



Connecticut Skating Academy

Instructions for Virtual Testing

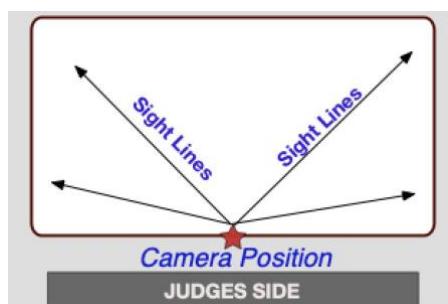
The following requirements must be followed for a virtual test to receive credit

- The test candidate must be clearly identifiable in the video and free from other skaters interfering with the test. There are no more than 8 skaters in the session.
- Restarts and reskates are not allowed. You can film your test as many times (and on as many days) as you like but may only submit one video. Each test must be executed in one continuous videotaped sitting without stopping the video.
- Video orientation is horizontal and the skater's whole body is zoomed in on and in frame for the entire test
- Moves in the field tests:
 1. The skater may stop between moves briefly (no more than 10 seconds); however, the videographer must continue to record.
- Free skate, pairs, pattern dance and free dance tests:
 1. Music must be played loud enough to be captured on the video.
- If you are not a CT Skating Academy home club member, you will also need to ask your home club to send us your permission to test (just like when you test with us in person).

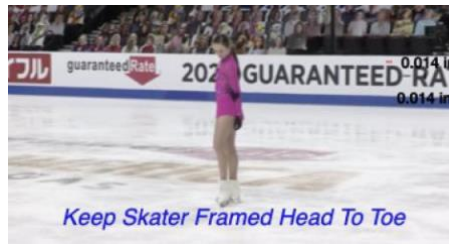
Shooting Location/Style

Videographer should stand at center ice, higher up than the boards to capture all corners of the rink. Stand in a location to reduce obstructions as much as possible. Note - the proctor or coach may also serve as the videographer.

1.



2. Zoom in enough to have the skater fill a good amount of the screen but remain in focus._
IMPORTANT: Keep the skater head to toe in the center of the screen (i.e. the frame) when following them during their performance.



Camera/Phone Specs/Setup

1. Professional video cameras or cell phones with high-definition recording capability are acceptable.
 - a. If using a phone or tablet, film in landscape mode (turn the phone horizontally for a wide view).
2. Videos are preferred to be shot in 1080p60 but must be a minimum of 720p60. Videos less than 720p will not be accepted for review.
 - a. To adjust video settings on an iPhone, go to Settings/Camera/Record Video
 - b. To adjust video settings on an Android Phone, go to Camera Apps/Settings Options Icon (Gear Icon)/Video Size
3. Switch to Airplane Mode
4. Make sure there is enough space available on your phone to record. We recommend at least 2GB of available space.
5. Clean your camera lens before you start recording

Recording Instructions

1. If available, mount your phone on a tripod or steady mount. If handheld, the videographer should follow the athlete as smoothly as possible.
2. Include a **timestamp at the beginning of the final video**. Hold up a phone in front of the camera that shows the date and time. **The skater also needs to hold a placard and announce** the following: skater name, test taken, host club and date of the test – see attached file
3. Record a test video, preferably a full run-thru of the performance to get comfortable with the flow of the program. Watch it back and see how the recording looks and make adjustments accordingly for the final video.
4. Do not film through mesh netting or plexiglass. Do your best to make sure the music is loud enough for the officials to hear when they replay the videos during the judging process. We recommend you turn up the music when you record the program being skated on the ice. Moves in the field tests should not have any music playing during the test.
5. **IMPORTANT:** Keep the frame clear of other skaters and make sure there is no other background music or noise (Ex. other coaches speaking to students at boards).

Here is a good YouTube video for Virtual Testing Do's and Don'ts. Please watch it before you make a recording:

<https://www.youtube.com/watch?v=S9zn8mKo0CE>

Video Upload Instructions

Deadline: Video has to be uploaded no more than 14 days of the actual recording. Here is the Google Drive link for the video upload – please contact us when the video is successfully

uploaded:

How to upload: If you have a Google account sign into YOUR Google account and after going to this link below and upload the video. If you do not have a Google account sign into this Google account - **ctskatingacademyvideo@gmail.com** and the password is **CSAVIDEO2022** (case sensitive). If you have any questions please contact us.

<https://drive.google.com/drive/folders/1NuCSNP3XagjH9zbnXkFLPcSqbsmSV9dF>

File Name: All files must be renamed to reflect the skater/team name, level and discipline. Each video should be titled with Skater's First and Last Name, Level Event.

Verification: The final submission by the athlete MUST be verified using the affidavit to be one continuous video and not edited to any extent (see link below for the file). Video submissions will not contain any editing or splicing and must be recorded from one angle. Any videos that are deemed edited will be automatically revoked and refunds will not be issued.

Test Proctor

In order to guarantee the integrity of the virtual test environment, athletes must confirm a proctor for their performance. The proctor must be an impartial person of authority (i.e., rink management, skating school director, or local skating official) but may NOT be a coach/choreographer who has worked with the athlete, training mate, or a parent/guardian (of the athlete or any training mates). Athletes are responsible for choosing the proctor and setting up the logistics. Proctors must watch the program performance, verify that the full performance was completed on the date and time indicated in the athlete's recording and complete the Performance Affidavit, verify that the submitted video was executed in one continuous videotaped sitting without stopping, and verify that the submitted video has not been altered and is the stated performance. **USFS recommends that the proctor to be USFS members, but this is not required.**

[Sample Affidavit for Filming](#)

Confirmation

After you upload your video per the links below, please send a confirmation email to the CSA Test Chair: Jennifer Pelletier <jenniferlpelletier@hotmail.com> and CC: your coach.

Venmo Payment information:

https://venmo.com/code?user_id=4286374744163680386&created=1741976455.306901&printed=1

Please note it is for donation because we are non-profit

Virtual Judging

Upon completion of the test, video links will be uploaded for judges to view. Judges follow USFS virtual judging guidelines. Skater's video is viewed once and scores just like if they were observing you at the rink. Comments and scores are required to be entered in paper form. Judges are required to scan/photograph test results and send them back using approved USFS protocols.

Receiving Test Results

Once the videos are uploaded and judges informed, we expect to have the results back as soon as possible usually within one week. Club test chair will follow the recently established protocols of emailing coaches the PDF files and recording with the USFSA.

Questions? Please email jenniferlpelletier@hotmail.com