

Remote IJ Renewal Test

One of the requirements for re-appointment as an International Judge (IJ) is passing the online examination ('IJ Renewal Test'). Where possible, IJ tests should be proctored in person by any international race official. However, World Sailing recognises that due to current restrictions as a result of the COVID-19 pandemic, in-person proctoring is not possible for some IJs. This protocol has been developed to respond to this emergency situation and to allow the IJ Renewal Test to be proctored remotely using video conferencing software.

This protocol is only for use by international judges applying for re-appointment who are required to pass the IJ Renewal Test (Test-Takers) either by May 1, 2021, or October 14, 2021.

This remote proctoring protocol uses Zoom video conferencing software (<https://zoom.us/>). Test-Takers intending to take the test should familiarise themselves with this software, and in particular the **requesting or giving remote control** feature. More information about this feature is available here: <https://support.zoom.us/hc/en-us/articles/201362673-Requesting-or-giving-remote-control#heading=h.bdzh38o7ljq>

Prerequisites

Note that 'basic' or ('free') Zoom accounts have a time limit of 40 minutes, but this limit does not currently apply to calls with fewer than 3 participants. Therefore, there is no need for either the Proctor or the Test-Taker to have access to a paid Zoom account since a call with only 2 participants should not expire before the time limit of the test.

The Proctors will require:

- A computer with an internet connection with a video camera and microphone
- Zoom software installed on their computer, and access to a Zoom account
- A mobile phone or similar to contact the assigned candidate in case of internet failure

The Test-Takers will require:

- A computer with an internet connection
- Zoom software installed on their computer
- A video camera and microphone
- A mobile phone or similar to contact the remote proctor assigned in case of internet failure

Test-Takers are strongly advised to first attempt the **Practice Test** version and check that everything works before moving to the real **Renewal Test**.

Guidance for completing the test

Remote Proctor

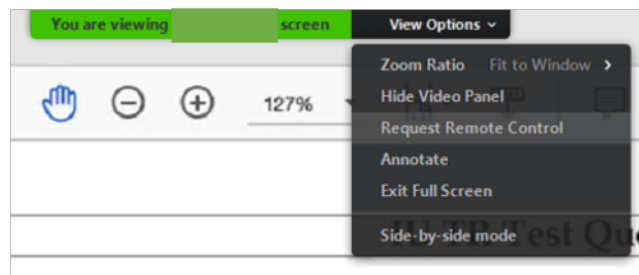
- Agree to a test time with the Test-Taker, being sure to allow 1.5 hours uninterrupted
- Send this procedure document to the Test-Taker before the test date so Zoom and the messaging software needed (see next step) can be loaded and checked
- Set up WhatsApp (or a similar messaging app) for communication between Remote Proctor and Test-Taker in case of issues with Zoom during the test
- Create a Zoom meeting using the Zoom application - **not** a browser window
- Send Test-Taker Zoom invite, ID and Passcode
- (For Mac OSX users only, you will need to give Zoom access in the Accessibility tab in the Privacy and Security preferences of your Mac)
 - In System Preferences, Security and Privacy, Privacy
 - Click to check Zoom as app able to control computer

Test-Taker

- Before the test date, load and check Zoom (on computer)
- On the test day at the agreed time:
 - Join Zoom meeting and send a test message to the Remote Proctor via WhatsApp (or a similar messaging app)
 - Do all the tasks previous to Start the Renewal Test
 - Start to share screen – test window (not full screen)
 - Select the Renewal Test
 - Wait for the Remote Proctor to request remote control to enter the Proctor Code
 - Accept the request

Remote Proctor

- After personal introductions and screen is shared
 - In View options at top of the Zoom meeting window, select Request Remote Control. Click 'request'



- After receiving permission to remote control the Test-Taker's screen, enter the Proctor Code received from the Renewal Test Platform

- Stop sharing - removes Proctor control
- The Test-Taker's face shall be visible during the Test

Test-Taker

- Proceed with **Renewal Test**
- After you finish the questions and revising your answers, submit the test to be graded
- After this process you will receive a message saying whether you did or did not pass the test
- If you passed, go back and the link for the certificate will be enabled
 - Click on the certificate link to download and save in your computer for your records.
- Now you can disconnect your computer from the Zoom session

Remote Proctor

- Sign and send the Proctor Information letter sent by the test platform to the following email address: wsjudgestest@worldsailing.online.