

USA Powerlifting -- Written and Practical Testing Guidelines

Introduction

The following guidelines have been prepared to assist candidates desiring to become certified as a USA Powerlifting State or National Referee with the written test procedures and how they will be administered during the examination. Each candidate should thoroughly review these guidelines in order to be fully prepared for the examination process. The written examination is only the first of two parts of test to become a referee. Overall, the written examination measures the candidate's knowledge of the USAPL/IPF Technical rules.

Notification

The candidate will be notified by the chairman of the USA Powerlifting Committee in writing, preferably by email, no less than 30 days before the examination as to when [time and date] and where [building and room] the written examination will take place. The notification should include directions to the testing location. All candidates should strive to arrive early to review test guidelines with the proctor. Candidates arriving late will not be admitted to the testing room – no exceptions, unless the candidate has made prior arrangements with the proctor of the examination or the chairman of the referee committee.

Candidates with Disabilities

USA Powerlifting adheres to all guidelines in accordance to the Americans with Disabilities Act (ADA). All candidates with disabilities must make their requests in advance to the chairman of the referee committee, to make accommodations for special needs.

Test Administration Procedures

Candidates will be asked to sign-in prior to start of the examination with the proctor or test supervisor. It is recommended that each candidate use the bathroom prior to the start of the examination to avoid any interruptions. If the candidate requests to leave the room after the test has been administered the entire test materials will be returned to the proctor until the return of the candidate to the room. No additional time will be allowed or granted to take the examination when a candidate leaves to use the bathroom or make a telephone call, etc.

The seating of all candidates will be assigned by the proctor or supervisor of the examination. If there are multiple candidates, the examinations will be given in the same conference room. The security of all test materials is taken seriously – so notes or copying of any portion of the examination is prohibited. If a candidate becomes disruptive or unruly the examination will be terminated. Cheating of any nature will also be cause for the termination of the examination and the candidate will be asked to leave the room.

Once seated, the proctor and/or test supervisor will pass out each examination. Each candidate is to review and read the instructions on the examination. At this point in time, if there are questions[s] by the candidate, they should be asked before the start of the examination. Once the proctor/test supervisor states that you may begin the examination is when the clock starts. Candidates are allowed two hours for both the State and National Examination. The proctor/test supervisor will give updates every fifteen minutes during the last 45 minutes of the examination. Overall, it is the responsibility of the evaluator to ensure that each candidate knows and understands the guidelines of the examinations.

At the completion of the examination, the test proctor shall collect and account for of the examinations and mail them to the Chairperson of the Referee Committee within one week of the test date. The documents mailed to the Referee Chairperson should be sent via mail delivery whereby the documents can be traced and tracked if shipping is delayed for any reason. The Chairman of the Referee Committee should strive to grade and report the examination results to the Secretary of the National Office within 30 days of receipt of the test materials.

Arrangement of the Testing Room – Proctor/Test Supervisor Responsibilities

The test proctor/supervisor should strive to arrive 30 minutes before the examination is to be initiated to prepare the testing room and should complete the preparations no less than 15 minutes prior to the commencement of the examination. During the preparation, the tables and chairs should be cleared and free of debris or any other matter that may cause a distraction to the test candidate. The test/proctor should ensure the room is well lit and temperature is of a conformable nature. Key and important, the room should be quiet and all avoidable noise reduced. It is advisable to post signs to direct candidates to the testing room. Signs should also be posted to notify other athletes/coaches and officials attending the championship requesting: Quiet – Testing in Process. The test proctor/supervisor should prepare the testing materials and sign-in roster in advance and check the membership and identification of each candidate when they enter the room. All no-shows should be reported to the Chairman of the Referee Committee.