

**USA Swimming Officials Committee
Online Testing Sub-Committee**

The Online Testing Sub-Committee is responsible for:

- Select and educate sub-committee members who will be involved in all of the activities of the sub-committee
- Maintain and update the questions data base including the following:
 - Develop and write new and replacement questions to provide a broad base of questions for use in each test
 - Edit online test questions to include changes in the rule book each year.
 - Promptly respond to questions from officials and others regarding specific questions and/or answers and make appropriate adjustments to the questions as needed
 - Perform annual review of questions and test to identify those questions that may adjustment based on national
 - Coordinate with the Chair of the Rules & Regulations Committee to assure the questions and answers are appropriate and accurate before the questions moved to production
- Work with USA Swimming staff members and the IT team on the following:
 - Identify the details of any enhancements each year based on feed back from LSC & Zone Officials Chairs, officials taking the tests, etc.
 - Test the above enhancements before they are moved to production
 - Respond to reports of bugs/defects to identify any issues and test any fixes
- Maintain any and all documentation of the following:
 - The functionality of the online test system for use by those taking the tests
 - The administrative processes needed to maintain the tests and the questions/answers
 - The process for adding, changing and removing access to those LSC users requiring appropriate access (e.g. LSC Officials Chairs, Trainers, etc.)
- Perform “Help Desk” functions for officials having problems accessing the system

