepted as before. The club can choose to handle them in a manner that makes it easier for the test chair. In other words, they may send the contingent tests to the judges with a note that the test is contingent and must not be judged until the judge hears from the test chair, OR the test chair can notify the judges that there is a contingent test and that the test chair will send the documentation and the video to the judging panel once they receive the results from the prerequisite test.

Q: Others have asked me this ... Even when a single panel is allowed, such as on low level tests or on solo dances, is it preferable to still use a panel? (Sometimes a retry on a single panel test draws complaints.)

A: The rules allow single-panel judges on certain tests. Using an entire panel on these tests would provide the athlete with feedback from multiple sources as opposed to just one. There is value in that.

Q: Hello! Judges are asking for the affidavit. 5/10/22 round table said test chairs do not have to send likeness and release and affidavits to judges. Nor is it in any of the directions I have seen. Must be older? Is there a way to let them know of the new policy?

A: The Guidance is going to be updated to include requiring the Affidavit and Media Release to be sent to the judging panel.

Q: I find a lot of variability with judges on the adult testing track especially with regards to differing standards in ice dance. What kind of training is available for judges to assess on a different standard?

A: We are about to release a series of eLearning courses to provide training to officials (and coaches) for standards on each of the standard skating skills tests. The training for each element uses three different video examples that include a variety of candidates. Our next project will be to work on a series of courses for pattern dance tests, and then hopefully, we can expand to training specific to the adult testing standards.

Q: I am concerned with VT and trial judges. Wondering how they get important feedback?

A: Per the guidelines for trial judging virtual tests, it is recommended that the judge-in-charge be available for any discussion about the test session with the trial judges. As with in-person test sessions, the responsibility is on the trial judge to reach out for discussion or questions. There are many in-person test sessions where trial judges do not do this, so this challenge is not unique to virtual testing.

Q: Can we eliminate requiring out of club permission? The system can flag us if a skater is not in good standing.

A: While clubs can report members that are not in good standing, we do recommend that they attempt to collect for 60 days prior to placing them in said status. That does not, however, preclude them from not signing a permission letter in the interim.

Q: Instead of sending printed copies of test certificates to the clubs, could USFS email copies to members directly? With the amount of virtual testing and a large club, WFSC with multiple rinks, it is becoming difficult to distribute the certificates.

A: Per rule 4609, HQ will issue certificates and forward to the test chair or duly authorized representative of the candidate's home club for distribution. Recognition of members' accomplishments is something that we feel is very important and should be celebrated by the club and its members. This can be done at the annual holiday party or end of season banquet, or on a quarterly basis. Please use this as an opportunity to celebrate your members' success!

Q: New judging appointments are no longer listed in Skating magazine. Is there a place where new judging appointments are listed in Members Only. New judges might be more willing to judge virtual tests.

A: Any time an appointment is processed, including for a brand-new official, it shows up in the online directory within 24 hours. A list of appointments will be posted quarterly, in conjunction with the publication of the magazine. Currently, we do not have a mechanism for providing a list beyond these quarterly lists but are looking into options.

Q: With Virtual testing getting so popular, can we get some resources directed to improving the electronic judging forms - in particular, making it so we can send them all at once and not one at a time??

A: Unfortunately, the code that allows the form to be writeable, and calculates the total score, breaks when you try to save multiple files together i.e. print all. We don't have a PDF expert on staff but will continue to work on finding a solution.

Q: Are free dance couples judged as together as a unit or separately with two panels?

A: Free dance tests will pass or retry as a couple, with one panel. If both skaters are testing, they must each be entered separately for the purposes of recording scores. If the non-testing partner has previously received a pass will not be affected if a subsequent attempt of the same test with a different partner is marked with a different result. See rule 8338.

Q: Please explain the difference between Aspire and LTS in regard to testing. My understanding is: Aspire membership cannot test LTS membership can only test PPSS, PPSI, and preliminary dances but then must upgrade to full membership to continue testing.

A: U.S. Figure Skating membership (not LTS) is required for testing. Aspire membership is a full U.S. Figure Skating membership type with testing limited to the first test in each track: pre-pre skating skills, pre-pre singles, preliminary dances, etc. See rule MR 20.22.

Q: Clarification on zooming. Some judges do not to zoom, and others want it. When you zoom, especially for some dances and moves, you risk not getting the skaters in the full view.

A: The recommendation is not to zoom. Zooming may cause issues upon upload that COULD lead the judging panel to state that the video was edited. If using a professional camera such as a mirrorless or DSLR, it is recommended to use a lens around 50mm (which is closest to the human eye). If using a mobile device, ensure that the athlete is fully in frame. In either case, the athlete should be kept in frame from head to blade.

Q: Is there any way to go into U.S. Figure Skating and enter trial judge's scores AFTER test scores have already been submitted? I forgot to enter the trial judge's scores when I entered the judge's scores and can't figure out how to go back and do this.

A: If you have already paid for the results, you cannot go back and add the scores for the trial judge. You will need to either send the forms to member services or send an email with the pertinent information (skater name and number, test date, test name, trial judge name and number, trial judge score). We are looking to make functionality changes soon that will allow you to add trial scores, as well as edit the test (i.e. lead vs follow) and judges and their scores.