



**INTERNATIONAL TABLE TENNIS FEDERATION
Headquarters**

21 January 2016

To: Associations interested in conducting the 2016 ITTF IU Exam

The International Umpire (IU) exam is designed to ascertain a certain level of knowledge and understanding of the Laws of Table Tennis. It is not an easy exam.

Before nominating an umpire to take the IU exam, it is highly recommended that candidates:

- Have several years experience officiating at local and national levels,
- Have a strong knowledge and understanding of the Rules of Table Tennis,
- Have recently studied the Laws of Table Tennis and Regulations for International Competitions, as well as the Handbook for Match Officials or any other similar publications provided by their Association or ITTF,
- Are current on any recent changes in the Laws or Regulations,
- Are aware of Rules applying to Athletes with a Disability, more fully covered in appendix H of the Handbook for Match Officials.

The 2016 IU exam can be translated into any language.

An Association may also impose other requirements on candidates before they can be nominated or admitted to take the IU exam.

The 2016 IU exam must be administered in a controlled and supervised environment.

Candidates:

- May not use reference books or any reference material
- May not consult with others during the taking of the examination
- Must complete the exam, including marking their answers on the answer sheet in 60 minutes or less
- Must return all exam papers as well as the answer sheet, without retaining or making copies of either,
- Must declare that they will not discuss the content of the exam with anyone until after the publication of the results.

Each Association must decide how to accomplish these objectives in the time frame demanded based on their own requirements, available resources and geographical constraints. There is an examination fee of USD 30 per candidate.



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The exam is conducted under an honour system. Candidates are advised to prepare well and answer the questions without the help or support of any external elements. The ITTF "Officials Code of Conduct", shown at Appendix D of the Handbook for Match Officials, will address expected conduct and behaviour by all umpires, as well as possible measures for anyone who may bring themselves or the sport into disrepute.

Here is the procedure:

- Please return the attached 2 forms duly completed (one for list of candidates, other for the contact details of person administering the exam) and return to Ms Habiba Besic – bhabiba@ittfmail.com no later than **February 20, 2016**.
- You will receive an invoice for the number of candidates presented, to be paid immediately via bank transfer.
- As soon as payment is received and not later than **March 1, 2016**, a copy of the exam and answer sheet will be sent to you.
- You host the exam at your convenience (during March and April) but all answer sheets must be returned to the ITTF office no later than **May 9, 2016**.

Candidates successfully passing the IU exam will receive a certificate as well as a lapel pin. After having been an IU for at least 2 years (May 2018 at the earliest) they will also be eligible for nomination to advanced umpire training seminars conducted at selected Pro Tour and other major international events.

Candidates who have successfully passed the IU exam will also need to have their data entered into the URC database. If you have not already done so, please complete the attached form nominating one person to be responsible for the database for your association and return it to Ms Habiba Besic – bhabiba@ittfmail.com as soon as possible. She will then inform your nominee of the process to be followed and his or her username and password.

If you have any questions, please contact Ms Habiba Besic.

Best wishes and good luck on conducting the 2016 IU exam.

A handwritten signature in black ink, appearing to read 'Ronald Wee', is written over a horizontal line.

Ronald Wee
Chair ITTF Umpires & Referees Committee