

CRITICAL TEST TAKING INFORMATION -

- **If your account information** needs to be updated, please go to “My Account” at the top of the USA Swimming Home page and make the necessary corrections.
- **By selecting your LSC** from the drop down list, your LSC Official’s Chair receives email notification when you successfully complete the test.
- **You have the option** of printing a blank version of the test to work offline. Once you are satisfied with your answers, resume your saved test (the system automatically saved your test when it was printed) to enter your answers and have the test scored. To do this, click “Resume” in the “Options” box (in the “Prior Tests” grid) for the test that you are now wanting to complete.
- **You can start and stop** as often as you wish before submitting your completed test. Click “Save and Resume Later” should you wish to exit the test. To resume, follow the steps discussed above and start where you left off by entering in the “Go” box (found towards the bottom of the page) the number of the last question answered. The system automatically saves each answer every time you click on the “Next” or “Previous” button.

- **Remember – each question has two parts**, Part 1 and Part 2. **Both parts must be answered completely** to receive full credit. When more than one reference is required, click the box for each correct reference. For example, if the statement reads “There are two (2) (or three (3)) correct references for this question” then there are two (or three) correct reference answers required. NO PARTIAL CREDIT is given for the reference part of each question.
- **Once a test is completed**, you will receive a score instantly. You can request a printout of the test you just took with the option of either viewing / printing the entire test or only those answers that were incorrect.
- **If you encounter a problem while taking a test you should:**
 - 1) Sign-off and then sign back on and follow the instructions above to go to the last question you were working on when the problem occurred. You should have “lost” only this question.
 - 2) If you are still having computer related problems, please contact Mary Illich, Member Services, at millich@usaswimming.org or at (719) 866-4578.

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