
Test Day Procedures

Late Spring

Consult clubs within your grouping and discuss the following:

- Dates for High tests (possibly Low test dates for smaller clubs)
- Cost sharing process
- Submission process
- Summary Sheets and Judges Sheets

Submit Sanction form to the Section office by the specified deadline.

September or Beginning of Season

Coaches/Parent Meeting

- Discuss procedures for submitting test and following deadline dates
- Ask for actual submissions – not a wish list. Explain that preliminary numbers are used to estimate the amount of ice time required, level of evaluator, etc.
- Review Skate Canada policy about pulling tests after the two-week deadline.
- Review guidelines for submitting tests in other groupings.
- Groupings – Skaters are only permitted to skate within their grouping as assigned by the Section unless written permission is granted from the Test Chair of the skater's home club (it is strongly recommended that skaters not test the same discipline in two different groupings).
- Only test chairs may submit tests to another grouping. The test chair must consider the rationale for submitting test to another grouping.
- The test may only be accepted if there is sufficient amount of ice time, a qualified evaluator is available, and the test has been submitted with the preliminary numbers.
- Coaches and parents are not to approach evaluators/judges during a test session. Parents and/or coaches may respectfully approach an evaluator for questions during a break or preferably after the evaluator has completed their testing session.

Attend Test Chair Meeting in Region

4 – 6 Weeks Before Test Day

- Post a note on club bulletin board to inform skaters/coaches/parents of time and location of the test session.
- Indicate on the notice the deadline date for submissions (Preliminary Numbers – 4 weeks and Final Numbers – 2 weeks prior to the test day).
- Request preliminary numbers from your coaching staff no later than 4 weeks prior to the test date.
- Please remind coaches this is not a “wish list”, the numbers should only change marginally between the preliminary and the final numbers.
- Develop a draft schedule ensuring enough ice time has been established.
- Prepare and distribute test envelopes indicating the test fees and deadline for submission 14 days prior to the test day.

High Test Days/Centralized/High and Low Test Days

- Submit Preliminary numbers to the Judges Bureau (Section office) using the form found on the EOS website.
- For combined High and Low Test Days call for a "Low Evaluator List" when indicated by the Judges Bureau.

Low Test Days

- Start to call evaluator(s) from the 2006-07 Judges Contact list under the "Low Evaluator List"
- Preliminary numbers **do not** have to be submitted to the Judges Bureau



Test days may be cancelled for Clubs that do not provide the office with at least their preliminary test day numbers within two weeks of their scheduled test days.

2 Weeks Before Test Day

- Collect all test envelopes and test fees from skaters.
- Divide envelopes by test and determine the number of tests that will actually take place.
- Call the Judges Bureau with the final numbers for your test day (Except for Low Test Days). This will allow the Judges Bureau the opportunity to finalize the judges assignments.
- Notify the Bureau of "unusual tests" i.e. Interpretive Dance, Cha Cha and Silver Samba, or adult skaters, to ensure appropriate judges are at the test day.
- Start developing your schedule taking into consideration the availability of the judges, partners, conditional tests and skaters who are trying multiple tests.
- Once the club has received their Evaluators Assignments please contact them **immediately** to confirm time availability, directions, your contact information, etc. If Evaluators do not receive contact from the Test Chair they could assume they are no longer required.

Approximately 1 Week Before Test Day

- Post final schedule for viewing by skaters/coaches/parents.
- Work on completing your judges sheets and summary sheets.
- If a Trial Judge wishes to attend your test day please ensure that you have additional test sheets. Trial Judges should notify the Test Chair of their attendance in advance.
- Confirm the start and finish times with your evaluators as well any hospitality requirements. When you confirm your judges, recheck their qualifications against what you have assigned them.

Day Before Test Day

- Ensure that all summary sheets and judges sheets are completed.
- Have a good nights rest as tomorrow will be a busy day.

On Test Day

- Ensure that all the sheets are available when your judges/evaluators arrive.
- Complete summary sheets as tests are completed (verify that judges have completed the full sheet and that the result on top matches the one on the bottom, check with the judges to confirm result). The summary sheets are not to be released until they are signed.
- Verify addition of results on competitive tests (check with judge if the total is not correct).
- Verify checkmarks () and final results on Evaluated tests.
- **Once the summary sheet is signed** by the judge/referee hand out the bottom half of the test sheet to the skaters.
- Prepare the expense monies for the judges (mileage).
- Make sure the test day is running on time and that floods are done as scheduled.
- It is a good practice to have the summary sheet number on all the test sheets.
- Coaches and parents are not to approach evaluators/judges during a test session. Parents and/or coaches may respectfully approach an evaluator for questions during a break or preferably after the evaluator has completed their testing session.

Day After Test Day

- Relax and enjoy yourself, you worked hard yesterday

Send the following within three weeks:

- **Skate Canada (National Office)** - The original copy of the summary sheet along with Skate Canada fees.



- **Judges Bureau (Section Office)** - Send a copy of the summary sheet, Judges Record Sheet and the Result Summary Sheet (Judges Record and Result Summary may be found on the Section's website). As well, send a copy of the financial statement and cost sharing arrangements - with the exception of Low Test Days
- **Out of Club Skaters** - If you are hosting a centralized test day, please make a copy of the summary sheet for any out-of-club skaters. Write the summary sheet number on the top of the test sheets and send both the copy of the summary sheet and the top of the test sheet to the home club.
- **Home Club Skaters** - Keep a copy of the summary sheets along with tops of test sheets on file at your club for skaters for as long as they continue skating, especially adults.
- **Judges Test Fees** - The Section office will invoice the club for test days with the exception of Low Test Days. The Judges Bureau will not assign judges to clubs who have been over 90 days delinquent in paying their Judges Bureau fees.

Failure to return completed summary sheets:

▶ **Skate Canada – National Office**

Rule 4603 - Failure to report within the time limit or failure to remit the fees will render the tests null and void except at the discretion of the Board of Directors.

▶ **Judges Bureau – Section Office**

Not submitting the documents listed above will jeopardize the club's opportunities to hold future test days.

Documents


Summary Sheets & Test Sheets

- May be downloaded free of charge from the Skate Canada website (Test Chairs must be registered with Skate Canada)
www.skatecanada.ca
 - Log-in
 - Continue
 - Technical and Program Information
 - Test Sheets

Skate Canada – Eastern Ontario Documents

- www.skate-eos.on.ca

Instructions – Summary Sheet

TEST SUMMARY SHEET													
Organization #:		<input type="text"/>		Organization Name		<input type="text"/>							
Address		<input type="text"/>		City		<input type="text"/>		Test Day #		Sheet #			
		<input type="text"/>		Province		<input type="text"/>		Postal Code		<input type="text"/>			
Official 1		Skate Canada #		Name		Test Chair		Name		<input type="text"/>			
Official 2		Skate Canada #		Name				Skate Canada #		Telephone #		<input type="text"/>	
Official 3		Skate Canada #		Name				Email		<input type="text"/>			
Official 4		Skate Canada #		Name						Date of Test		<input type="text"/>	
Skate Canada #		Name		Home Club #		Home Club Name		Test Code					
Mark 1		Mark 2		Mark 3		Authority to Test		Official's Initials		Pass <input type="radio"/> Retry <input type="radio"/> Fee \$			
Skate Canada #		Name		Home Club #		Home Club Name		Test Code					
Mark 1		Mark 2		Mark 3		Authority to Test		Official's Initials		Pass <input type="radio"/> Retry <input type="radio"/> Fee \$			

Top Portion

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| 1. Organization # | Club Number – all digits |
| 2. Organization Name | Complete Club name – no initials many clubs have the same initials |
| 3. Address/City/Province/PC | Complete club address |
| 4. Test Day # | The Test Day for the current skating year (Sept 1 st to Aug 31 st) |
| 5. Sheet # | Test sheet number for current test day |
| 6. Official 1 – 4 Skate Canada # | Enter Official's Skate Canada number – all digits |
| 7. Official 1 – 4 Name | Name of Official – no initials |
| 8. Test Chair – Name | Name of Test Chair |
| 9. Test Chair – Skate Canada # | Enter Test Chair's Skate number – must be a current member |
| 10. Test Chair – Telephone & Email | Enter telephone & email information – contact |
| 11. Date of Test - | Enter Test Date |

Skater Portion

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| 1. Skate Canada # | Enter Skater's Skate Canada number – all digits check for accuracy |
| 2. Name | Enter Skater's name – first & last |
| 3. Home Club # | Enter Home Club # - all numbers |
| 4. Home Club Name | Enter Home Club name – no initials |
| 5. Test Code | Enter Test Code – sheet may be printed from Skate Canada 's website |
| 6. Mark 1 – Mark 3 | Competitive tests only – enter marks from each evaluator |
| 7. Authority to Test | Enter coaches name – no initials and not the TEST CHAIR- in some circumstances a parent's name be used as authorization |
| 8. Officials Initials | The official enters his/her initial after the test result have been recorded on the summary sheet by the Test Chair. |
| 9. Pass/Retry | Clearly mark Pass of Retry |
| 10. Fee | Enter the Skate Canada fee only – Fees may be found on the Skate Canada website |

Withdrawals - Skate Canada Rule – 4000 I 4.0

Responsible for the Fee – A candidate who withdraws within fourteen days of the time announced for the test shall be liable for the test fee. This fee shall be submitted with the fees for the test tried. This applies to all tests including competition tests.



Candidates Withdrawal Procedure – The candidate's name shall be entered on the summary sheet and marked as "not tried". The test shall be considered as a failed test.

Exceptions: The above shall not apply if the Test Chair at the relevant session is satisfied that illness or accident necessitated the withdrawal. (Medical not required)

Please note: The numbers on the summary sheet should match the numbers submitted by the Test Chair two-weeks prior to the test day.

See page 2 for instructions. Test Day # refers to the number of the test day held by the club during the year (starting in September). Sheet # is the sequential numbering of sheets during a given test day. Distribution - Original - Skate Canada National Office; Copies - Section Judges' Chair; Club Records	Total For Sheet	\$ <input type="text"/>
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Bottom Portion

1. Enter Total for Sheet
2. Send original along with test fees to Skate Canada (National office)
3. Copy of the Section office along with – Result Summary, Judge Evaluator Summary, Financial Statement.
4. Copy for Club Records
5. Copy for non-home clubs that participated in the test day along with top portion of the test sheet

Test Retry Policy

Due to the elimination of the 26 day rule for Evaluated and Competitive tests, the following guidelines have been instituted to assume control and fairness over the availability of testing for our Skaters in Eastern Ontario.

Evaluated Tests (STARSkate Program):

- Evaluated tests may not be tried more than once in a test session (one test session may be 2-3 days in length).
- The 2 week pull date rule still applies. As such, if a skater registers for a number of different test dates within a 2-week period, they are still liable for the test fee on subsequent test days if they pass the test on the first test day. All tests must be submitted as per the club hosting the test day's guidelines.
- Home club permission is required if trying a test outside of clubs which have been grouped together. Home club permission is also required for tests taking place at a competition.
- An evaluated test can only be tried once during a test session.

Competitive Tests:

A competitive test can be retried once during the same test day if all of the following conditions are met:

- **It is the last test day prior to the October 1 deadline for competitive tests and the skater's eligibility to compete is to be determined.**
- The judges feel a retry is warranted (i.e. The skater would benefit from another attempt).
- There is sufficient ice time to allow the retry without negatively impacting on the rest of the test day.
- The test fee and administration fee (if applicable) is paid twice.
- The test should be recorded twice on the summary sheet.
- The judges are available to stay to retest the skater.
- A competitive test can only be tried a maximum of 2 times/test session.

Test Chairs Timing Guide - Suggestion from an Evaluator

Free Skate Tests

➤ Preliminary (Elements)	20 minutes which includes a 5 minute warm up
➤ Junior Bronze (Elements)	25 minutes which includes a 5 minute warm up
➤ Preliminary(Program)	3 minutes per candidate
➤ Junior Bronze (Program)	4 minutes per candidate
➤ Warm up time for the above	5 minutes for each category

Preliminary and Junior Bronze candidates for both elements and programs may be combined for warm up, not to exceed 6 candidates on the ice at one time.

Where possible please consider Preliminary Elements & Program Tests may be accommodated on a clubs regular practice session except Skill tests.

➤ Senior Bronze (Elements)	30 minutes which includes a 5 minute warm-up
➤ Senior Bronze (Program)	8 minutes which includes a 5 minute warm-up
➤ Junior Silver (Elements)	40 minutes which includes a 10 minute warm-up
➤ Junior Silver (Program)	8 minutes which includes a 5 minute warm-up
➤ Senior Silver (Elements)	45 minutes which includes a 10 minute warm-up
➤ Senior Silver (Program)	15 minutes which includes a 10 minute warm-up
➤ Gold (Elements)	45 minutes which includes a 10 minute warm-up
➤ Gold (Program)	15 minutes which includes a 10 minute warm-up



In all cases very small warm up groups can be combined to a maximum of 6 candidates on the ice.

Skills Tests

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| ➤ Preliminary & Junior Bronze tests | 15 minutes including a 7 minute warm-up |
| ➤ Senior Bronze | 15 minutes including a 7 minute warm-up |
| ➤ Junior Silver | 15 minutes including a 7 minute warm-up |
| ➤ Senior Silver | 20 minutes including a 7 minute warm-up |
| ➤ Gold | 25 minutes including a 8 minute warm-up |

Dance Tests

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| ➤ Preliminary | 5 minutes which includes a 4 minute warm-up |
| ➤ Junior Bronze/Senior Bronze | 5 minutes which includes a 4 minute warm-up |
| ➤ Junior Silver /Senior Silver | 10 minutes which includes a 8 minute warm-up |
| ➤ Gold | 10 minutes which includes a 8 minute warm-up |

It is advisable to schedule high level tests directly after ice has been resurfaced.