

Guidelines for Trial Judging Virtual Tests



Introduction

The emergence of virtual testing within U.S. Figure Skating has afforded the opportunity for trial judges to continue to trial virtually and potentially earn their appointments at a more rapid pace. Whether or not a figure skating club provides the opportunity to trial is completely at the discretion of the test chair and figure skating club leadership.

General Guidelines

- Virtual trial judging must be conducted via virtual tests hosted by U.S. Figure Skating member clubs.
- Trial judges of any level and track may trial virtually.
- No more than three trial judges may trial at any one virtual test session.
- Trial judges will be accepted on a first-come, first-served basis.
- Trial judges must contact the test chair of the virtual test at which they would like to trial via email.
- The time and date stamp of the email will serve as the notification to the test chair.

Depending on the track of the trial judge candidate, some in-person trialing is required for appointment and/or advancement. Please see the table below for in-person trial requirements.

Candidate Track	Advanced Candidates*	Accelerated Candidates*	Standard Candidates*
Amount of in-person trial judging required	At least 1 in-person trial judging session required.	At least 2 in-person trial judging session required.	At least 2 in-person trial judging sessions required.

- * **The number of in-person trial judging sessions required is subject to the discretion of the candidate's national vice chair (NVC) or sectional vice chair (SVC) on the Judges Management Subcommittee.**

The minimum number of tests required for trial judging remains the same as in-person testing. The requirements are located in the following documentation:

- [Guidelines for Singles Test Judges](#)
- [Guidelines for Dance Test Judges](#)

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Trial Judge(s)

To trial virtually, each trial judge must be at least an appointed prospective judge in the discipline that they wish to trial (i.e., singles or ice dance) and they must have a duly appointed judge mentor.

The trial judge must:

- Contact the test chair via email not less than five days prior to the submission deadline of the virtual test.
- Once approved, the trial judge should request the trial judge test forms from the test chair for the tests which they are going to trial.

The trial judge will:

- Have access to the videos of the tests from the test chair and then proceed to judge the test virtually.
- Complete trial forms and return via PDF (scanned if handwritten) to the test chair within five days of the test date (in accordance with the Virtual Test Guidelines).

NOTE: It is expected that each trial judge candidate will perform the judging of each test on their own and without any external help. Additionally, each trial judge candidate agrees to comply with the bylaws, rules, standards, codes and policies of U.S. Figure Skating as delineated in rule DOR 2.03.

Should a trial judge have a question about a test or the outcome of a test, it is recommended that the trial judge contact the judge-in-charge at the conclusion of the virtual test to discuss the tests trialed by the trial judge.

Test Chair(s)

Test chairs are responsible for preparing the test session as described in these Guidelines for Trial Judging Virtual Tests. The test session must be made public via website, social media, and/or software utilized to conduct the session. The test chair will reach out and request judges who are willing to judge tests virtually and who agree to act as judge(s)-in-charge for trial judges.

The test chair will disseminate the trial judge paperwork to all virtual trial judges in a similar manner as an in-person test, and then provide video access to the trial judges.

Once the test is completed, the test chair will collect all paperwork (from both the appointed judges and the trial judges) and proceed to complete the trial judge paperwork.

The test chair will:

- Add all judges scores to the trial judge paperwork;
- Send all paperwork to the judging panel and judge-in-charge for review via email;
- Enter scores into the U.S. Figure Skating database;
- Send completed paperwork to trial judges and trial judge mentors for potential advancement; and
- Send the Judges Report and Trial Judges Report (available from the Members Only site) to all judges and trial judges who attended the test session.

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Judge(s) and Judge(s)-In-Charge

Judge and judge-in-charge responsibilities will be the same as an in-person test session where trial judges are present.

The judge-in-charge should:

- Review the trial judge paperwork for accuracy of transcribed marks;
- If the trial judge hand wrote their test paper, the judge-in-charge should write over the trial judge marks in pen; and
- Return any marked paperwork to the test chair for dissemination to the mentor and trial judge.

It is recommended that the judge-in-charge be available for any discussion about the test session with the trial judge.

References

The following documents are used as references for Virtual Trial Judging:

- [Guidelines for Singles Test Judges](#)
- [Guidelines for Dance Test Judges](#)
- [Singles / Pairs Manual for Test Judges](#)
- [Ice Dance Manual for Test Judges Training](#)
- [Virtual Test Guidelines](#)