



Virtual Testing Handbook

January 2025

Table of Contents

Video Guidelines	3
Skater Guidelines	3
Test Chair Guidelines.....	4
Judge Guidelines	5
Video Recording Instructions	6
Virtual Testing Q&A.....	8
Sample Judges Invitation	11
Sample Judges Instructions	12
Sample Video Upload Instructions for Clubs	13
Performance Affidavit for Virtual Test Submission	14
Name and Likeness Release and Consent Agreement.....	15

In lieu of testing with in-person judges, a member club may elect to host virtual testing for any skating skills, singles, pairs, pattern dance or free dance tests. Figure tests are not eligible for virtual testing. Virtual tests must be held only under the auspices and control of a member club or collegiate club and must be managed by a test chair or duly authorized representative. No virtual tests can be submitted by the skater directly to any test judge or to U.S. Figure Skating headquarters.

This document is not all encompassing. See rule 4104 in the current [rulebook](#) for virtual testing requirements.

Video Guidelines

Videos must be recorded in landscape mode and must be of the highest quality possible (at least 720p). It is important that the skater is framed from head to toe during the entire test. The video must be of a high enough quality that the judges can clearly make out the skater's expression and feet while the skater is testing. The video must be as stable as possible with minimal "jittering" of the camera. Please refer to the Virtual Testing Video Requirements below for complete details. If a judge does not feel the video is of sufficient quality to evaluate the skater, they must inform the test chair of their concern and withdraw from judging the test.

The video must be taken from the position of the judges stand (as if it was an in-person test session). Videos may not be taken while following the athlete around the ice during the test.

The video must begin with the [virtual test placard](#). If not using the printed placard, all information must be written fairly large, must be legible, and in dark marker i.e. Sharpie, so as to be viewed easily by the judges. Also, ensure the form is close enough (zoom in) to the camera to be read. The placard must be followed by the date and time of the recording as shown on a mobile phone. Failure to include the placard and the date and time of the recording will result in the video being rejected.

Make sure the music is loud enough for the officials to hear when they replay the video during the judging process. If you are recording a skating skills test, make sure the audio is being recorded so the judges will be able to hear the skater's edges.

Note: Videos from a competition, exhibition, or ice show may NOT be submitted to a virtual test session (rule 4104).

Skater Guidelines

Because there are no reskates in virtual testing, skaters should ensure that videos meet all test requirements (e.g. all elements included, in correct order, where applicable, with required number of patterns, and with correct program length) and have no major errors (e.g. falls, spins without enough revolutions, omissions, etc.).

For skating skills tests the requirements and deductions for introductory steps apply equally to virtual tests (rule 5021 (B)). While the video must be a continuous recording, skaters do not need to be continuously skating. It is important that one element in a skating skills test does not run into another. Skaters may stop briefly between elements, but the stop must be brief (10 seconds or less), and the video must continue recording the entire time. If stops between elements become too long, a new video may be required.

There is to be no coaching of the skater during the performance of their test, except for brief breaks between elements in skating skills tests (but not while changing direction or feet during an element) and breaks between partnered and solo portions of a pattern dance test (rule 4302). Violation of this rule may disqualify the video.

Test Chair Guidelines

As with an in-person test session, a registration date should be set with the video submission deadline to follow. It is recommended to set the video submission date 14 days after registration as videos are required to be recorded within 14 days of submission (rule 4104 (B)). **Note:** the video submission deadline is the date of the test session (rule 4104 (B)(2)).

Test chairs must make sure expectations are clear when inviting judges such as the number of tests to be assigned, when the tests will be sent, due dates, etc. **Note:** judges should not be assigned to more than 10 virtual tests unless they have agreed to do more in advance.

Judges who are available to judge virtual tests are identified in the [Officials Directory](#). When doing your search for Officials, under the “Level” dropdown menu, select “Virtual.” Please be sure to also check each test judge’s appointment levels for singles, dance and skating skills to determine which tests they can judge.

Test chairs must create a schedule of virtual tests (much like a schedule at an in-person test session) with judge assignments. This schedule must be sent to all judges on the panel. This will help each judge know who the other judges are that are assigned to judge a test and ensure that the properly qualified judge is judging the appropriate test. **No virtual test should be sent to more than three judges.**

It is important for it to be clearly communicated to the judges, and indicated on the test schedule, what tests are contingent. Contingent tests must only be sent to the judges **AFTER** all judging is complete on the prerequisite tests and the tests have passed. Test chairs are asked to share their cell phone number with judges, so judges can reach out with any questions that may arise while videos are being viewed and judged.

Test chairs must review the submitted videos (if only a portion) to ensure the following:

- The video includes the [virtual test placard](#)
- The video includes the date and time stamp proving that the video was recorded within 14 days of the video submission deadline
- The video is in focus
- The video follows the skater(s)
- The video does not cut off the skater (especially the feet)
- The video has not been edited
- The video includes audio (including for skating skills tests)
- There are not skaters that interfere with the performance

A video must be rejected if it does not include the [virtual test placard](#) and date and time stamp.

Results must be returned to the athlete and coach within one week of the test date (Rule 4104 D). Once all test forms are received and scores have been recorded, test chairs should send electronic copies of the completed forms to both the skater and coach, so they are aware of the results and have the judge's comments, as well.

It is strongly suggested that clubs provide judges with a gift card with a value of at least \$15 for 1-5 tests, \$20 for 6-10 tests, etc. This not only shows the judges they are appreciated but can help offset costs incurred while judging (such as electricity, internet service charge, paper, printing, etc.). It is advised to include this information in the invitation to judge so they know what to expect. If a judge has expenses beyond what is offset by the gift card, they should submit for reimbursement in accordance with U.S. Figure Skating rules and guidelines.

It is strongly recommended that a test session results report be sent to the virtual judges since they do not have the opportunity to debrief at the conclusion of a test session as they can at in-person test sessions. To create this report, log into Members Only. Under the Testing menu, select Skate Test Session Reports. Select the test date, then click on Print Judges Report, then Export to PDF or to Excel.

Trial judging is allowed at virtual test sessions - see [Guidelines for Trial Judging Virtual Tests](#).

Judge Guidelines

Before accepting an invitation to judge virtually, judges should make sure expectations are clear (such as number of tests to be assigned, when the tests will be sent, due dates, etc.). Any uncertainties must be addressed with the test chair.

Judges must behave as though they are at an in-person test session and per rule 4524, an electronic communicative device is allowed for the sole purpose of accessing official documents or timing a program. Judges should attempt to watch the entire test in one sitting without break, with the test viewed at normal speed. The video may be paused between elements in skating skills tests, and between partnered and solo patterns in dance, to write comments. Judges should rewatch the video to check for missing elements.

Timing of singles, free dance, and pairs tests are the responsibility of each judge. Use of time stamps on the video are not acceptable as they are not precise enough; a physical stopwatch or stopwatch on a cellular phone may be used.

For pattern dance tests, it is the responsibility of each judge to determine if the music meets the requirements listed in rule 8224 as there is no judge-in-charge in a virtual testing environment.

When judging virtual tests, the standard is the same as during in-person test sessions. The skater must not be given any special considerations. Remember that the skater and coach are responsible for the video submitted.

Concerns with video quality must be addressed with the test chair and not discussed by the panel. Once a judge has submitted a completed test form to the test chair, the judge cannot reject the video. Judges must refrain from discussing the test until the entire panel has submitted their completed test forms to the test chair.

Once a judge has submitted their completed test form to the test chair, changes to comments and scores cannot be made (except for correcting sum errors in the total, circling the test result, and signing their name).

Judges must return the completed test form to the test chair only (via email) and not share with anyone else. It must not be uploaded to the shared Google Drive, Dropbox, etc.

Trial judging is allowed at virtual test sessions - see [Guidelines for Trial Judging Virtual Tests](#).

Note: It is not appropriate for a judge to review or critique any aspect of a virtual test video unless they are assigned as a judge for that test.

Video Recording Instructions

FOR BEST RESULTS READ COMPLETELY BEFORE FILMING AND UPLOADING

This information was compiled by U.S. Figure Skating to ensure consistency and quality with videos being recorded for virtual test sessions.

Camera/Phone Specs/Setup

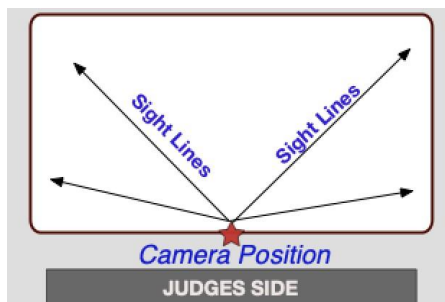
1. Professional video cameras or cell phones with high-definition recording capability are acceptable.
 - a. If using a phone or tablet, film in landscape mode (turn the phone horizontally for a wide view).
2. Videos are preferred to be shot in 1080p60 but must be a minimum of 720p60. Videos less than 720p60 will not be accepted for review.
 - a. To adjust video settings on an iPhone, go to Settings/Camera/Record Video
 - b. To adjust video settings on an Android Phone, go to Camera Apps/Settings Options Icon (Gear Icon)/Video Size
3. Switch to Airplane Mode.
4. Make sure there is enough space available on your phone to record. We recommend at least 2GB of available space.
5. Clean your camera lens before you start recording.

Video Format

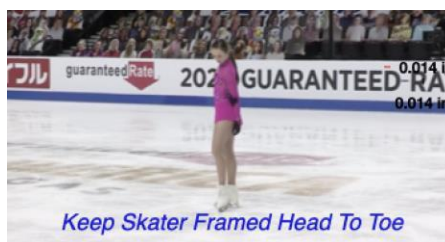
Video files have various formats that are indicated in the file title. This is automatically added when the video is created. MP4 files work best. If you have saved your file in another format, there could be some loss of resolution (blurry). WAV files are often low resolution and will result in an unclear picture. AVI files (often the default on a Mac computer) should be changed to MP4.

Recording Instructions

1. Videographer should stand at center ice, with the camera elevated above the boards to capture all corners of the rink. Stand in a location to reduce obstructions as much as possible.



2. If available, mount your phone on a tripod or steady mount. If handheld, the videographer should follow the athlete as smoothly as possible.
3. Zoom in enough to have the skater fill a good amount of the screen but remain in focus.
IMPORTANT: Keep the skater head to toe in the center of the screen (i.e. the frame) when following them during their performance.



4. Record a test video, preferably a full run through of the performance to get comfortable with the flow of the program. Watch it back and see how the recording looks, and make any necessary adjustments accordingly for the final video.
5. **At the beginning of the final video, show the virtual test placard for several seconds. Then show a date and time stamp** by holding up a phone in front of the camera that shows the date and time. Videos that do not include these two items will not be accepted.
6. Make sure the music is loud enough for the officials to hear when they replay the videos during the judging process. We recommend you turn up the music when you record the program being skated on the ice.
7. If you are recording a skating skills test, make sure the audio is being recorded so the judges can hear the skater's edges.

IMPORTANT: Keep frame clear of other skaters.

Virtual Testing Q&A

Q1: Do you have a recommendation for what clubs should charge for virtual testing?

A: If the club is holding the test session like a regular test session, then charging regular fees is reasonable, as the club will still have costs for ice time and possibly for the video recordings. If the skaters are recording their own tests and submitting them to the test chair, then a lower fee would be reasonable.

Q2: Should we reimburse judges for virtual tests, or can we provide a small gift?

A: Yes. It is suggested that clubs provide judges with a gift card with a value of at least \$15 for 1-5 tests, \$20 for 6-10 tests, etc. This not only shows the judges they are appreciated but can help offset costs incurred while judging (such as electricity, internet service charge, paper, printing, etc.). It is advised to include this information in the invitation to judge so they know what to expect. If a judge has expenses beyond what is offset by the gift card, they should submit for reimbursement in accordance with U.S. Figure Skating rules and policies.

Q3: Does the skater need to be alone on the ice when recording the video?

A: No, but the skater must be clearly identifiable in the video and free from other skaters interfering with the test. To help skaters be more visible on the ice, shop virtual testing apparel [here](#).

Q4: Do test chairs need to create their own affidavits and instructions for judges?

A: No. U.S. Figure Skating has sample invitations, instructions for video submission, instructions for video review, affidavits, and consent forms on the Testing Overview page of the Members Only site.

Q5: Can a test chair serve as the test proctor?

A: Yes, if the test chair meets the proctor requirements (rule 4104).

Q6: Can the test proctor and videographer be the same person?

A: Yes, if the person meets the proctor requirements (rule 4104).

Q7: Can a test chair serve as the test proctor and videographer?

A: Yes, if the test chair meets the proctor requirements (rule 4104).

Q8: Is the videographer subject to the impartial person requirements?

A: No, as long as there is a proctor who meets the requirements (rule 4104).

Q9: Are reskates allowed?

A: No, but the skater may record the test as many times as they want as long as only one video is submitted. This is true regardless of the type or level of test.

Q10: If some judges are willing to attend a test session in person, can we do a mixture of in-person judging and virtual judging?

A: No. All judges must judge from the same vantage point – in-person or virtually.

Q11: Is virtual trial judging of tests allowed?

A: Yes, see [Guidelines for Trial Judging Virtual Tests](#).

Q12: Do videos need to be 4K?

A: No. See Virtual Testing Video Requirements in this document.

Q13: Does U.S. Figure Skating have a list of judges who are willing to do virtual tests?

A: Yes. Judges who are available to judge virtual tests are identified in the [Officials Directory](#). When doing your search for Officials, under the “Level” dropdown menu, select “Virtual.” Please be sure to also check each test judge’s appointment levels for singles, dance and skating skills to determine which tests they can judge.

Q14: If the quality of a video is not good enough in the opinion of a judge, does that require the test to be retried?

A: No. You can give the skater the opportunity to submit a new video.

Q15: Can figure tests be judged virtually?

A: Not at this time.

Q16: Is virtual judging of tests subject to the retry rules?

A: If a video is submitted to be judged, then the retry rules apply. The retry timeframe starts on the date of the test session video submission deadline (the test session date).

Q17: Is there a limit to the number of test sessions that can be judged virtually?

A: No.

Q18: If I was planning a test session with judges in person, and someone gets sick, may I change it to a virtual test session?

A: Yes; however, the entire panel would need to judge the test virtually.

Q19: How long do clubs need to keep virtual testing papers and videos?

A: Per rule 4605, clubs need to retain the individual test judging sheets in the files of the club conducting the test for at least one year after the date of the test sessions. It is recommended that affidavits and release forms also be kept in these files for at least one year. Videos should be kept for 30 days after the corresponding test results are entered, and the tests are paid for through the U.S. Figure Skating Members Only site.

Q20: What should judges do with the videos received for virtual test sessions?

A: Once a judge confirms that the test chair has received their results and everything is in order, the videos should be deleted.

Q21: Can a test chair require audio to be recorded during skating skills tests?

A: Yes. Audio should be recorded for skating skills test so the judges can hear the skater’s edges.

Q22: Can videos only be uploaded using OneDrive, Dropbox or Google Drive, or is sharing a link from iCloud or Google photos also allowed?

A: Videos can be uploaded from the tool/service of a person’s choosing as long as it doesn’t reduce the quality of the video.

Q23: For the purposes of virtual testing (proctor definition), what is the definition of a training mate?

A: A training mate is someone who either takes lessons from the same coach or is a personal friend of the skater taking the test.

Q24: What are some examples of why a video test might be rejected?

A: The video must be of high enough quality to allow the judges to accurately assess the performance. A video could be rejected for the following reasons: the video is out of focus, the video doesn't follow the skater(s), the video cuts off the skater (especially the feet), the video has been edited, or there are other skaters that interfere with the performance.

A video will be rejected if it does not include the [virtual test placard](#) and a date and time stamp proving that the video was recorded within 14 days of the video submission deadline.

Q25: If a skater submits an affidavit with the coach information and coach signature blank, does the test have to be rejected?

A: No. U.S. Figure Skating rules do not require a skater to have a coach, so the affidavit can be accepted without the coach information as long as all other information and signatures are included.

Q26: Can the same video be submitted more than once for evaluation as a test?

A: No. A video may only be used once. Likewise, a video recording of an in-person test may not be submitted to be evaluated virtually.

Q27: Can a recording of a competition program be submitted for a virtual test?

A: No. See rule 4104 (B)(7).

Q28: If two partners are both testing in a pattern dance, do they need to skate the partnered portion of the test twice? How should this be submitted for virtual testing?

A: If both partners are testing the dance, it must be one video, continuously recorded. The skaters should perform the partnered portion once, one skater will then announce their name and skate the solo, and then the other skater will announce their name and skate the solo. Skaters may take a brief break between partnered and solo, but the video must record the entire span of the test from the partnered portion to the end of both partner's solos.

Q29: What is the penalty if elements within a skating skills test are skated out of order?

A: In a virtual test session, the judges will assign a score to each element provided each has been performed. There is no penalty if all elements are performed, even if out of order, since there is no judge-in-charge to direct the skater to perform the correct element.

Sample Judges Invitation

Dear <insert official's name>,

We would like to invite you to participate in <insert club's name> upcoming virtual test session. Judging for this virtual session will need to be completed between <insert start date> and <insert due date>. If you are available, we will send detailed instructions for participating.

As a judge for this session, you will need the ability to perform the following tasks:

1. Play videos on your computer/tablet
2. Download and print PDF versions of the test forms
3. Scan or take pictures (with a mobile device) of the test forms
4. Email test forms back

Once our panel is set, I will send you a PDF of the applicable test forms, instructions, and a link to the videos. You will need to confirm that you can access the videos, print and fill out the test forms and then email them back to me (either scan or take a picture on your device).

Please let me know if you are available for our virtual test session.

Thank you!

<insert test chair name>

<insert club name> Test Chair

Sample Judges Instructions

Hello!

Thank you for agreeing to judge at <insert club's 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.

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 your computer in order 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_sPKTqMIR3AZ?usp=sharing

There are two files attached: the test schedule and a PDF of your assigned test forms. When ready to judge, open the applicable test form, score the test and enter your comments. Once you have completed judging, go to File > Print to PDF and save the completed test form on your computer (i.e. in a folder on your desktop named the host club and test date) and then 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.

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.

Thank you!

<insert test chair name>

<insert club name> Test Chair

<insert test chair phone number>

Sample Video Upload Instructions for Clubs

Deadline: We encourage you to complete your video and upload as soon as possible after you register for the test session. Videos cannot be accepted after the deadline regardless of circumstances.

REMINDER: Videos may only be uploaded one time and must be uploaded no later than **<insert video submission deadline>**.

File Name: All files **MUST** be renamed to reflect the skater/team name and test. Each video should be titled with Skater First and Last Name, Level, Test Type.

Example	Label (should match registration signup)
Solo Pattern Dance	Suzy Skater_Silver Solo Dance_Tango
Solo Pattern Dance – Adult	Suzy Skater_Silver Solo Dance_Tango_Adult21 Suzy Skater_Silver Solo Dance_Tango_Adult50
Partnered Pattern Dance – Standard	Suzy Skater_Silver Partnered Dance_Tango
Partnered Pattern Dance – Adult	Suzy Skater_Silver Partnered Dance_Tango_Adult21 Suzy Skater_Silver Partnered Dance_Tango_Adult50
Free Skate – Standard Free Skate – Adult	Suzy Skater_Novice_Freeskate Suzy Skater_Adult_Gold_Freeskate_Adult21 Suzy Skater_Adult_Gold_Freeskate_Adult50
Free Skate – Pairs	Cain-Leduc Senior_Pairs_Freeskate
Free Dance – Standard Free Dance – Solo – Standard Free Dance – Solo – Adult	Davis-White_Senior_Free_Dance Suzy Skater_Solo_Senior_Free_Dance Suzy Skater_Solo_Senior_Free_Dance_Adult21 Suzy Skater_Solo_Senior_Free_Dance_Adult50

Verification: The final submission by the athlete MUST be verified using the affidavit to be one continuous video and not edited to any extent. Video submissions will not contain any editing, splicing and must be recorded from one angle. Any videos that are deemed edited will be automatically revoked and refunds will not be issued.

Confirmation: After you upload your video per the links below, please send a confirmation email to the test chair **<insert test chair name and email>** and cc: your coach.

Upload Location

Videos should be uploaded to the skater's video sharing platform of choice (Google Drive, Dropbox, Box, One Drive, etc.). Skaters will provide a link to the video when submitting their registration; video sharing settings should be set to allow anyone with the link to view and download.

Once all videos are received, the test chair will upload the videos to the club's sharing platform (Google Drive, Dropbox, Box, One Drive). There should be a separate folder for each test, as the folders will need to be shared with all officials.



Performance Affidavit for Virtual Test Submission

This form must be completed by the athlete(s) submitting a video for virtual test credit, in addition to their coach, the videographer, and the proctor on the day of the performance. In completing this form, all parties certify the information on this form is accurate and all rules of Virtual Testing were abided by. (Videographer and proctor do not need to be U.S. Figure Skating members.)

Athlete Information

Name		U.S. Figure Skating #	
Email Address		Phone	
Tests Submitted			

Partner Information (if applicable)

Name		U.S. Figure Skating #	
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Recording Details

Arena/Rink Name:		Arena/Rink City, State:	
Recording Date:		Recording Time:	

Athlete Signature

_____	<input type="checkbox"/> I certify that the recording submitted was recorded on the date and time above. I further attest that the performance was one continuous program and was not edited prior to submission.
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Coach Information

Name		U.S. Figure Skating #	
Email Address		Phone	

Coach Signature

_____	<input type="checkbox"/> I certify that the recording submitted was recorded on the date and time above. I further attest that the performance was one continuous program and was not edited prior to submission.
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Videographer Information

Name		U.S. Figure Skating #	
Email Address		Phone	

Videographer Signature

_____	<input type="checkbox"/> I certify that the recording submitted was recorded on the date and time above. I further attest that the performance was one continuous program and was not edited prior to submission.
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Proctor Information

Name		U.S. Figure Skating #	
Email Address		Phone	

Proctor Signature

_____	<input type="checkbox"/> I certify that the recording submitted was recorded on the date and time above. I further attest that the performance was one continuous program and was not edited prior to submission.
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NAME AND LIKENESS RELEASE AND CONSENT AGREEMENT

By registering for the <Insert club name> Test Session (as part of U.S. Figure Skating), and for good and valuable consideration, I release and grant to U.S. Figure Skating, including its subsidiary and affiliated entities, and U.S. Figure Skating authorized local organizing committees, clubs, and interclub associations (collective, for purposes of this Release and Consent Agreement, "U.S. Figure Skating"), the right to use my name, likeness, image, photograph, voice, video, athletic performance, biographical information and any other indicia of identity, in any format, medium, technology and platforms whatsoever, from any U.S. Figure Skating event or activity in which I participate during the <Insert years of season (ex. 2022-2023)> season, including any international competitions that I participate in as an assigned member of Team USA (collectively, my "Identifications"), and to distribute, broadcast and exhibit (and to permit U.S. Figure Skating's broadcast partner, NBC Universal Media, to distribute, broadcast and exhibit) my Identifications, without charge, restriction or liability, in any media now known or hereafter devised (including, but not limited to, television, internet, web casting, and video streaming) or in various publications (including, but not limited to, SKATING Magazine, the U.S. Figure Skating directory or media guide and marketing materials) into perpetuity, unless otherwise specified and agreed upon. I understand that I will not receive any compensation for any such use of my Identifications. It is also agreed, however, that without my written permission: (a) at no time can my Identifications be used by U.S. Figure Skating for any commercial purpose (e.g., use in connection with the promotion of any commercial entity and/or its relationship with U.S. Figure Skating or with me, including one that expresses or implies an endorsement of any company or its products or services) and (b) at no time may U.S. Figure Skating release or authorize the use of my Identifications to an unrelated third party for the purpose of my endorsement of any commercial property, product or service, without my written permission.

I HAVE READ THIS RELEASE AND CONSENT AGREEMENT, FULLY UNDERSTAND ITS TERMS, AND HAVE SIGNED IT FREELY AND WITHOUT ANY INDUCEMENT OR ASSURANCE OF ANY NATURE.

Signature of Parent/Guardian
(if Participant is under 18)

Date

Printed Name of Parent/Guardian

Signature of Participant/Skater

Date

Printed Name of Participant/Skater

