



# NSWISA - Test Policy & Procedures

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### 1. INFORMATION FOR SKATERS, PARENTS & COACHES

- 1.1 NSWISA schedules annually approximately 12-14 Test Sessions which are pre-determined as part of the NSWISA Schedule of Events.
- 1.2 The NSWISA calendar includes all scheduled tests. Refer the Calendar on the NSWISA website home page
- 1.3 All Test Applications must be accompanied by the appropriate Test fee and registered on the NSWISA website by the applicant or their coach **PRIOR** to the test being confirmed.  
Refer the NSWISA website > Forms > Test bookings to register & pay for your test.
- 1.4 A registered Test does not automatically mean the Test is confirmed for that date. This means your test may be moved, and you will be contacted via the email address provided if a change is required.
- 1.5 Test list final dates
  - 1.5.1 Final date for inclusion in a test is 11 days prior the test (Wednesday)
  - 1.5.2 Wednesday prior the test; all paperwork, pins, etc are couriered to the test rink



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- 1.6 Test bookings can be checked via the NSWISA website > Info > Test Bookings Confirmed  
<http://nswisa.com/ice/index.php/blog/test-confirmed>

It is the responsibility of the Skater and Coach to check this on the NSWISA web site.

Test fees may be non refundable unless under specific circumstances and at the discretion of NSWISA, this includes where skaters fail to attend a booked test session.

- 1.7 NSWISA will ensure that all tests will be conducted using the ISA recommended number of appropriately qualified judges, unless prior approval is provided by ISA Judging. NSWISA Admin (or the delegated party) will organise any approvals required prior the tests taking place.



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## **2. HOST CLUB GUIDLEINES**

***All Clubs must have an assigned Test Officer and advise NSWISA the Test Officer name and contact details (email and mobile)***

- 2.1 Ensure there is someone available to play music.
- 2.2 Where Test papers have been delivered to the venue, ensure these are given to the Referee for distribution
- 2.3 Check off the registration list and advise the Referee of anyone who does not attend
- 2.4 Ensure certificates are provided for all skaters passing a Test. Provide test pin to the candidate after both technical program and skills patterns have been passed. Advise NSWISA Admin ([tests@nswisa.com](mailto:tests@nswisa.com)) of any anomalies.



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## 3. **JOG (JUDGES & OFFICIALS GROUP) GUIDELINES**

### 3.1 Test Judging Officials

- A team of officials (judges) are designated to officiate and/or manage individual Test sessions.

### 3.2 Duties of Judging Officials

Officials are responsible for liaising with NSWISA for the final list of skaters undertaking tests.

Review of test level requirements to ensure the correct mix of judges have been assigned. ie. Dance or Pairs if required.

Liaise with required judges re: attendance

### 3.3 Test Officials

NSWISA JOG (Judges & Officials Group) to update list of Test Officials according to appropriate IJS judging level.

### 3.4 Test Papers

Officials are required to provide their own test papers for the session. These are available from the ISA website > Technical > Testing and Competing.

If NSWISA Admin is required to supply test papers, please make contact at least one week prior the test to ensure papers are couriered to the test venue

### 3.5 Signed Test Papers are to be scanned or forwarded to NSWISA Admin

Officer ([tests@nswisa.com](mailto:tests@nswisa.com)) by a test official in attendance.



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3.6 The Test Referee is responsible for completing the Test Report Form and emailing it to [tests@nswisa.com](mailto:tests@nswisa.com) within 7 days of the test.

The Test Report Form is available from the NSWISA website > Info > Test Bookings Confirmed

## 3.7 POP UP TESTS

Due to additional tests sessions and specific test sessions included for SYS, the need for POP UP tests **will be discouraged**.

However, from time to time we may need to accommodate a skater who perhaps trains internationally and is required to take a test which may not fall within the scheduled test sessions. Forward planning by coaches to attain required tests prior to State championships should not be deemed an emergency on the part of NSWISA officials.

Should a POP UP Test be required the following actions are to take place:

- 3.7.1 NSWISA Admin to liaise with one of the designated POP UP Test Officials assigned by rink. These are noted in the Calendar of Events (bottom of calendar)
- 3.7.2 If deemed necessary for the test to be scheduled the designated official will arrange suitable test officials to attend the session.
- 3.7.3 Officials will be required to sight a copy of the test receipt prior to scheduling the test sessions.