



NORWICH

FIGURE SKATING CLUB

Virtual Test Session Submission Instructions

Please follow the outlined steps below to register and submit testing information for virtual test sessions through Norwich FSC. If you have any additional questions, please contact Sarah and Peg at testchair@norwichfsc.org. Please review the Virtual Test Video Recording and Upload Instructions and Technical Notification 261 documents. Skaters are responsible for finding their own proctor and videographer. Instructions for videographers can be found in the virtual testing packet.

1. Notify test chair of intent to submit a virtual test. Skater, coach, or parent should email the skaters name, USFS number, test type(s), and desired test date to testchair@norwichfsc.org
2. Non-club members must submit a permission to test letter or email from their home club to testchair@norwichfsc.org
3. Once your test date has been approved by the test chair, register for the appropriate tests and pay test fees through EntryEeze (<https://comp.entryeeze.com/membership/Welcome.aspx?cid=349>)
4. Submit Test Proctor Form
5. Submit Virtual Test Video, Release and Consent Form, and Affidavit for Virtual Testing Submission (with signatures from skater, coach, proctor, and videographer) by the deadline provided

Virtual Test Session Process

1. Test is registered for and video submitted as outlined above.
2. On the test deadline, test chairs will send videos and all necessary test forms to test judges.
3. Judges have three days to review the videos and submit test results.
4. Coach and/or skater is notified of test results and provided with judging sheets.