

# Race Management Seminars Testing Policies

*Policies are subject to change*

## Online Testing

- At the end of a seminar, students will be sent a link to the online test via email
- Students may take their online test beginning at 1700 (Eastern) on the last day of the seminar
- Students will have two weeks from the end of the seminar to log in and take the test. The test window closing date and time will be specified in the test link email
- The online test must be completed in one sitting; it cannot be paused
- Students who meet the retest criteria below will be allowed to retest beginning one month after the original test date. Students will not be granted a retest more than 6 months after the original test date

## Scores and Retesting

- ***One Day Race Management Seminar Test Policy (ODRMS)***
  - 25 multiple choice questions; each question is worth 4 points
  - 40 minutes to complete
  - Passing score is 80% (20 correct answers)
  - One retest opportunity is available to students who miss a passing score by no more than 10% (minimum retest score is 72% - 18 correct answers)
  - Students who score lower than 72% must attend another seminar to retest. There is no time restriction on when they may take another seminar. *(This test is sufficiently basic that failing to correctly answer 1/3 of the questions demonstrates a less-than-adequate grasp of the material.)*
- ***Advanced Race Management Seminar (ARMS)***
  - 100 questions (Mix of T/F and MC); each question is worth 1 point
  - 120 minutes to complete
  - Students may elect to take the ODRMS test instead (see above for policies)
  - Passing scores for ARMS test for corresponding certification levels:
    - National Race Officer - 90%
    - Regional Race Officer - 85%
    - Club Race Officer - 75%
  - One retest opportunity is available to students who miss a passing grade by no more than 5% (5 additional incorrect questions) on the ARMS:
    - Minimum score of 85% is eligible to retest for NRO
    - Minimum score of 80% is eligible to retest for RRO
    - Minimum score of 70% is eligible to retest for CRO (using the ODRMS test)

- Students who score lower than the minimum retest threshold must attend another seminar before retesting. There is no time restriction on when they may take another seminar
- The better of the two test scores (original and retest) will be kept for processing
- *Examples:*
- *Scores lower than certification-level retest grade: A person scores 82%, and was hoping to become an NRO (90%). They may qualify for CRO with no further effort, or may retest for RRO, but would need to take another ARMS to test for NRO*
- *Scores lower than lowest certification-level retest grade: A person who gets a 69% must retake a seminar to test at any level*
- *It is recommended that a person failing the CRO test at an ARMS should retake a One Day Seminar rather than another ARMS*
- *Scores lower on second test than first:*
  - *A person who scores 85% may retest to try to certify for NRO. If they score lower (78%) the second time, they may keep their higher score, thus qualifying for RRO*
  - *To test further for NRO, they must retake the seminar*

## **Extended Time and Paper Tests**

- US Sailing will make every effort to offer reasonable accommodations to members who wish to take Race Administration courses and tests. The following policies govern testing accommodations:
- Participants who have a documented learning difference or disability (such as dyslexia, for example) may request extended time to take the test. The instructor will make every effort to grant the participant up to 150% of the originally scheduled test duration. In the case of on-line tests, the instructor and test-taker must make arrangements for accommodation through the Race Administration office.
- Participants may, for good reason, request to take a test on paper rather than on line. Approval will be granted by the instructor in consultation with the Race Administration office. Participants should, if possible, make this request ahead of time.
- If possible, the instructor will arrange for the test-taker to work in a separate room if he or she so requests.
- It is our intention that these policies will facilitate more opportunities for people to achieve Race Officer Certification by offering additional time and opportunities for candidates to acquire the key concepts.

*Revised May 25, 2017*