



## Virtual Test Session Process

- 1) Skaters must be full or associate members of Highland Skating Club
- 2) Notify the test chair of intent to submit virtual test. Email the skaters name, USFS #, date desired, and type of test to: **sk8conroy@hotmail.com**. You will be informed if there is space available on the desired date.
- 3) Associate members must submit a permission to test from home club.
- 4) Submit Test Proctor Form, if not using one of the Highland SC Test Co-chairs as proctor
- 5) Submit Virtual Test Video, Release and Consent, and Affidavit for Virtual Testing Submission on the due date indicated
- 6) Upon receipt of the video and forms, the test chair will send information on how the skater registers for the test and pays the test fee. Skater will then have 24 hours to register.
- 7) After registration is complete, the video is sent to judges.
- 8) Judges have 3 full days to review and submit test results.
- 9) Coach/skater are notified of results and sent judges sheets.

Please download the following:

- Virtual Test Video Requirements
- Technical Notification
- Test Proctor Form
- Release and Consent Form
- Affidavit for Virtual Testing Submission Form