

## Testing ISA Test Levels Policy

<b>Date approved:</b>	1st June 2023	<b>Effective start date:</b>	1st June 2023
<b>Policy Number:</b>	ISV013	<b>Version number:</b>	7.0
<b>Review date:</b>	June 2024		
<b>Related Policies/ Procedures/Forms:</b>	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.

#### PLEASE 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. All Test Sessions in Victoria are run and administered by ISV Inc., and will be included in the annual ISV Testing Calendar. ISV aims to make the calendar available to membership in February of each year. All Skaters, Parents and Coaches are responsible for perusing the calendar, and planning their testing program in advance.
2. Test Session Forms and payments will be registered through an online booking system.
3. If there are insufficient candidates for a session to proceed, the session may be cancelled. Candidates will be notified of the cancellation as soon as is applicable and test fees will be refunded. Test candidates whose test was cancelled may be considered first on reapplication for the next scheduled Test session.
4. Late applications will not be accepted, except in extenuating circumstances and at the discretion of the Test Coordinator.
5. The Test Calendar will be set at the commencement of the year and may be amended from time to time to cater for the requirements of the skating community. The Test sessions will be available/updated on the ISV website with relevant information, links to register for tests and extra test sessions as deemed necessary by the Test Coordinator.
6. All test registrations and payments are due two (2) weeks before the relevant test day.
7. Specific test sessions within the ISV Test Calendar are designated to cater for different groups within the skating community. Depending upon demand, any changes will be noted in the announcement if priority is to be given to one or more testing levels or disciplines, such as actively competitive skaters, higher or lower levels, or Dance.
8. Where a test session is oversubscribed ISV may, at its discretion, limit participation in the test to identified priority candidates. (e.g. Candidates preparing for competition prior to major events e.g. VFSC/AFSC).
9. **A skater will not be able to test without their primary coach's approval** which is standard practice for all State associations. The online booking system includes a specific declaration that approval has been given by the coach and the coach will be contacted by email to confirm. If the coach has not given their approval the skater will not be able to test and may forfeit the test session fees.

10. All interstate skaters must also have the approval of their state association along with the approval of their primary coach from their home state, which will be clarified via email. Interstate skaters are also required to contribute to the cost of ice time used during their test. This costing will be clarified and paid to ISV prior to the test session.
11. ISV member skaters who want to test in another state need permission from their main coach in Victoria before booking the test with any other ISA member. They must inform ISV in writing about their plan to test in another state and then provide the result of the test. ISV will confirm this information with the respective state organisation and update their records accordingly.
12. ISV Inc. has the option to organise an Extraordinary Test Session if needed. To request such a session, a written application must be submitted to the Council, providing a minimum of two weeks' notice and explaining the reasons for the extraordinary test. The decision made by the ISV Council is final. If the application is approved, the test candidate is responsible for paying all associated fees, including the test fee, ice time, administration charges, and judges' reimbursements. These fees must be fully paid at least seven days before the extraordinary test..

### 3. Key People

#### Test Coordinators:

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

- Liaising with the Affiliated Clubs and their nominated Club Test Coordinator, and will ensure all documentation is prepared and ready for the Test session team, including all schedules, judging and summary sheets, and associated documents.
- Preparing a test session summary for ISV records, and will arrange for an upload of results as soon as possible after test day.

The **ISV Test Coordinator** will:

- Be the first point of contact for all general inquiries from skaters, parents and coaches about the test session or booking requirements.
- Prepare the test schedule & confirm start and finish time for the test.
- Prepare all pins and certificates upon the successful completion of the test. The pins and certificates will be presented to the successful applicant or primary coach, for the skater post the event.

The **Club Test Coordinator** will:

- Ensure that any specific music required for the test session is available (eg. Specific Pattern Dance Test music) and also ensure that the venue has equipment to support the playing of music during the test session.
- Support the ISV Test Coordinator (or his/her representative) and the Referee in

running the test session and fielding general inquiries from skaters, parents and coaches

- Be in attendance to register testing skaters on their arrival at the designated rink, as indicated on the ISV website.

### **Judging Convenor & Judging Panel:**

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

### **The Senior Judge / Referee will:**

- Run the test session on the day. They will liaise with the Gate Marshall and Music and Announcing team, along with the test convenor (or his/her representative), to ensure the smooth running of the test session
- Ensure the safety of the skaters on the ice at all times during the test session, and will determine if all conditions (ice / music) continue to be acceptable for testing (ISA Rule 202)
- Provide feedback on the test results with the skater and coach at a designated time after the conclusion of the test 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 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 and Guidelines for Test Day

- A. Test Session schedules will be posted on the ISV website at least one week prior to the test date. As the schedule is sometimes subject to change, it is the responsibility of the test participant and their coach to ensure they have the current version of the test schedule. The website will always have the most current and up to date version of the test session available.
- B. **Skaters** should arrive at the rink *at least (30) thirty minutes prior to the starting time of the testing session*, and it is suggested, at least 45 minutes before their scheduled test time. All times are tentative and subject to change.
- C. Skaters must **advise the Club Rep** upon arrival at the testing rink. **Music** must be submitted at that time. It is the **responsibility of the skater and/or parent** to ensure they know the time of their scheduled warm up, and they must be rink side, ready when directed to get on the ice.
- D. Each warm up group will be called, and skaters must be ready to take to the ice at this time. It is important that skaters *move on and off the ice quickly* in order for the test day to run on schedule.
- E. ISV Inc. aims to make every test session as efficient as possible for every skater. Due to the high cost of ice time, the judging panel will venture to provide confirmed test results and limited feedback during set wait times, such as during the proceeding warm up, but **cannot guarantee results and feedback will be given immediately**. Time will be made available, off ice, at the conclusion of the test session for confirmed results.
- F. All results given during the course of the test session are considered provisional. Confirmed test results are released to skaters/coaches/parents after all paperwork has been signed and checked by the Referee.
- G. Skaters, coaches and parents **must not approach the judging panel during the test session**. The Judging Panel / Referee will have time at the conclusion of the test session for any further questions. All immediate inquiries should be directed to the *ISV Test Convenor*.

## GENERAL RULES

References: ISA RULEBOOK, SECTION 2, TESTS; ISA Technical updates

1. Every candidate for a test must be a financial member of a State association, and must have paid the required fees, which shall be set by the Council (ISA Rule 201)
2. A candidate who has failed a test shall not be entitled to be judged again for that test prior to the 28th day following the failed test (ISA Rule 204)
3. A candidate for a test must have passed the prior level test (ISA Rule 207)
4. Pattern and Program tests for Singles are separate and distinct streams of testing. This means that they can be taken independently and in any order. As long as you have completed the lower level test in a specific stream, you can choose to undertake either the pattern or the program test at that level. It is not necessary to complete both the pattern and program tests at a specific level before attempting the higher level test. The tests within a level can be taken in any order or sequence. You are not required to complete the pattern test before taking the program test at the same level.
5. A candidate for the Elementary Test in Ice Dancing must first have passed the Preliminary (Pattern) Test. (ISA Rule 207)
6. At the Judges' discretion, a candidate for a test is permitted to re-skate a portion of the test as specified in the requirements for the particular test.  
  
(Programs: 2 repeats of one element, or 1 repeat of 2 elements; Patterns: either one pattern or two half patterns can be re-skated) (ISA Rule 208)
7. A candidate must receive a passing result from each Judge in order to pass a test. (ISA Rule 208)
8. Complete Test Requirements (both Pattern & Programs) are available on the ISA website and on the ISA Test App. Please refer to Ice Skating Australia – Technical Patterns Skills and any updates as provided by ISA Inc.,

## Cost Structures for Patterns, Programs and Dance Tests

Ice Skating Victoria organises and administers all ISA test sessions for Victorian skaters. These test days will be subsidised by ISV, thereby relieving clubs of the financial burden of running test sessions. This is one of the ways ISV Inc. aims to contribute to Victorian skater development.

The costing for tests will include the ISA / ISV fees, an administration component, and a charge for ice time..

For interstate skaters wishing to test in an ISV test session, the cost will be determined on the actual time utilised. An estimate will be provided to the skater by the test convenor upon receipt of the application to test.

### Singles:

- A Pattern or a Program at any level constitutes a test.
- Both the Pattern and the Program **MUST** be complete for a 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.
- Pattern and program test fees are outlined in the below table

### Dance:

- One (1) dance (e.g. the Dutch Waltz) will be one charge.

Different levels require a different amount of dances to be conducted to successfully complete and pass the test level.

### Interstate Skaters:

- In addition to the standard test fee for the test, Non Victorian, Interstate Association Member skaters must pay an additional fee of \$100.00. This item is selected separately when registering for the test online & must be paid for the test enrollment to be considered complete.

## 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. Ice time is valuable and 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 test at 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

<b>ISV</b>	Ice Skating Victoria
<b>ISA</b>	Ice Skating Australia

## 6. Version history

Version	Approval date	Changes
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

### **This document replaces the previous “Procedure for ISA Tests 002”**

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.