



STAR 1-5 Assessment Test Chair Guidelines

Introduction:

The test chair has a vital role to play in a skating club/school. The test chair is responsible for preparing assessment sheets and forwarding all results and payment to Skate Canada National Service Center.

Responsibilities:

The following is a list of responsibilities that must be fulfilled:

- Establish assessment procedures with coaching staff.
- Communicate process to parents and skaters
- Collect applicable fees for each assessment
- Ensure skaters are eligible for the assessment or test (pre-requisites must be met). The test chair shall not permit a skater to participate in an assessment unless that skater has a current registration number and all eligibility requirements have been verified prior to the assessment.
- **Ensure coaches doing assessment are eligible to assess the skater (work with your coach representative on how to monitor this. Be sure to cover “out of club” assessments criteria as well).**
- Prepare assessment sheets (may be done by the coach) and summary sheets (available as digital test entry or downloadable sheet from Info Center).
- Liaise with the club/school coaches and executive
- Maintain a record keeping system for skaters in your club
- Ensure all results and payments are submitted to Skate Canada

General information: STAR 1-5 program

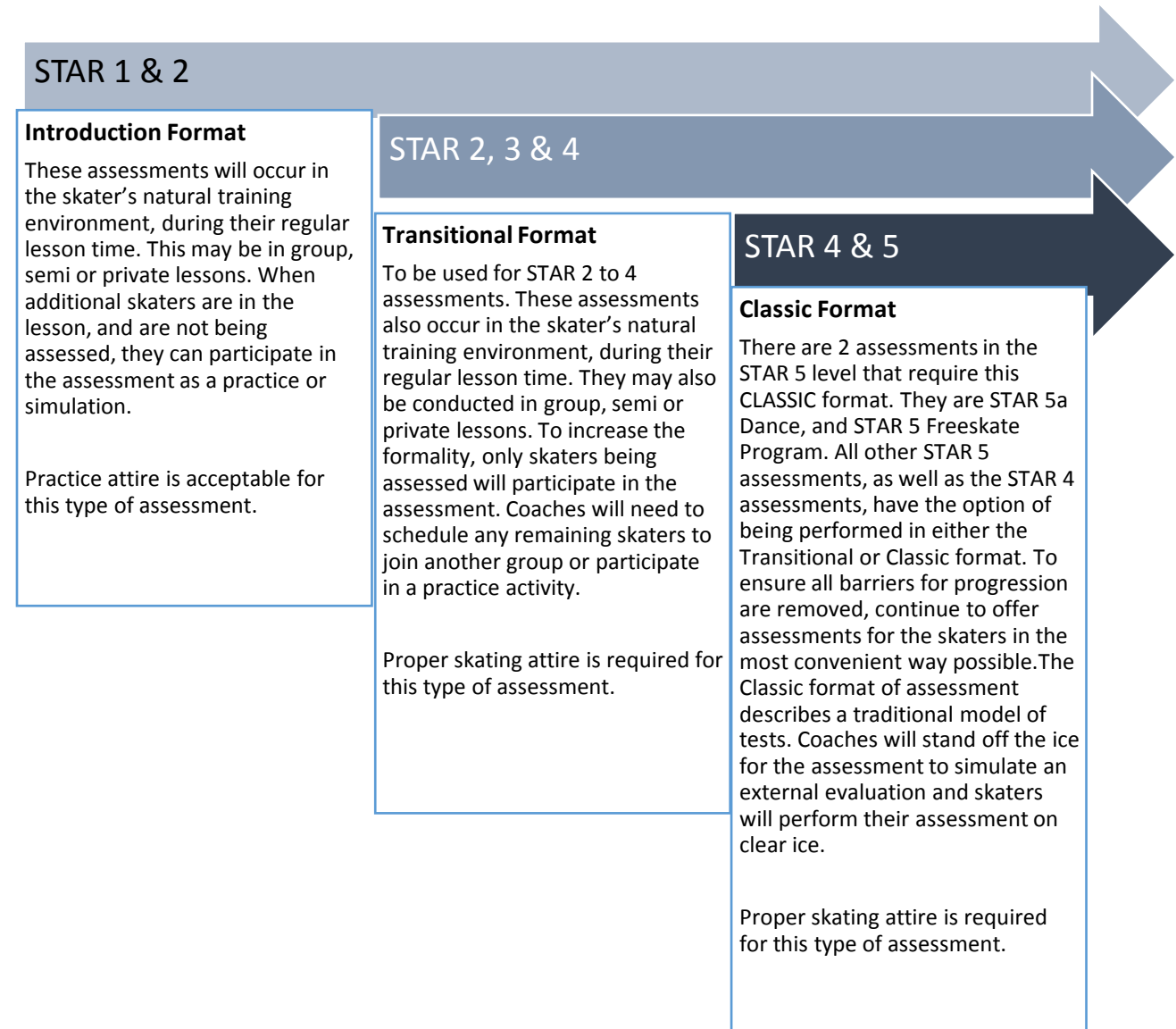
- Assessment fees are set by Skate Canada and are currently \$12 per assessment.



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Assessment scenarios

Assessments in the STAR 1-5 program are designed to be introduced in a semi-formal format and progress in formality to prepare the skaters for external evaluation in the Learn to Compete stage of development.



Coaches and skaters have an option to use a STAR 4 or STAR 5 event to assess a Freeski Program. For this option, all assessment procedures must be complied to before the event.

NOTE: All STAR 5 assessments require the coach to be off the ice. Coaches may stand in a player's box, doorway or other designated area.



Assessment Procedure Examples:

Every club will establish an “Assessment Procedure” that meets the needs of the club, skaters and coaches. To establish this procedure, it is recommended that Test Chair and coaches work together to find appropriate solutions. Some suggestions are listed below.

- Establish a system to inform skaters and parents when assessment readiness has been identified. Ensure all paperwork, letters, assessment sheets, etc. are accessible when needed.
- Ensure a procedure is in place to collect assessment fees PRIOR to the actual assessment.
- Ensure a procedure is in place for the Test Chair to collect the top portion of the assessment sheet for records and summary sheet purposes.
- Assessment summary sheets are to be submitted at the end of each month. A summary sheet may remain "open" for one month to enable assessments to be added as necessary for a maximum 31-day period. All fees must be submitted with the summary sheet.

ADDITIONAL FEES: Due to assessments being incorporated into the regular lesson schedule of the skaters, no additional fees will need to be billed to the parents. These include:

- Additional test day ice
- Evaluator’s travel expense or meals
- Additional coach fees for test day attendance

The only fees for assessments being conducted on a regular session should be:

- The Skate Canada Assessment Fee (to be collected before the assessment)
- The regular coach lesson fee, paid by the previously existing arrangement (Club or Coach directed)

STAR 1- 5 Assessments

The STAR 1-5 program consists of assessments in Dance, Freeskate and Skills.

The chart below is a brief over of the assessments available to skaters at this level.

Skills	Freeskate Elements	Freeskate Program	Dance	
STAR 1	STAR 1		STAR 1	
STAR 2	STAR 2	STAR 2	STAR 2a	STAR 2b
STAR 3	STAR 3	STAR 3	STAR 3a	STAR 3b
STAR 4	STAR 4	STAR 4	STAR 4a	STAR 4b
STAR 5	STAR 5	STAR 5	STAR 5a	STAR 5b



Checklist for Skate Canada assessments

Before approving skaters for assessment:

- Ensure the skater is a registrant for the current season
- Ensure skater meets all eligibility requirements
 - Must have passed the corresponding preceding level (per discipline)
 - In dance, skaters may be assessed on STAR 2b prior to STAR 2a, however must pass the complete STAR 2 before being assessed on either STAR 3 assessment
 - In freeskate, skaters may be assessed on the element portions separately from the program assessments. To achieve a full STAR level, both portions must be passed.
- Ensure coach assessing the skater is eligible
 - Coach must have completed STAR 1-5 Program Training & STAR 1-5 Assessor Training
 - Coach must be currently teaching the skater in the discipline of assessment
 - Coach must be accredited at the appropriate level (Primary STAR/Regional Coach Trained or higher)

Draw for direction

Some elements will require the coach to facilitate a “draw for direction” for clockwise (CW) or counter-clockwise (CCW) starting direction. This is done to encourage skaters to practice skills in both directions. The assessment of the skill will only require one direction to be performed.

The skills requiring a draw are:

STAR 4 – Skills: Bwd Circle on Circle

STAR 5 – Skills: Stroking 1

Strategies for facilitating a draw may include:

- Flip a coin, short straw/long straw
- Prepare paper chits with CW or CCW on one side. Skater can then choose one.

Coaches will ask the skater to perform the draw. The coach may then use that draw for all skaters being assessed on that skill or allow each skater to perform their own draw.



Preparation for Assessments:

1. Determine assessment sheet availability

- a. Decide with the coaches how many assessment sheets are needed each month per discipline and STAR level
- b. Have available copies of the assessment sheets of each discipline for coach use
- c. Coaches may prepare assessment sheets (if identified in your club/school assessment procedures)

2. Collection of fees:

- a. Collect all fees prior to the assessment (exact procedure to be determined by the club/school)

3. Summary Sheet:

- a. Set up a summary sheet for each month of the skating season
- b. Submit summary sheet to Skate Canada National Service Center (downloadable form or digital entry) at end of each month
- c. Submit assessment fees to Skate Canada National Service Center
- d. Coaches may complete summary sheets (if identified in your club/school assessment procedures)

Out of club assessments:

A candidate wishing to be assessed at a club/school other than his/her home organization must secure consent from the home club/school test chair prior to the assessment taking place. This consent will ensure the candidate is a registrant in good standing and has met all of the requirements. The coach who is assessing the skater must inform the test chair of the results to be recorded on the master record keeping tool at the club/school.

Test chairs will need to verify that the coach assessing the skater (if different from their home club/school coaching staff), is eligible to do so. All coaches involved with this skater's assessment discipline, must communicate regarding assessment readiness of the shared skater(s).

Assessment at Events:

Skaters at the STAR 4 and 5 Freeskate level have the option of being assessed during an event. While the skater performs at the event, the coach will assess the skater as per the assessment sheet designated for STAR 4 or 5 Freeskate Program. The skater's home club/school test chair must be advised that the assessment will be taking place prior to the event. The assessment fee must be paid prior to the event.

Note: The coach will be responsible for ensuring the proper assessment sheet is available at the event for assessment.



Approximate assessment times needed for STAR 5 assessments requiring clear ice:

The following time allotments are estimated time needed to assess 1 skater in each area.

Freeskate:

Program – 3 minutes

Dance:

5a Willow Waltz – 2 minutes

If scheduling an assessment day with clear ice, test chairs may allocate a 5 min warm up period for skaters. This warm up period may be extended if there are multiple skaters or partners. Freeskate and dance may share a warm up.

Multiple skaters with different coaches may be assessed on the same ice. There are two main strategies for this:

- **Double Panel:** This may be used for dance or stroking patterns in skills. Skaters with different coaches start at opposite ends of the ice and commence their full ice pattern at the same time.
- **Alternating Panel:** One skater performs a program or dance. While the coach is making notes for the skater that just performed, the next skater will perform their program or dance and be assessed by the other coach.

Obtaining assessment sheets and summary sheets:

The sheets required for STAR 1-5 assessments are available on Skate Canada/Info Center/Figure Skating Program/STAR 1-5 Program

Summary sheets may also be entered via Digital Entry. *(at the time of printing the digital test entry is not available to all clubs)*

Reporting of tests:

Regardless of assessment results (Pass with honours, pass, or retry), all assessments must be recorded on the summary sheets and submitted with fees. STAR 1-5 assessment summary sheets must be submitted at the end of every month if assessments took place in that month.