02 Proficiency Tests

2.1 General

2.1.1 All skaters wishing to take proficiency tests must be members of ACTISA or another State Association.

2.1.2 All skaters must have previously passed any prerequisite tests or equivalent.

2.1.3 Equivalency will be determined by ACTISA, and if necessary Ice Skating Australia.

2.1.4 All ACTISA members, parents or chaperones of members, and all officials are expected to adhere to all applicable codes of conduct during all test sessions.

2.1.5 Entry by all persons to the test session and the rink indicates agreement to follow all applicable codes of conduct.

2.1.6 All members of ACTISA wishing to take proficiency tests will be tested in the ACT unless specific permission is granted as defined in Section 2.2.3.

2.1.7 In the case of all test outcomes, the judges' decision is final and repeat testing will only be conducted as per ISA Regulations and/or ACTISA policy.

2.1.8 Any comments regarding testing procedures will only be addressed if made in writing to the ACTISA Committee.

2.2 National Tests

2.2.1 Procedure

A After consultation with the coaches, ISA Tests will be arranged a minimum of four times per year if possible. Notice of testing will be placed on the noticeboard in the coaches' room and on the ACTISA website.

B Only completed test application forms, signed by the relevant coach and accompanied with payment, will be accepted by the ACTISA Test Convener as a confirmed test application.

C Test days will only be conducted if monies received cover ice time, required administration costs and when ice time and qualified judges are available.

D Applicants requiring more than one test on the same day will need to discuss their options with the Test Convener prior to submitting their forms and payments. As passing one test is usually a prerequisite for the next test, ice time and judges' availability are considered when permitting two tests or more on the same test day.

E When the Test Convener receives each confirmed test application, it is dated and ranked in order of receipt.

F If the scheduled test day is cancelled, test applications already submitted will be held in trust and given priority on the next scheduled test day.

G If payment has been received but there is insufficient time to conduct all the required tests, the ACTISA Test Convener will attempt to organise an additional test day providing:

- Point C above has been met and/or
- The skaters concerned were unable to attempt that test at the previously scheduled test session and require a test prior to entering a particular competition/event.

H The following tests require advance notice of at least one month in order to arrange judges.

- Singles Novice to Senior.
- All Dance.
- All Pair.

I Successful candidates will be awarded a badge and signed merit certificate once they have passed the full test.

J Where possible, judges will provide feedback to all candidates at the conclusion of the test session.

2.2.2 Refunds

Test fees will be refunded or held in trust in the following circumstances:

A Certified illness or injury

- The Test Convener must be notified by telephone as soon as possible after the skater has withdrawn. Telephone number is available on the test form and ACTISA website.
- A medical certificate must be provided to the Test Convener no later than 48 hours after the session where the test would have been conducted.
- Medical Certificates must be signed by a registered medical practitioner who is not a family or committee member.

B Due to circumstances beyond its control, ACTISA is unable to conduct the test day as scheduled.

C Personal circumstances preclude the skater from attempting the test. Applications in this situation are subject to Committee approval and must be made in writing no later than 48 hours after the session where the test would have been conducted.

IN ALL OTHER CASES THE SKATER WILL FORFEIT THEIR TEST FEE.

2.2.3 Interstate Testing

Upon written application from the relevant skater/coach/parent/guardian, permission may be granted by the Council or Executive to have testing done interstate under at least one of the following circumstances:

A ACTISA is unable to supply suitably qualified judges either from its own panel or from interstate.

B ACTISA has been unable to obtain ice for testing for at least ***a three (3) month period*** prior to the application and feels it is not likely to be able to obtain ice for at least another ***two months (2)***.

C The skater has been living and/or training interstate but prefers to remain a member of ACTISA.

D A certified injury or illness has prevented the skater from being tested for at least ***three (3) months*** despite ACTISA having had ice time and judges and the test is required for a competition where the closing date is prior to the next ACTISA test day and there is no available ice time or judges for an extra test day.

E The test is in Ice Dance or Pair and no suitable partner is available to skate in the ACT.

F Application must be made in writing and received at least one month prior to the proposed interstate test day, outlining the reasons interstate testing is required. ACTISA will consider the request at the monthly meeting following the receipt of the application. Permission will be granted where a majority of the Council is in favour of the application. If time does not permit a telephone or email poll will be conducted to make a decision and may be limited to only the Executive.

G If permission is granted for interstate testing the Secretary will send a request in writing to the relevant State Secretary. Once permission has been granted by the State Association that is conducting the tests, the skater will receive confirmation. All arrangements for the testing may be made by the skater/coach/parent/guardian on the skater's behalf only after written permission has been granted. All associated costs are to be paid by the skater.

H Upon completing the interstate test, the skater/coach/parent/guardian are to notify ACTISA of the result and in the case of a Pass, provide a copy of the signed test certificate to the Test Convener for the purpose of updating ACTISA records.

2.2.4 Non-ACTISA Members

A Skaters who are not members of ACTISA may apply for testing in the ACT through their State Association.

B In requesting testing in the ACT, the skater's State Association is verifying current membership and prerequisite test levels.

C Testing of non-ACTISA members is subject to the same conditions and fee as ACTISA members.

D ACTISA is not responsible for any additional costs for travel, accommodation etc, even in the event of cancellation of the test session.

E At the conclusion of the test, ACTISA will notify the skater's State Association of the result.

2.3 Aussie Skate Tests

2.3.1 ACTISA will conduct Aussie Skate tests sessions on at least once every month (except January).

2.3.2 Aussie Skate test sessions will be advertised on the rink and coaches' noticeboards and the ACTISA website.

2.3.3 Before each Aussie Skate test session, a form will be placed on the noticeboard in the coaches' room to be filled in with the skater's name and test(s) to be attempted and signed by the coach.

2.3.4 The order of skaters written on the list may be used to limit the testing in the event of time and/or judging restrictions.

2.3.5 Registration allows ACTISA time to prepare paperwork for testing to minimise delays. Tests that have been registered will take priority over those that have not.

2.3.6 All tests to be attempted must be approved by the skater's coach, including any that were not registered on the list prior to the day.

2.3.7 Skaters will only be able to attempt two tests per session unless all skaters present have been tested and time permits.

2.3.8 The following tests require advance notice of at least one month:

- All Synchronized Skating
- All Dance
- All Pair

ACTISA will make every effort to have the appropriate judges however, unless advance notice is given, ACTISA cannot guarantee that the qualified judges will be available.

2.3.9 Enrolment in the Aussie Skate program is subject to the fee set by Ice Skating Australia. Except in exceptional circumstances, refund of the enrolment fee is not available.

2.3.10 Individual Aussie Skate test fees are as set by ACTISA.

2.3.11 Only one fee per test is payable regardless of the number of attempts therefore refunds are not available.

2.3.12 Judges will only allow up to three attempts at any one element. At the judge's discretion, skaters may be sent away to practice before being recalled for another attempt.

2.3.13 Only individual test elements that have not been signed off by a judge as competent need to be repeated at the next attempt.

2.3.14 For a passed test to be considered as valid, all the elements must have been assessed as competent by an ACTISA approved judge. Tests conducted by other persons will not be considered as valid.