



Section Test Administration Procedures

**This document is to be used in conjunction with all
TEST DAY POLICIES, PROCEDURES and GUIDELINES
as posted on the Section website**

Updated: January 3, 2017 (changes are highlighted in green)

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These procedures may be amended by Skate Canada: Alberta-NWT/Nunavut as necessary in accordance with Skate Canada rules, policies, and procedures.

GENERAL INFORMATION FOR ALL TEST DAYS - CONTACTS AND RESOURCES

Welcome – to all new test chairs and thank you to those veteran test chairs who are returning! Test days don't happen without you. This booklet will give you most of the information you need to organize and run test days and there are many on line resources to reference as well.

Skate Canada: Alberta-NWT/Nunavut is referenced throughout this manual as the "Section".

Resources and Supplies you need to conduct test days and where you can find them:

- All test day related information and resources for the Section is posted on the Section website at www.skateabnwtun.ca under Clubs>Test Day Information
- Test Day information provided by the National Skate Canada office is located on the Skate Canada Info Centre at <http://info.skatecanada.ca/> under Figure Skating Programs>STARSkate program
- NEW STAR 1-5 Resource Toolkit with program delivery and test planning information for coach evaluated assessments is located on the Skate Canada Info Centre at <http://info.skatecanada.ca/>>STAR 1-5 Resource Tool Kit
- Current Skate Canada Rulebook (Skate Canada Info Centre) <http://info.skatecanada.ca/>>rule book
- Current Test Sheets and Summary Sheets (Section website – under Clubs>Test Day Information or on the Skate Canada Info Center)*NEW test sheets for STAR 1-5 assessments are available in the Figure Skating Programs & STAR 1-5 Resource Toolkit tabs
- Current Evaluators Contact Listing – request list from the Section Office by email: info@skateabnwtun.ca
- Calendars of test days in the Section per season is located on the Section website under Clubs>Test Day Information

Section Contacts regarding Test Days:

- Questions regarding coordination of High Tests may be directed to your Region High Test Coordinator – contact names and emails are located on the Section website>Test Day Information page
- Section Test Administrator: Bev Salomons: bsalomons@ualberta.net
- Section Evaluator/Judges Representative: Brenda Hart: dbhart@telus.net
- Section Office: info@skateabnwtun.ca or 1-866-294-0663

CLUB/SCHOOL TEST DAY COMMITTEE ROLES

In larger clubs or large/centralized test days it is helpful to form a Test Day Committee. The Test Chair should head the committee and delegate responsibilities (the Test Chair can't do everything). The Test Chair should ensure that jobs get done that she/he are not personally responsible for. The committee would also serve to:

- Lighten the workload
- Have someone trained in the event you become ill or detained by an emergency
- Ensure continuity in the club/succession planning when you decide to leave the position

The following are some suggestions for committee member positions:

- **Test Chair**
 - Responsible for paperwork
 - Ensures the test day runs smoothly
 - Looks after evaluator needs at ice level
- **Hospitality**
 - Responsible for TLC to evaluators
 - Ensures hot drinks, meals are available
 - Thank you card to evaluator/gift (optional)
- **Ice Captain**
 - Used at entrance to ice level
 - Makes sure all skaters have checked in and ready for the test
 - Gets skaters on and off the ice quickly
- **Dressing Room Captain**
 - All skaters should know how to identify this person to advise that they have arrived
 - Responsible for ensuring skaters are together and ready to go on ice when scheduled
- **Music Personnel**
 - Responsible for playing music for tests
 - Announce the skater
- **Spotter**
 - Works with the music person, main responsibility is to watch for the evaluator's signals to start and stop music
- **Runner**
 - A responsible person to collect the test sheets periodically from the evaluator and bring them to the test chair (sometimes the test chair will do this. The person running completed test papers to the test chair must keep confidentiality and not show test results/papers to anyone.

TEST DAY PAPERWORK – Q&A

1. **SKATER WITHDRAWAL:** If a skater has to withdraw **for any reason other than illness or injury within 14 days of the test date**, the test fee must be paid and the skaters are still responsible for their portion of the test day expense. The skater's name must be entered on the Summary Sheet and marked as **NOT TRIED** and the test is considered a **RETRY**.

If the skater is unable to skate due to illness or injury, the above rule does not apply. The need for a doctor's note for a withdrawal for these reasons is no longer required if the Test Chair is satisfied the illness or injury is legitimate. Test Chairs are within their rights to still ask for a medical note if they feel there are questionable circumstances. Please let the evaluator know if these situations arise.

If an injury occurs during the warm up and prevents the skater from testing, cross out the test on the summary sheet and write ***injured***. No Skate Canada Test Fee should be charged but the skaters are still responsible for their portion of the test day expenses.

2. **CONDITIONAL TESTS:** If trying a higher test was conditional on passing a lower test and the skater did NOT pass the lower test, **no fee is paid for the higher test**. Cross out the higher test and write in "CONDITIONAL".
3. **WEATHER:** If skaters are unable to get to a test day due to inclement weather, no test fee should be charged and a note should be made on the summary sheet to indicate why (i.e. inclement weather). The skaters are still responsible for their portion of the test day expenses.
4. **REGISTERING IN MULTIPLE TEST DAYS:** If a skater registers for the same test at more than one test day they are responsible for the test fee and their share of the budgeted test day expenses if they cancel after the pull date (within 14 days prior to the Test Day).
5. **TEST CONSENT:** If a skater wishes to try a test at a club other than his/her 'home club' he/she must present written consent from the Test Chair of their home club prior to taking the test. When sending skaters to another club to test, **the Test Chair shall prepare a letter and send this permission with the test sheets or email the Test Chair in advance of the test day**.
6. **SUMMARY SHEET PREPARATION:** Ensure all data is correctly entered on the Summary Sheets **prior to the test day**. **Evaluators are now identified by number on the summary sheet. Please circle the corresponding number.** Any errors or omissions will result in the sheets being returned to the Test Chair. **The Test Summary Sheet dated September 2016 is the correct summary sheet to be using.**
7. **AUTHORITY FOR TEST:** "Authority for Test" column: **This is usually the coach but may also be the parent or the skater themselves. Do NOT write in the Test Chair's name here.**
8. **TEST CODING:** Use only the coding system for tests as indicated on the back of the summary sheet. **The new Test Summary sheets no longer require that the Evaluator initial the results. Please verify all the codes and results are accurately recorded**
9. **ONLY ONE (1) TEST SESSION PER SUMMARY SHEET:** use a separate summary sheet for each test session. This is necessary for National Office record keeping. Summary sheets are to be numbered by the club in order to keep track of the tests taken at the various test days held through the year. For example, if a club

hosts three test days - Dec. 15, Jan. 30 and March 21 then the Dec. 15 test day would be numbered as "1", the Jan. 30 test day would be numbered as "2" and the March 21 test day would be numbered as "3".

10. MULTIPLE CLUBS: If you have more than one club testing at your Test Day, there should be **separate Summary Sheets** used for each club that has skaters testing. The Home club keeps a Copy and the Host Club keeps a copy.

11. UPDATED INSTRUCTIONS REGARDING THE HANDLING OF TEST SUMMARY SHEET RESULTS:

AFTER COMPLETION OF THE TEST DAY, YOU WILL REQUIRE THREE COPIES OF THE SUMMARY SHEETS.

o Copy #1 – The Original Summary Sheets must be mailed to National Office within one (1) week of your Test Day with the cheque for the test fees. (Skate Canada National Office, Box 15, 261-1200 St. Laurent Blvd. Ottawa, ON K1K 3B8) Test summary sheets sent to Skate Canada will only be kept up to 90 days after the end of each fiscal year.

NEW THIS YEAR: Test chairs who have administrative access to the Membership Site can now submit test results online. **Please do not submit the paper test summary sheets for tests that are submitted online as doing so will result in duplicate records and duplicate invoices. Clubs and skating schools that choose not to submit test results online may continue to submit paper Test Summary Sheets to Skate Canada along with a club or skating school cheque for total fees.**

Note that tests requiring additional fees (e.g., challenge tests, tests taken by foreign skaters, etc.) cannot be submitted through the online test entry tool. For these tests, please submit paper test summary sheets by mail.

o Copy #2 – An additional copy of the Summary Sheet should be sent to the Home Club(s) of participating skaters

o Copy #3 – The Host club must retain a copy of ALL the summary sheets, from all the Clubs attending the test day.

- Please note that the Section Statistician position has been discontinued. There is no longer an expectation to send a copy of the test summary sheet results to the section office or to the statistician.

12. CHALLENGE TESTS

An explanation of the Challenge tests can be found on the Section website.

HOW CAN THE TEST CHAIR HELP?

To ensure that the operation of computerized recording of tests runs smoothly, the Club Test Chair should:

- Check the accuracy of the skater's name (ensure name spelled correctly) and the skater's registration number is on the Test Summary Sheet
- Make certain that each skater has his/her Home Club number recorded on the Summary Sheet. This number appears on the skater's Skate Canada registration card. It is strongly recommended that skaters from different clubs be grouped together by club number on separate Summary Sheets. Contact the Section Office if you require a club number within the Section
- Ensure that the test information and results recorded on each Summary Sheet are accurate
- Do as much of the paperwork prior to the test day as possible

RECORD KEEPING

An important responsibility of the Test Chair is to maintain records on each skater in their Club. Sometimes Skate Canada National Office needs verification of a passed test. It will make your job easier if you keep accurate records from the start.

- Each skater should have a Skaters' Test Record Card. Keep these in a binder or file system. When you receive test day results, record the test that was passed for each skater. Include the date passed.
- Keep all summary sheets indefinitely (if possible and if you have space). Some tests need to be checked years after they have been taken.
- Keep the test tops indefinitely (if possible).
- Skaters should be reminded to keep their test papers as well

TEST RECORDS INQUIRIES

When a skater or club is in need of locating a copy of a test record, every effort should be made to contact the skater's home club, as the home club should have a copy on file. If you find it necessary to contact Skate Canada National Office regarding a skater's test record, please make sure that you quote the skater's individual registration number. It is helpful to also quote the skater's Home Club. If you refer to a specific Test Summary Sheet, please have that available to quote from. Remember, the National Office only receives Test Summary Sheets – the original top portion of the Evaluator Test Sheet is retained by the Home Club. Information on test records is only made available to the skater, the Club President or Test Chair. Skate Canada may charge you for a record search – please contact Skate Canada Member Services and they will advise you of what charges will be. Contact Member Services at 1-888-747-2372 or email at: info@skatecanada.ca

NEW THIS YEAR - Member Services at Skate Canada will only be retaining the paper version of the test summary sheet result records for 60 to 90 days after submission. Clubs/skating schools must go into club registration files to check that correct information has been entered and if incorrect, notify Skate Canada promptly. Skaters should also check information.

POINTS TO REMEMBER WHEN PLANNING A TEST DAY

1. **No test days at any level (Low or High)** allowed on the weekends of Sectionals, STARSkate & Adult Championships and the Section AGM.
2. **SEPTEMBER TEST DAYS:** September is limited to low and/or high tests that are required to qualify for the upcoming Sectionals, STARSkate competitions and Alberta Winter Games or Arctic Winter Games runoffs. **No other tests are permitted** under any circumstance. **Both low and high qualifying test applications must be made through the Region High Test Coordinator which is submitted to the Section Test Administrator.**
3. Like club executive members, evaluators are Skate Canada Volunteers and are **not** paid, only their expenses are reimbursed. Most Evaluators work outside the home or go to school so please remember that the time they can give is subject to their family and work schedules.
4. Try NOT to use Senior Evaluators for Low tests. Using Low Evaluators gives them the opportunity for more experience/promotion. If you have no luck obtaining the services of a Low Evaluator, then it is quite all right to try a Senior Evaluator. Please keep in mind that the Senior Evaluators priority is servicing high tests, the Section Test Administrator has priority on their services.

5. **TEST SESSION:** A test session is a period of time during which tests are evaluated. A test session can be a few hours on the same day in one rink or it can be divided over several days and ice surfaces. Regardless of the format, skaters register only once for the same test at one session.
6. The Test Room is not the Registration Room – access to the Test Room is limited to the Test Chair, his/her assistant and the Evaluator(s). Skaters, coaches, dance partners, parents are not permitted in the Test Room.
7. Suggested scheduling times are included at the end of this manual. Keep in mind you may need to schedule time for floods. It is a good idea to have your Evaluator look over the schedule prior to distributing it.
8. Test Day schedules are to be provided to the Evaluator as well as the ice captain and music person on the test day. A schedule should be posted at the entrance to the ice surface for easy accessibility to the coaches and skater.
9. Evaluator Gift – Does the club need to give a gift to the Evaluator? That is the club's decision, generally a token of appreciation (i.e., gift certificate) is a nice way to say thank you to the Evaluator for volunteering their time for your test day.

TRIAL EVALUATORS AND SUPERVISED TRIAL EVALUATORS

Evaluators must “trial evaluate” a certain number of tests as part of their training as new evaluators or for promotion to higher levels. “Supervised trials” are the final step for an Evaluator in training to complete the requirements for appointment or promotion. Evaluators wishing to trial may contact you directly prior to the test day.

- There is no expectation for Trial Evaluators to be reimbursed for any mileage or expenses. It is, however a nice gesture to offer to feed the trial evaluator as they are giving up their own time to become future evaluators.
- Please provide both Trial and Supervised Trial Evaluators with a complete set of test sheets if possible for the tests they are trialing. They will take care of all other paperwork required.
- Both the Supervising Evaluator and the Evaluator in training will discuss the procedures with the skaters and coaches before the test and will ensure they understand what is happening so everyone is put at ease.
- If you are hosting a Low-High Test Day, try to set up your schedule to allow for your Low Evaluator to evaluate your lower tests and yet remain to trial the high tests with the Senior Evaluator.

TESTS TAKEN DURING A COMPETITION

Clubs are permitted to apply to run tests at a competition. Clubs hosting a competition must have their Tech Rep apply in writing to the Section Evaluator/Judges Representative well in advance of their competition to request permission, so that the information for tests is included within the competition announcement.

The Host Committee needs to confirm a test chair to handle the administrative tasks and will need to decide if

they are supplying the paperwork or whether the candidates are to supply their own. If the candidate is to supply all necessary paperwork it would be best if it was sent along with the application form and test fee so that it arrives in plenty of time. Always have a few extra copies on hand for the test day.

Fees: As the skater testing is also skating in the competition and has already paid the competition entry fee, you may only charge the Skate Canada fee for the test UNLESS there are specific expenses that can be substantiated and documented, then you may charge an administration fee. Any administration fee that is charged must be broken down on the candidate's receipt for payment.

The Test Chair will collect and distribute all paperwork and will mail Summary Sheets and fees to the appropriate clubs.

COACH OBSERVED TEST DAY (PRACTICAL OBSERVATION)

As part of the coaches training development one of the options is for a Coach to attend and observe a test day at a local club as part of their Primary STARSkate Home Study program.

Evaluators and coaches are trained using the same training manuals and both groups use these training tools to refer to and help ensure a consistent test standard across the country.

If the coach chooses to observe at a test day, the following process is to be followed:

- Coach is to contact the test chair of a club to ask when the next scheduled primary (STAR 1-5) test day will be held
- Inquire about the type and level of tests
- State the purpose of the activity and their involvement (i.e., observe and discuss standards with the evaluator and coach)
- Request authorization to attend the test day
- Request that the test chair request permission from the Evaluator prior to the test day to partake in this activity (**prior permission must be obtained before the test day**)
- The coach and the evaluator will work together to select and observe a minimum of two of the following Primary STARSkate tests. The test chair should have sufficient copies of blank test sheets for the coach to use.
 - Select one of the following Preliminary (STAR) Tests:
 - Skills (all 3 exercises)
 - Free Skate (elements and program)
 - Dance (at least 2 out of the 3 dances)
 - Introductory Interpretative test
 - Select one of the following Jr. Bronze (STAR) Tests:
 - Skills (all 3 exercises)
 - Free Skate (elements and program)
 - Dance (at least 2 out of the 3 dances)
 - Bronze Interpretative test
- Test chairs will need to allow additional time in the test schedule for the Evaluator to discuss the test with the coach and complete the required paperwork (the Test Chair and Evaluator will be asked to sign a form provided by the Coach)

- The Evaluator will complete the discussion with the Coach at the most practical time in the test day so as to be least disruptive to the testing. Generally, this discussion should occur during warm-ups or during ice resurfacing. The Evaluator will advise the skaters and coaches that a coach observation is being conducted and the purpose so that skater and coaches understand that there will be some discussion occurring. The Evaluator will need to 'hold back' the test sheets until the discussion can be held during a warmup or flood.

ADULTS SKATERS TAKING DANCE TESTS

If clubs have adult skaters taking dance tests, the skaters should identify this to the Test Chair, who in turn will advise the Evaluator.

As per Skate Canada rulebook, adult skaters who are 25 years or older are exempt from an Evaluator requesting a solo on a dance test

It is helpful for the Test Chair to identify this to the Evaluator as the Evaluator may not be able to determine that the adult is 25 or older.

TEST FEE GUIDELINES

These guidelines are to ensure that Section clubs are fully aware of the rules regarding test fees and the definition of "fee for service" and the application of the rules. The Skate Canada rule in regard to "Fee for Service" is as follows:

Section 4000 (G) 2.0 (7) Additional Club or Skating School Levy: Member clubs and skating schools are not permitted to charge a skater more than the official Association Test Fee as determined according to this regulation for taking a test **EXCEPT** that an administrative charge may be levied where necessary to recover the actual expenses of conducting the test day, provided no profit is made in the process and provided the skater is advised of the estimated cost prior to the test day.

SKATERS WITH A DISABILITY

If a skater has a physical disability that may preclude them from various aspects of the test, the skater may request exemption from certain technical rules on the basis that such rule penalizes them in the marking of the test and that such rule is peripheral to the skating skill to be demonstrated.

As per the Skate Canada Rulebook, such application shall be made in writing to the Section Evaluators/Judges Representative on the OCC (Officials Coordinating Committee) on behalf of the skater by the skater's home club and **must be supported by suitable medical or other testimony that specifically relates to the nature of the disability to the rule (s) in question.**

If this exemption is approved, the skater should show the letter to the Test Chair, the Test Chair will need to show it to the Evaluator prior to the skating of the test.

No exemptions may be made by the Evaluator without this approved exemption being documented.

LOW TEST DAY PLANNING:

This is a transition year and there are two potential Low Test Day scenarios:

- Starting September 1, 2016 - STAR 1-5 tests may be coach assessed. Club Test Chairs will work

directly with the coaching staff on the planning, delivery and paperwork for STAR 1-5 tests. Please reference the STAR 1 - 5 Resource Toolkit for up to date information.

- During the 2016-2017 season clubs can continue to offer Preliminary and Junior level tests using Section Evaluators if the Club Coaches are not yet trained to assess the STAR 1-5 levels. Coaches have until September 1, 2017 to complete the training as STAR 1-5 tests will be in full implementation next fall and will replace Preliminary and Junior Bronze level tests. Section Evaluators will no longer evaluate Preliminary and Junior Bronze levels after September 1, 2017.

NEW LEVELS NOW INCLUDED FOR LOW TESTS: Low Test Days include STAR 1-5, Preliminary, Junior Bronze, Senior Bronze and Junior Silver Free Skate, Skills and Dance tests along with Introductory and Bronze Interpretive tests.

Clubs wishing to hold Low Test Days will make their own arrangements for those test levels.

- Scenario #1 - STAR 1-5 tests - the Test Chair and Coaches work out test arrangements. Consult STAR 1-5 Resource Toolkit for suggestions and recommendations on planning and delivery of these test levels.
- Scenario #2 - Preliminary, Junior Bronze, Senior Bronze, Junior Silver tests and Introductory and Bronze Interpretive -Test Chair arranges for their own Section evaluators. A current Evaluators List is available to Test Chairs from the Section Office.

Contact neighboring clubs in your region or area and work together to host Test Days.

Select several dates for your test day – this flexibility may be needed to work around the availability of Evaluators and dance partners. Once you have confirmed the low-test date please forward the date to info@skateabnwnun.ca for publication on the Section website. A list of low test dates helps evaluators in training access test days to complete their trial requirements for promotions.

Contact Evaluators well in advance of your Test Day. Please confirm with your evaluator the length of time they are willing to commit to and work within that time frame. A few days before the test day contact the evaluator to remind them and confirm dates, times and locations. At this time check for any food allergies or special requests that they may have. Please note: If tests are going over a meal time or after work a **hot meal** should be provided. Make sure arrangements have been made to pay your official for mileage and other expenses prior to their departure at the end of the day.

If you have a request to add Low tests within 14 days of the test day, you **MUST** get permission to do so from your Evaluator **before** accepting them.

In rural locations or for smaller test days a Low-test day can be held in conjunction with a High-test day in order to make efficient use of ice time and evaluators available. Priority on scheduling for the test day remains with the High tests. Any remaining ice time not used for High tests can be used to add in Low tests. You can ask the High-test evaluator assigned if they would also be willing to evaluate the Low tests. Keep in mind that depending on the length of the test day it may be necessary to secure an additional evaluator for the Low tests.

LOW TEST DAY PLANNING CHECKLIST

DATE	TASK	COMPLETED
<i>Fall</i>	Decide on your Low Test Days	
	Book and confirm ice	
<i>Four weeks before the Test Day</i>	Contact Evaluators using the current Evaluators List provided by the Section Office.	
<i>Three weeks before Test Day</i>	Determine number and level of tests to be taken (consult coaches)	
<i>Two weeks before the Test Day</i>	Finalize your list of tests and contact Evaluator to review and approve schedule. No pulls are allowed after this date	
	Provide approved schedule to partner, coaches and skaters testing	
	Book/arrange for and Officials' room at the arena, arrange for ice captain, music player	
	Organize Food/Hospitality for the Officials	
<i>One week before the Test Day</i>	Arrange for all Test Sheets and Summary Sheets to be neatly printed or typed.	
	Confirm date, starting/ending time and location with Evaluator and Dance Partner	
<i>On the Test Day</i>	Arrive at the arena to set up at least one hour before your scheduled start time	
	Set up your Registration Table close to the entrance to the arena and have the Registration Person check skaters in, collect test fees and music	
	Make sure that the evaluator has sharp pencils with erasers, clipboard, snacks, hot/cold drinks and a hot meal if over mealtime	
	Check results on the Test Sheets and Summary Sheets after the Evaluator has finished for accuracy and completeness. Compare top and bottom portions of Test Sheet to ensure that the result is the same. If it is not, then wait until the Evaluator has a break and ask them to complete the Test Sheet. You cannot complete it!	
	Hand out the bottom half of the Test Sheet to the coach	
	Pay mileage and any expenses to Evaluator	
	Update your Test Records Book with the results from the top half of the Test Sheets for your clubs' skaters	
<i>Within one week after the Test Day</i>	Send original completed Summary Sheet and fees to Skate Canada. Test chairs who have administrative access to the Membership Site can now submit test results online.	
	Keep a copy of all summary sheets at the host club	
	Send a copy of the Summary Sheets along with the corresponding Test Sheet Tops to the Home Club(s) Final Verification Step - Clubs/skating schools must go into club registration files to check that correct information has been entered and if incorrect, notify Skate Canada promptly. Skaters should also check information.	

HIGH TEST DAY PLANNING

High Test Days include Senior Silver and Gold Free Skate, Skating Skills and Dance, Diamond Dances, Silver and Gold Interpretive tests.

You must use the appropriate High Test Day Application Form for the session that you are applying for.

Each Region in the Section must centralize all Senior Silver and Gold Free Skate, Skating Skills and Dance tests, Diamond Dances and Silver and Gold Interpretive tests. If clubs choose to hold high test sessions on their own, they **will be limited** to two test days between November and the end of March. **If participating as part of a centralized group, they may apply for three dates.**

Talk to your dance partner(s) and let them know possible dates – many partners work with other clubs and you may be able to work with these clubs to centralize tests and avoid partnering conflicts or Evaluator restrictions. It's best not to schedule your test days near any competition. Many of the evaluators will be officiating at these events. If you are unsure of the dates of these competitions, check the Competition Grid as posted on the Section website: www.skateabnwnun.ca before you submit any dates.

Clubs are required to submit their High-Test Day Application Forms to the Region High Test Coordinator prior to the following dates. The Region High Test Coordinator will then submit these requests to the Section Test Administrator by the deadline date:

October 1	Winter Season	(November - March 31)
March 1	Spring Season	(April 1 – May 31)
June 1	Summer Season	(June 1 – August 31)
August 1	September Qualifying	(September 1 – September 30)

Late or incomplete forms will not be accepted. Please note that extensions may be considered if there are delays related to ice users meeting, however, requests for a delay must be received in writing prior to the deadline date. No exceptions. Early receipt of High Test Day Application Forms is greatly appreciated.

Skate Canada rules stipulate that the Section Evaluators/Judges Committee is responsible for selecting Evaluators for all High tests/Interpretive and Diamond Dance Test Days. (Skate Canada Rulebook-Policies and Procedures-Duties of Officials 3.3.) The Section uses a process where evaluators are notified of test days and asked to volunteer. The Section Test Administrator monitors this process, validates that the evaluator is qualified for the tests requested and approves the selection of the evaluator.

All senior evaluators will be notified of every high-test request and asked to volunteer for those they are available for. For those test days where an evaluator has not volunteered, multiple follow up requests will be made to the entire group encouraging evaluators to volunteer.

Every effort will be made to approve an Evaluator who is qualified to cover all requested tests for these test days but there is no guarantee that every High-Test Day request will be fulfilled. In some cases, an evaluator who is qualified to do only some of the tests may be available and you will have to determine whether or not to proceed with only some of the tests.

Under NO circumstances may a Test Chair contact an Evaluator directly to do a high test without prior permission from the Section Test Administrator as this could put the evaluator in a difficult situation and a potential violation of the Officials Code of Conduct should they agree to do the tests.

The Section is committed to providing the membership with test day opportunities. If, after best efforts have been made to find an evaluator and no evaluator is available, the Region High Test Coordinator will notify the club test chair a minimum of two (2) weeks prior to the Test Day. You can then begin making alternate arrangements for the tests which are affected. The Section is not in any position, legal or otherwise to force evaluators to volunteer and therefore cannot be held responsible when high test days are cancelled due to lack of an evaluator.

Clubs who plan other events such as seminars and clinics in conjunction with their high-test days must do so with the understanding that there is no guarantee that a high-test Evaluator will be available to volunteer for that particular test session. The events should be planned separately in case one or the other cannot be held. Clubs must also be careful to ensure that the finances of the two events are not co-mingled. Each event must be budgeted for separately and one event should not be subsidizing the other. Please see the Skate Canada: Alberta – NWT/Nunavut Test Fee Policy.

September Low and High Test Days – these are limited to tests required to qualify for Sectionals, STARSkate Championships, Alberta Winter Games and Arctic Winter Games. Please note: **Immediately upon completion of the qualifying test day the test chair must verify and send the results for the tests needed to verify an entry for Sectionals to the Section Test Administrator.

High Test Days are not permitted in September and October prior to the completion of the Sectional Championships (other than required qualifying tests to be tested in September).

Keep in mind that finding an evaluator to do your low tests is your responsibility. If you are running a combined low-high test day and have a high-test official secured, don't assume that they will do all your tests. If you are running a combined low to high test day and ice is limited the High tests will take PRIORITY in the scheduling and arrangements will have to be made for the Low tests to be evaluated at another time.

Any request to add tests within fourteen days of the test day requires the permission of the Section Test Administrator. If the request is approved, then permission must also be obtained from the approved evaluator. Evaluators are under no obligation to officiate extra tests that have been added without prior permission.

Region High Test Coordinators are your first point of contact if you have any questions or concerns about High Test Days. The Section Test Administrator is also available to answer questions or address any issues that arise regarding high test days.

HIGH TEST DAY PLANNING CHECKLIST

DATE	TASK	COMPLETED
September/ October	Decide on dates for your winter season High Test Days and submit the High-Test Day Application Form prior to October 1 for Winter Season to your Region High Test Coordinator	
February	Decide on dates for your spring season High Test Days and submit the High-Test Day Application Form prior to March 1 for Spring Season to your Region High Test Coordinator	
May	Decide on dates for your summer season High Test Days and submit the High-Test Day Application Form prior to June 1 for Summer Season to your Region High Test Coordinator	
July	Decide on dates for your September qualifying High Test Days and submit the High-Test Day Application Form prior to August 1 for September Qualifying Session to your Region High Test Coordinator	
	Book Ice	
	Consult Dance Partners re test dates	
Four weeks before the Test Day	Submit list/type of tests and clubs participating in your High-Test Day to the Region High Test Coordinator	
Two weeks before the Test Day	Finalize your list of tests and contact Evaluator to review and approve schedule. No pulls are allowed after this date	
	Provide approved schedule to partners, coaches, and skaters being tested	
	Book/arrange for an Officials room at arena	
	Organize Food/Hospitality for the Officials; arrange for ice captain and music player	
One week before the Test Day	Arrange for all Test Sheets and Summary Sheets to be neatly printed or typed	
	Confirm date, starting/ending time and location with Evaluator and Partner	
On the Test Day	Arrive at the arena to set up at least one hour before your scheduled start time	
	Set up your registration table close to the entrance to the arena and have the Registration Person check skaters in, collect fees and music	
	Make sure that the evaluator has sharp pencils with erasers, clipboard, snacks, hot/cold drinks, and a hot meal if over mealtime	
	Check results on the Test Sheets and Summary Sheets after the Evaluator has finished for accuracy and completeness. Compare top and bottom portions of Test Sheet to ensure that the result is the same. If it is not, then wait until the Evaluator has a break and ask them to complete the Test Sheet. You cannot complete it!	
	Hand out the bottom half of the Test Sheet to the coach	
	Pay mileage and any expenses to Evaluator	
	Update your Test Records Book with the results from the top half of the Test Sheets for your clubs' skaters	
Within one week after the Test Day	Send original completed Summary Sheet and fees to Skate Canada. Test chairs who have administrative access to the Membership Site can now submit test results online.	
	Keep a copy of all Summary sheets at the host club. Send a copy of the Summary Sheets along with the corresponding Test Sheet Tops to the Home Club(s)	
	Final Verification Step - Clubs/skating schools must go into club registration files to check that correct information has been entered and if incorrect, notify Skate Canada promptly. Skaters should also check information.	

HIGH TEST DAY APPLICATION FORM

High Test Day Application Forms must be completely filled out and must be received by the Region High Test Coordinator by the dates specified below. Late or incomplete forms will not be accepted. One form per season is to be submitted. *Please print clearly.*

Select which season you are applying for:

Season	Application Deadline	Season Dates
<input type="checkbox"/> Winter Season	October 1	(November 1 – March 31)
<input type="checkbox"/> Spring Season	March 1	(April 1 – May 31)
<input type="checkbox"/> Summer Season	June 1	(June 1 – August 31)
<input type="checkbox"/> September Qualifying	August 1	(September 1 – September 30)

HIGH TEST DAY – Please print your preferred high test date and alternate dates (min. 1 required)

Date	Time	Arena Location
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

INFORMATION

CLUB _____

MAILING ADDRESS _____

POSTAL CODE _____ EMAIL _____

TEST CHAIR _____ PHONE () _____

MAILING ADDRESS _____

POSTAL CODE _____ EMAIL _____

TEST SCHEDULIING

The following are estimates of time required for each test. These times include evaluating time but do not include warm-up time.

SKATING SKILLS	LENGTH
Preliminary	5 minutes
Jr. Bronze	6 minutes
Sr. Bronze	6 minutes
Jr. Silver	6 minutes
Sr. Silver	6 minutes
Gold	7 minutes

DANCES	LENGTH
Preliminary/Jr. Bronze	2.0 minutes per dance
Sr. Bronze to Diamond	4.0 minutes per dance
Preliminary Creative Dance	3.5 minutes per dance
Bronze Creative Dance	3.5 minutes per dance
Silver Creative Dance	4.0 minutes per dance
Gold Creative Dance	4.5 minutes per dance

FREE SKATING	PART 1: ELEMENTS	PART 2: PROGRAM
Preliminary	15 minutes	3.5 – 4.0 minutes
Jr. Bronze	15 minutes	3.5 – 4.0 minutes
Sr. Bronze	18 minutes	4.0 – 4.5 minutes
Jr. Silver	20 minutes	5.0 – 5.5 minutes
Sr. Silver	20 minutes	5.0 – 5.5 minutes
Gold	20 minutes	6.0 minutes

INTERPRETATIVE TESTS (singles or couples)	LENGTH
Introductory	4 minutes
Bronze	4 minutes
Silver	4 minutes
Gold	4 minutes