
APPENDIX A PP02 Proficiency Testing Session Responsibilities

1. Association

- a. The association is responsible for conducting the test session as the affiliated association of Ice Skating Australia.
- b. The test should be conducted in line with ISA testing requirements.
- c. All skaters undertaking a test must be a financial member of their State/Territory Association to be able to undertake said test.
- d. One member of the committee has the role of Test Convenor. Various tasks can be shared i.e., one person talks to the rink, one person organises the judge, one person puts the schedule together. However the role of Test Convenor ensures that all tasks are carried out.

Tasks

Pre Test Bookings

- a. Books test session time with the rink.
- b. Set test fee to be paid in advance by the skater. Fee should cover the costs of ISA fee (\$30), ice hire and badges and certificates.
- c. Manage the applications for the test session. Close applications 3 weeks before the test session (recommended).
- d. Organise judges.
 - Preliminary to Novice tests require one senior judge only.
 - For online testing, coordinate with the judge when the test session takes place, ensuring that time zones are considered.
 - Coordinate the format with the judge (i.e., Messenger, What's App, Zoom)
- e. Testing via video
 - Supervised by an FSANT official.
 - Requires someone to film the test session. This could be the coach however it is best to have a volunteer do it.
 - Clear video is required so the judge can easily assess the test.
 - If the test is a program test, then need a music steward to play the music supplied by the skater.
 - The association should advise skaters of accepted format in advance.
- f. Sets a schedule for the test session including 6 minute warm up (3 skaters per warm up group)
 - Skaters complete full test one after the other.
 - Allow 10 minutes per test to allow for possible repeats of patterns
- g. Send schedule of tests with list of skaters to skaters and judge.

Post Test

- a. Organise payment to ISA and coordinate test certificates and badges.
- b. Organise payment for test session to Rink

Rink

- a. Provides the ice at the agreed hourly rate.
- b. Resurface ice before the test session so that it is safe for skaters to complete test
- c. Invoice the association at the conclusion of the test

Coach

- a. Prepares skaters for test
- b. Provides coaching support to skaters during their warm-up only
- c. May be videographer for the test session

Skaters

- a. Complete application and payment in accordance with test requirements including test level and type
- b. Attend the rink at least half an hour before the test to warm up.
- c. Wear appropriate clothing for testing, this does not have to be a skating dress or costume, training clothes are appropriate.
- d. Complete on ice warm-up
- e. If the skater is testing a program, provide a copy of their music in required format.

Judges

- a. Coordinates with Test Convenor attendance for test. If online, ensure that times are coordinated with time zones considered.
- b. For online tests, judge will print test papers. If judge attends in person, the Test Convenor prints the test papers beforehand.
- c. On completion of test judge will scan or photograph test papers and send through to Test Convenor.