

1 April 2024

2024 International Umpire Examination

Step By Step Guide to Member Associations

BEFORE THE EXAM

- Following the reception of this communication, Member Associations will have to duly fill in and submit the IU Examination Member Association Registration online form by **1 June 2024**, in order to inform ITTF about the following:
 - **Registration Link:** details about the 2024 IU Examination National Coordinator, responsible for administering the exam, and the number of candidates for the MA.
 - After the registration of the Member Association, we will send a follow-up email with the **Candidate's registration form**, which contains a separate entry for each candidate that the MA would like to enroll for the exam.
- The 2024 IU exam fee is set at **US\$50 per candidate**. **ITTF will issue an invoice to the MA for the corresponding number of candidates**, which will have to be paid by bank transfer or with a credit card no later than 30 August 2024.
- Only once the IU exam fees will be paid, but **not earlier than 1 October 2024**, **each candidate will be contacted by email** separately and granted their individual access token to the online exam with the provision of a username and password.
- *Note: Detailed guidelines will be provided to the candidates in order to facilitate their access to the platform and also familiarize them with Moodle, which is the Learning Management System (LMS) that will be used for the exam.*

Information about the exam:

- The 2024 International Umpire Exam will be run **online** via the ITTF educational platform.
- The exam will be open in the period **10 October - 31 October 2024**.
- The exam will be available in the following **9 languages**: English, Arabic, Chinese, Spanish, French, Japanese, Korean, Portuguese, and Russian.
Note: When submitting the candidates' registration form, the MAs will have to indicate the chosen language for each candidate.

Candidates' Requirements and Recommendations:

- IU candidates must have **excellent knowledge and understanding** of the Laws of Table Tennis, and Regulations, for International Competitions, as well as of the Handbook for Match Officials and/or any similar publications that they may have received by their MA or the ITTF.
- An age limit applies for accessing the IU exam – candidates must be **born on 1 January 2004 or before**.

- It is highly recommended that the candidates have passed the Umpires Level 2 (National Umpire) Exam **(or equivalent)**, following the ITTF education program or second level under Member Association's own umpire education and qualification program for at least 2 years, and that they have a proven umpiring experience in 3 national championships or 2 international events in the past 4 years.
- Competence in English Language.
- Basic knowledge of Microsoft Office and of Internet browsers is also recommended.
- Candidates can't retake the IU Examination more than twice in a five-year period.

International Umpire Examination Preparatory Course:

- Candidates registered for the 2024 IU Examination will be automatically enrolled in a preparatory course before the exam.
- The preparatory Course will take place between 16 September and 30 September 2024.
- The course will be offered in **6 languages**: English, Arabic, Chinese, Spanish, French and Russian.
- The Course will consist of 3 sessions and 9 hours in total.
- Announcement of the Course and enrollment details will be shared with the registered candidates in August.

DURING THE EXAM

Examination Process – Dos and Don'ts:

- It is recommended that the MAs organize their candidates to take the IU exam together, **in a centralized and controlled environment, or at several locations.**
- **A member of the MA shall supervise the candidates** and the smooth examination process.

Note: Each MA is responsible to organize themselves in the best possible way in order to meet the above conditions in the timeframe demanded based on their own requirements, available resources, and geographical constraints.

- While the online examination is in progress **the candidates MUST**:
 - Complete the exam in 60 minutes or less.
 - Declare that they will not discuss the content of the exam until the publication of the exam results.
- During the examination **the candidates MUST NOT**:
 - Use reference books or any reference material/sources.
 - Consult each other or anyone during the taking of the examination.
 - Make copies or transcripts of the exam questions.
 - Utilize the auto translator feature of web browsers during the online exam, as it may potentially lead to technical complications.

Technical Requirements:

- Each candidate must do the examination **on their own device**, i.e. laptop, tablet, or smartphone.
- **Stable Internet access** has to be assured during the 1 hour when the candidates will be carrying out the exam.

AFTER THE EXAM

All candidates will receive the result of their exam through the LMS **immediately after the completion of the exam**. *Successful candidates* will receive an International Umpire e-Certificate.

Please note that: the International Umpire certificate will be only available in a pdf format and will be uploaded on the Moodle platform, where candidates can download it using the same credentials as the exam.

After the validation of the overall examination outcome, successful candidates will:

- Be included in the ITTF Database of Umpires.
- Need to refresh their knowledge regularly to be able to keep the IU status active.
- Need to officiate in at least one ITTF sanctioned event in 2 calendar years to be able to keep the IU status active.

After having been an IU for at least 2 years (October 2026 at the earliest) they will also be eligible for nomination to Advanced Umpire training seminars conducted at selected international events.

**Thank you for developing and supporting your match officials,
best wishes on conducting the 2024 IU online examination and
the best of luck to all the IU candidates!**

Sincerely Yours,

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Werner Thury

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