



Next Steps To... An Evaluator Promotion

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Congratulations, you have completed the Sr. Bronze to Gold Evaluator clinic! This clinic is valid for three years. Your job now is to take the classroom knowledge you have acquired at the clinic and begin to trial tests to gain experience in applying the test standards in a test day setting. These are your next steps...

1. Test resources and standards:

- Read and review all the resources in the evaluator binder
- Get familiar with all the details in the test standards
- Look for YouTube videos of tests and practice applying the standards
- Check the Skate Canada Info Centre frequently for any updates to test day resources or test information
- Review test sheet requirements and be sure you understand the mechanics of filling them in
- Review test summary sheets and be familiar with the test codes
- Review the on line Skate Canada Rule Book section on the Info Centre - Section 2000 Policies and Procedures
- [Officials Definition Appointment & Qualifications Policy](#) (ODAQ) - this policy outlines promotion requirements and you need to become familiar with referencing it as you work towards promotions
- [Duties of Officials Policy](#)
- [Officials Code of Ethics](#)

2. Officials community

- Ask the Section office for an officials list so you can start to develop a network of experienced officials to aid you as you train to become an evaluator
- Request a mentor to help lead you through the stages of learning the standards and gather feedback through discussions as you trial evaluate
- Mentors can make a tremendous difference in the progress you make towards a promotion goal
- Make an effort to introduce yourself and get to know officials in your area via email, telephone and when you arrive at test days make a point of saying hello and establishing connections with fellow evaluators

3. Test day preparation

- Check the [Section website test day calendar](#) to locate test days in your area
- Connect with local clubs and Test Chairs and advise that you wish to attend a test day to trial
- Ask evaluators in your area to phone, text or email you when they are going out to a test day
- It is courteous to let evaluators know ahead of time that you are attending to trial and that you will be asking them to sign off on your trial results record document
- Be sure to check the rink you'll be at, and where to go once at the rink
- Kindly ask the Test Chair to photocopy a set of test sheets for the tests you wish to trial
- Bring your own clipboard and pens or pencils along with your evaluator manual
- Create a tests trialed document so the evaluator can initial the pass/retry results for your records

- You have received training from Sr. Bronze to Gold levels and it is wise to work in stages as you gain experience and comfort in assessing tests
- The standards do change dramatically from Sr. Bronze to Gold and it will take time to accurately apply the standards
- It will also take time to become adept at formulating meaningful comments for each level and discipline in the test structure
- Your goal is to craft thoughtful comments that are constructive in nature and this takes practice
- After you have been at several test days and gained experience ask your mentor about your readiness for supervised trials

4. At the test day

- When you arrive at the rink ask to be directed to the Test Chair to introduce yourself
- Introduce yourself to any evaluators in attendance
- Set yourself up rink side in the players box or in the stands as recommended by the evaluator or the Test Chair
- Focus on the test day process and give full attention to the skater
- Be mindful that parents, skaters and coaches will be observing your deportment and behaviour so conduct yourself in a professional and courteous manner at all times
- Remember that the use of electronic devices is not permitted while you are performing officiating duties and this applies to when you are training as a trial evaluator
- Be thoughtful with assessing standards and comment writing
- Take a moment to review each sheet before you move on to the next test to make sure all the boxes are filled in and reflect the correct assessments
- Do not attempt to trial all the tests when going out to the trial for the first time
- Seek to trial a variety of levels and disciplines as not all tests are present at each test day so maximize the opportunities when available
- It is recommended that you strive to trial a minimum of two to five tests at each level so you have adequate exposure to applying test standards and writing comments before applying for a supervised trial
- Only speak to the evaluator during breaks or when prompted
- Write down comments or questions as they arise while your are trial evaluating
- Evaluators assess candidates independently and it is not appropriate to be seen discussing a test while the test session is underway
- Arrange a time to review results and ask for feedback on your test sheets from the evaluator
- At the conclusion of the test day be sure to ask any pertinent questions that have arisen during the test day
- Fill in the test trialed sheet document and have the evaluator initial the pass/retry results and date it
- Ask to observe the process for reviewing the results on the Test Summary Sheets that the evaluator and Test Chair are responsible for
- Show courtesy and respect for all volunteers at the test day
- Express your thanks and support to the evaluator and Test Chair for their efforts and assistance

5. Take home evaluator exam

- As you gain experience at test days start working on the take home evaluator exam

- It is an open book exam and you are encouraged to get familiar with the Skate Canada Info Centre so you know where to locate pertinent information on test days
- The Skate Canada Info Centre is updated regularly and you need to know where to access information so it is important that you become adept at using this on line resource
- Coaches and skaters will often ask questions when at test days and you need to be a leader in helping them find the correct answers and resources
- Ask questions of Gold level evaluators and utilize their knowledge and expertise as you work on the exam
- Answer all questions with attention to detail and pay attention to how many marks are being awarded as that will guide you as to how much content is required to score full marks on each question
- Be thorough and thoughtful in your responses and provide rule references where applicable
- Please ensure your handwriting is neat and legible
- If you completed the take home exam and the three-year timeframe on your clinic has expired, please ask the Evaluator/Judges Lead if you are required to re-write the exam
- Exams should be submitted to the Section office care of Lisa Bonderove (lisa@skateabnwnun.ca)
- Every effort will be made to have the exams marked and returned in four to six weeks

6. Supervised trial evaluations

- When you are ready, a supervised trial evaluation will be arranged and assigned through Evaluator Promotion Coordinator or the Evaluator/Judges Representative
- Supervised trials can be arranged in one level or discipline or multiple levels and disciplines at a test day. Example: Sr. Bronze and Jr. Silver levels of Free Skate, Skating Skills and Dance
- It may take more than one test session to complete a supervised trial on all dances within a level
- It is perfectly acceptable to do a supervised trial in sections as you have to maximize the opportunities to complete the promotion steps as the various tests become available at test days
- You are encouraged to keep the supervised trial process moving along and not wait until all the tests are present at a test day to do a supervised trial
- In simple terms, a supervised trial is essentially a 'mock exam' for the trial evaluator
- The evaluator assigned to the test day will be observing the trial evaluator's management of the test day procedures and reviews test trial papers throughout the evaluation
- The trial evaluator runs the test days from the perspective that they are the one to participate in the draw, talk to skaters during free skate elements, signal the music player, request a re-skate, communicates with the Coaches or Test Chair, etc. while also writing out test papers and applying test standards
- The evaluator assigned to the test day may intervene if proper process is not followed
- The evaluator assigned assesses all the tests and it is the assigned evaluators test papers and results that are the official record of the test day
- At the conclusion of the test day the assigned evaluator reviews the test summary sheets with the Test Chair while the trial evaluator observes the process
- The assigned evaluator will complete the supervised trial report form and return the paperwork to the candidate for review

7. Promotion readiness and where do I submit my exam and/or promotion paperwork?

- Evaluator promotions require the submission of:
 - a signed code of ethics

- the take home Sr. Bronze to Gold evaluator exam with a pass rate of 80%
 - a written record of trial evaluating with a recommended minimum of two to five tests per level and discipline
 - Sample(s) of test sheets (e.g. one per level, for dances please include all sheets per level)
 - a supervised trial evaluation report covering the level and discipline the promotions are being sought in
- Individual promotion levels will be granted so it is not necessary to trial all levels and/or disciplines from Sr. Bronze to Gold before submitting for an evaluator promotion
 - It is recommended that you try to complete all the disciplines in one level when submitting your paperwork for promotion as it is difficult to utilize evaluators with partial qualifications at test days Example: Promotion materials for Sr. Bronze Free Skate, Skating Skills and Dance in one package
 - Please contact your mentor, Evaluator Promotion Coordinator or Lisa Bonderove at Section Office for further direction on where to submit the exam or promotion paperwork as a variety of assessors are used for this task
 - An assessor will review your evaluator exam, supervised trial reports and record of trial evaluating
 - Assessments are done by volunteers and are typically processed within four to six weeks of receiving them depending on the time of year
 - If you meet the criteria for promotion you will receive a letter notifying you of your promotion from the Evaluator/Judges Representative
 - If you have submitted your paperwork and have not heard back please send a reminder email to query the status of your package or make a phone call to verify that things are in process
 - If you require further trial experience you will receive notification of the areas to work on in order to build your strengths in these areas and support will be provided to help your meet the promotion standards

8. Evaluator Promotion Package Checklist - please include the following items:

- _____ Cover letter outlining the contents of your promotion package including the date of your clinic and name of clinic leader
- _____ Signed Code of Ethics (if you are a new official)
- _____ Completed Sr. Bronze to Gold Evaluator exam (if exam was previously marked you do not need to resubmit)
- _____ Record of trial evaluating which includes date and location of test day, tests that were trialed, with your pass/retry results along with the evaluator's pass/retry results and initialled by the evaluator
- _____ Supervised trial evaluator reports and copies of test sheets (please include one test sheet per level and discipline which will be referenced during the file review; for dances please include one sheet per dance)

You are encouraged to stay active and engaged as you work toward your evaluator promotion. It takes passion and motivation on your part to seek a promotion as it requires significant time and effort to reach the goals you have set. Practice really does make perfect when it comes to gaining experience on the

application of test standards. There is no substitute for standing rink side and writing out test sheets in a live setting. Decisions must be made very quickly and your assessments must be fair and balanced and follow the Skate Canada standards. You will learn the most from spending time with evaluators at test days. Most evaluators will tell you that every test day is different and that you have to be prepared for anything. Gaining experience with different evaluators is also helpful in your training.

Rest assured you will gain more skills and confidence as you devote more time as a trial evaluator. If you require any assistance along the way there are many officials who are ready and willing to lend a hand. You just need to identify yourself and connect with them. Please reach out to your mentor, evaluators in your area, members of the OCC or Section Office. Make sure you also utilize the [Skate Canada Info Centre](#) as you train. There are a lot of useful resources and information that will help you as you work on promotions. Good luck and see you at the rink!

Section Office contact: Lisa Bonderove lisa@skateabnwnun.ca

Evaluator Promotion Coordinator: Deirdre Coburn deirdre.coburn@gmail.com

Evaluator/Judges Representative: Brenda Hart dbhart@telus.net

Officials Coordinating Committee Lead: Jennifer Betts jennmarkbetts@gmail.com