

ISV Test session Policy

Date approved:	10th March 2026	Effective start date:	11th March 2026
Policy Number:	ISV013	Version number:	8.0
Review date:	March 2027		
Related Policies/ Procedures/Forms:	Ice Skating Victoria Inc. Constitution, Objects & Rules; ISV Code of Ethics; Ice Skating Australia Rulebook, Section 2; ISA Technical Patterns and Programs forms and all related updates per ISA website; ISA Code of Conduct and Member Protection Policy		

1. Purpose

This document outlines the procedure and guidelines for testing sessions as administered by Ice Skating Victoria Inc (ISV Inc.). It outlines the protocols for Test Sessions, in order to guide skaters, parents, coaches, and all relevant ISV Inc. volunteers, to ensure an efficient and equitable test session.

NOTE:

All members of the ISV Testing Team, including the judging panel, are VOLUNTEERS, and give freely and generously of their time to enable skating members of Ice Skating Victoria to attempt to gain their ISA test levels.

In accordance with the ISV Inc. Code of Ethics, ISA Inc. Code of Conduct and Member Protection Policy, all decisions of the Testing Team must be respected. Any correspondence will be entered into at an appropriate time after the test session has concluded and the ISV Test Coordinator is the first point of contact for all inquiries.

2. Test Session Protocols

1. **Calendar:** All Victorian Test Sessions are administered by ISV Inc. and included in the annual ISV Testing Calendar, typically available in February. The calendar may be amended to cater to the community's needs, with updates posted on the ISV website
2. **Registration & Payment:** All test registrations and payments must be completed through the online booking system no later than **two (2) weeks before** the test day. Late applications may be accepted, at the full discretion of the Test Convenor or ISV Board, if there is time remaining in the schedule.
3. **Cancellations:** If there are insufficient candidates, a session may be cancelled. Candidates will be notified, fees refunded, and they may receive priority for the next scheduled session.
4. **Priority & Capacity:** If a session is oversubscribed, ISV may prioritize candidates preparing for major events (e.g., AFSC) or specific levels/disciplines as noted in the announcement.
5. **Victorian Skaters:** Cannot test without **primary coach approval**. Coaches may cancel a candidate's test if they have not given their approval which ISV, in conjunction with the coach, would then seek to reschedule.
6. **Interstate Skaters:** Must have approval from both their **Member Association and primary coach**. They are required to contribute to ice time costs, to be paid to ISV prior to the session.
7. **Testing Interstate:** ISV members must obtain permission from their Victorian coach and notify ISV in writing before booking a test in another state.
8. **Extraordinary Sessions:** A written application to the Council with two weeks notice is required. If approved, the candidate is responsible for all fees (ice, admin, judges' reimbursement), payable seven days before the test. An Ad Hoc test may be considered if an appropriate judge and ice time can be sourced.

3. Roles and Responsibilities

The **ISV Test Coordinator** is responsible for:

- Manages documentation, schedules, and results. They are the primary contact for general inquiries and prepare ISA pins and certificates for successful candidates.

The **Club Test Coordinator** will:

- Ensures music equipment and specific pattern music are available at the venue. They support the Referee and register skaters upon arrival

Judging Convenor & Judging Panel:

The ISV Judging Convenor will nominate a Senior Judge / Referee who will lead the judging panel for the test day. The panel will be specially selected to meet the needs of all test candidates and ISV Inc. is responsible for reimbursement of costs incurred by judges.

- **Senior Judge / Referee:** Runs the session on the day, ensures skater safety, and determines if ice/music conditions are acceptable. They provide feedback and results at a designated time after the session.

Music and Announcing:

The Announcer will liaise with the ISV / Affiliated Club Test coordinator(s) and Test Session Referee and will convey all relevant information to skaters, parents and coaches during the testing session. Skaters must follow the instructions of the Announcer at all times.

Music (program music) must be provided to the ISV Test Convenor via the online booking system, or nominated club test resource upon arrival to the testing rink, at least (30) thirty minutes prior to the commencement of the test session. The Club representative may collate the music prior to the session and will also be available at the conclusion of the test to return music to the skaters.

4. Procedures for Test Day

Schedules: Current schedules are posted on the ISV website at least one week prior to the test session.

Arrival: Skaters should arrive **30-45 minutes** before their scheduled time and must advise the Club Representative immediately.

On-ice: Skaters must be rink-side and ready for their warm-up group as directed.

Results: All results given during the session are **provisional** until paperwork is verified by the Referee. Final results are released off-ice at the conclusion of the session.

Conduct: Skaters, coaches, and parents **must not approach the judging panel** during the session.

5. ISA General Rules & Requirements

ISV test sessions will follow ISA By-Laws, Section 2 - Tests (Part A - General and Pattern Skills Tests)

Pre-requisites: As per ISA By-Law 201.

Re-Testing: As per ISA By-Law 204.

Repeats: As per ISA By-Law 220.

6. Cost Structures

The ISV Board will set the cost structure for all tests, which will be noted in the online booking system, and will base these costs on the ISA / ISV fees, an administration component and a charge for ice time. A Price guide will be made available on the ISV website.

A Pattern or a Program at any level constitutes a test.

- Both the Pattern and the Program MUST be complete at any level (eg. Preliminary) for a skater to be eligible to compete at that level.
- The pattern and program tests may be undertaken in either order, as long as the lower level test in that discipline (pattern, program) has been passed successfully.

Dance:

- One (1) dance (e.g. the Dutch Waltz) will be one charge.
- Solo Ice Dance (SID) will follow similar guidelines.

Interstate Skaters:

- In addition to the standard test fee for the test, Non Victorian Member Association skaters must pay an additional fee of \$100.00.

Note on Fees: Fees include ISA/ISV fees, administration, and ice time. Candidates who miss a test without 7 days' notice forfeit their fee unless approved by the ISV Board. Rescheduling is only permitted if requested before the session's close date.

Important Note:

Skaters must be on time for all Test Sessions.

Skaters who are late for, or miss their scheduled test time, may not be provided with another opportunity on that day if the session is fully subscribed. All decisions are at the discretion of the Referee and/or ISV Test coordinator. Schedules are provided in advance in order for test sessions to run efficiently.

Skaters who miss their test session without 7 days prior notice will forfeit the test fee paid, unless a reason is provided and approved by the ISV Board. The test must then be rescheduled to a later date as listed on the ISV website.

Skaters may request to reschedule their booked test to another test session, as long as this request is received prior to the booking close date for the test session that they are enrolled in.

5. Definitions

ISA	Ice Skating Australia
ISV	Ice Skating Victoria

6. Version history

Version	Approval date	Changes
8.0	March 2026	Updated with 2024/25 ISA By-Law requirements. Removed redundant sections. Change of title for clarity to ISV Test session Policy.
7.0	March 2023	Change of reference to ISA Rules as Section 2
6.0	September 2022	Reformatted to current style.
5.0	June 2020	
4.0	April 2019	
3.0	February 2016	
2.0	February 2014	
1.0	February 2013	Initial version

ISV Inc. may, without notice, review and amend details in this document in response to changing circumstances, including the fee structures. All changes will be notified to membership.