

29 January 2020

SUBJECT: **2020 ITTF International Umpire Exam**

**Dear National Associations' Presidents, dear Secretaries General,**

In order to meet the ambitious objectives set in the 2018-2024 Strategic Plan, ITTF started investing significantly in events, new programs, projects and tools including in the area of Education, which, as part of High Performance & Development, has been identified as one of the top five strategic priorities.

This said it is our pleasure to inform you about the first step concerning match officials' education, which is the **2020 International Umpire Exam** that will be held online in the period March-April 2020.

Kindly find below all the relevant details regarding the mentioned examination, which has been set up by the High Performance & Development Department, Education Unit, in cooperation with the ITTF Umpires & Referees Committee.

We hope that as it will be run online it will attract a wider group of International Umpire candidates worldwide and also that the planned innovative solutions that will start being gradually implemented from 2020 on will provide valuable assistance to National Associations in the set-up of various educational programs or complement their existing pathways.

We stay at your disposal in case you may need additional information; please revert to Ramon Ortega Montes at [rmontes@ittf.com](mailto:rmontes@ittf.com)

Thank you for your cooperation!

Sincerely Yours,

**Polona Cehovin**  
HPD Director

**Ramon Ortega Montes**  
HPD, Head of Education

**Young-sam Ma**  
ITTF URC Chairman

## BEFORE THE EXAM

### Step by Step Guide for National Associations:

- Following the reception of this communication, National Associations will have to duly fill in and submit the online Forms by **22 February 2020** in order to inform ITTF about the following:
  - [Form A](#): details about the 2020 IU Examination National Coordinator, responsible for administering the exam,
  - [Form B](#): separate entry for each candidate that the NA would like to enroll for the exam.

*Note: In Form B some personal data of the candidates is requested, which will be used solely for IU exam related purposes; by submitting the Form the NAs and the candidates authorize ITTF to use, manage and archive it accordingly.*

- The 2020 IU exam fee is set at **US\$30 per candidate**. **ITTF will issue an invoice to the NA for the corresponding number of candidates**, which will have to be paid by bank transfer or with a credit card not later than 2 weeks before the first candidate(s) will take the exam.
- Only once the IU exam fees will be paid, but **not earlier than on 5 March 2020, 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. Once registered on the platform the candidate will have to upload the scan of their passport in order to be able to access the exam.
- *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 that will be used for the exam.*

### Information about the exam:

- The 2020 International Umpire Exam will be run **online** via the ITTF educational platform.
- The exam will be open in the period **5 March – 30 April 2020**.
- The exam will be available in the following **10 languages**: English, Arabic, Simplified Chinese, Traditional Chinese, Spanish, French, Japanese, Korean, Portuguese or Russian.

*Note: When submitting Form B as above, the NAs will have to indicate the chosen language for each candidate.*

### Candidates Requirements and Recommendations:

- IU candidates must have an **excellent knowledge and understanding** of the Laws and Regulations of Tables Tennis, in particular for International Competitions, as well as of the Handbook for Match Officials and/or any similar publications that they may have received by their NA or the ITTF.
- An age limit applies for accessing the IU exam – candidates must be **born on 1 March 2000 or before**.
- It is highly recommended that the candidates have passed the **National Umpire Exam (or equivalent)**, following the ITTF or their NA own educational system, and that they have at least 2 years of experience officiating at national level.
- Basic knowledge of Microsoft Office and of Internet browsers is also recommended.

## DURING THE EXAM

### Examination Process – Dos and Don'ts:

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

*Note: Each NA 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.

### Technical Requirements:

- Each candidate must do the examination **on their own device**, i.e. laptop, tablet or smart phone.
- **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.**

### Candidates successfully passing the IU exam:

#### After the validation of the overall examination outcome:

- Will receive an International Umpire Certificate.
- Will receive a lapel pin as International Umpire.
- Will be included in the ITTF Database of Umpires.
- Will need to refresh their knowledge regularly to be able to keep the IU status active.
- Will need to officiate at at least one ITTF sanctioned event in 3 years' time to be able to keep the IU status active.

**Thank you for developing and supporting your match officials,  
best wishes on conducting the 2020 IU online exam and  
the best of luck to all the IU candidates!**