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STAR Assessment Coordinator Guidelines

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Table of Contents

Assessment Coordinator Resource Guide 3
Overview 3
Skate Canada Assessment Structure 3
Who can Assess? 5
Qualifications and Designations of Assessors 6
When to Assess? 7
Assessment Opportunities 7
Assessment Formats 8
Preparation 12
Preparing for Assessments 12
Assessment Procedure 12
Assessment Fees 13
Administration 14
Logistics and Scheduling 16
Evaluating Format 17
Multiple Assessments in the Same Discipline 17
Warm-up Times 17
Estimated Assessment Times 17
Ice Conditions 17
Personal Needs 18
Adaptive Skaters 18
Music 18
Withdrawal of Candidate 18
Additional Considerations 19
Out of Club/School Assessments 19
Tools and Checklists 21
Assessment Coordinator 21
Roles and Responsibilities 21
Skate Canada Rules and Information Regarding Assessment Sessions 22
Assessment Day Sample Check Lists 22
Terms and Definitions 23
Equivalency Charts by Discipline 24

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Assessment Coordinator Resource Guide

This resource has been created for Assessment Coordinators to become familiar with the aspects of managing assessment days, including:

- An overview of the assessment structure
- Preparation needed for assessment opportunities
- Logistics and scheduling of assessment days
- Additional consideration
- Tools and checklists

It is recommended to also review the STAR Assessment Resource Guide.

Overview

Skate Canada Assessment Structure

The STAR 1-Gold assessment structure consists of assessments in Skills, Freeskate, Dance, Artistic and Synchro (coming soon). The chart below is an overview of the assessments available to skaters within the STAR 1-Gold assessment structure. Skaters may move through the assessments at their own pace but must complete the full level in the discipline prior to moving to the next level in the same discipline.

Additional discipline requirements:

- **Freeskate:** Skaters may move through the Element assessments or the Program assessments independent of each other. If a skater requires a designated STAR level for an event or recognition, both the Elements and Program portion must be complete.
    - To be recognized as a skater who has achieved a Gold Freeskate status, skaters must have passed both the STAR 10 Elements and Program, as well as the Gold Program.
- **Dance:** Skaters may present the dances for assessment in any order within each level of the STAR structure. All dances within the level must be passed before moving to the next level.
    - For example, a skater may pass the dances in the following order: 6C, 6A, 6B.
    - STAR 9, STAR 10 and Gold levels require two of three dances to be successful for completion of the level.
- **Artistic:** Skaters must have passed STAR 4 Skills to be eligible for a STAR 5 Artistic assessment or event.
- **Synchro:** Skaters must have passed STAR 1 Skills to be eligible for STAR 2 Synchro and higher.

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Skills	Freeskate		Dance			Artistic	Synchro
	Elements	Program					
STAR 1	STAR 1	STAR 1	STAR 1				
STAR 2	STAR 2	STAR 2	STAR 2A	STAR 2B			STAR 2
STAR 3	STAR 3	STAR 3	STAR 3A	STAR 3B			STAR 3
STAR 4	STAR 4	STAR 4	STAR 4A	STAR 4B			STAR 4
STAR 5	STAR 5	STAR 5	STAR 5A	STAR 5B		STAR 5	
STAR 6	STAR 6	STAR 6	STAR 6A	STAR 6B	STAR 6C		
STAR 7	STAR 7	STAR 7	STAR 7A	STAR 7B	STAR 7C	STAR 7	
STAR 8	STAR 8	STAR 8	STAR 8A	STAR 8B	STAR 8C		
STAR 9	STAR 9	STAR 9	STAR 9A	STAR 9B	STAR 9C	STAR 9	
STAR 10	STAR 10	STAR 10	STAR 10A	STAR 10B	STAR 10C		
Gold		Gold	STAR Gold A	STAR Gold B	STAR Gold C	STAR Gold	
Diamond Dances	Diamond Dances (4 of 6) Rhumba, Ravensburger Waltz, Austrian Waltz, Golden Waltz, Tango Romantica, Yankee Polka						

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Who can Assess?

Skaters are assessed by two groups of individuals:

- Coach assessors
- Evaluators

Coach assessors have two designations:

- STAR 1 – 5 coach assessor
- STAR 6 – Gold coach assessor for Skills and Artistic only

STAR 1-5 is designed to provide assessment opportunities that occur on a regular training session during the regularly scheduled lessons for the skater. This removes barriers and encourages solid development that aligns with the skater's rate of progress versus scheduled assessment days. All STAR 1-5 assessments are assessed by a coach assessor.

Summary of STAR 1 – 5 Assessors		
Discipline	**Coach assessor**	**Evaluator**
Skills	✓	
Freeskate Programs and Elements	✓	
Dance	✓	
Artistic	✓	
Synchro	✓	

STAR 6-Gold is designed to provide assessment opportunities that occur on a regular training session or on a designated assessment day. Evaluators assess all STAR 6 – Gold assessments. They may be qualified in all or some disciplines and must be recognized by the section. Coach assessors may only assess Skills and Artistic in STAR 6 – Gold. They must also be qualified and must be recognized by the section.

Summary of STAR 6 – Gold Assessors		
Discipline	**Coach assessor**	**Evaluator**
Skills	✓	✓
Freeskate Programs and Elements		✓
Dance		✓
Artistic	✓	✓

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Qualifications and Designations of Assessors

Evaluators and coach assessors must have the appropriate qualifications in order to assess at the level and in the discipline of the assessments being performed.

STAR 1-5 Coach Assessors

Must have the following:

- An In Good Standing status, which can be verified through the Coach Eligibility tab on the Membership Site
- Regional Coach In-Training or higher NCCP status
- STAR 1-5 Coach Assessor training and certificate

Coach assessors must provide proof of course completion (certificate) to their Assessment Coordinator.

NOTE:
In STAR 1-5, coaches may choose to assess their own skaters or assign another coach to assess their skaters. If another coach is the preferred option, the coach is encouraged to ensure there has been some interaction with the assigned coach to provide a comfortable and "at ease" environment.
Some clubs/schools may designate a coach from within to assess their skaters on STAR 1-5 content. Please consult with your coaching staff to identify the method to be used at your club/school.

STAR 1-5 Dance Assessments: When assessing dance, the coach assessor may not be the partner or shadow for the skater that is being assessed.

STAR 6 – Gold Coach Assessors and Evaluators

Must have the appropriate qualification for the designated discipline. Clubs and schools must connect with their section to confirm qualifications. Qualifications include:

- Qualified Skills Coach Assessor
- Qualified Skills Evaluator
- Qualified Dance Evaluator
    - Qualified STAR 6-8 Dance Evaluator
    - Qualified 6-Gold Dance Evaluator
- Qualified Freeskate Evaluator
- Qualified Artistic Coach Assessor
- Qualified Artistic Evaluator

Evaluators may assess in the discipline they are qualified within the STAR 6 – Gold assessment structure. Assessments may take place at assessment days or during skater's regularly scheduled sessions. It is encouraged that clubs and schools use regular sessions ice for Skills and Freeskate Element assessments. Coach assessors may only assess in the discipline of Skills and Artistic for STAR 6 – Gold.

NOTE:
Assessment Coordinators are responsible to check the qualifications of all coach assessors to ensure eligibility and follow Section protocols regarding verification of evaluator qualifications.

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When to Assess?

Skaters should be assessed when ready. There is no need to rush or push assessments. Coach assessors can assess skaters at any time throughout the training season (all disciplines in STAR 1-5 and Skills in STAR 6-Gold). There are no limitations to the frequency of assessments, nor the number of skaters who may be assessed at any given time.

STAR 6-Gold assessments that require an Evaluator may also be conducted at any time. There are no limitations to the frequency of assessments. Check with your section to determine dates and procedures for assessments.

Assessment Opportunities

An assessment day is defined as any day that a skater is being assessed by either an Evaluator or Coach assessor. This can be in the following formats:

- A skater being assessed in the Skills discipline on a regular session, in their regular lesson, by a Coach assessor
- An assessment opportunity where skaters being assessed on a regular session by an Evaluator, for any discipline
- A traditional assessment day at the club or skating school that schedules ice only for assessment purposes for skaters to be assessed by an Evaluator or Coach assessor
- A regional assessment day as directed by the section to facilitate an assessment opportunity for neighbouring clubs and skating schools
- At an event
    - Assessments may be done at an event provided the event has an Evaluator able to conduct the assessment. These assessments include Freeskate Programs, Artistic programs and/or Dances.
    - In the case of a Freeskate Program assessment at an event, the skater only receives credit for the program portion of the Freeskate assessment. To receive the full recognition of the STAR level, the Element assessment must also be achieved.

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Assessment Formats

STAR 1-5

STAR 1-5 assessments will increase in formality as the skater progresses through the structure. There are 3 formats used when assessing in STAR 1-5: Introduction, Transitional and Classic.

Format	Level	Description
Introduction	STAR 1	Skaters are assessed in an informal setting in their regular lesson with all other skaters' present. This may be in a group, semi-private or private lesson. When additional skaters are in the lesson, and are not being assessed, they can participate in the assessment as practice or mock assessment. Practice/training attire is acceptable for this type of assessment.
Transitional	STAR 2-5	To increase formality, only skaters who are being assessed are with the Coach Assessor. This assessment takes place on regular training ice. Proper skating attire is required for this type of assessment.
Classic*	STAR 4-5	This format offers a more formal situation for an assessment and is similar to that used in a traditional assessment day. The Coach Assessor is off the ice (can be in the players/penalty box). Proper skating attire is required for this type of assessment.

*STAR 5 Freeskate Program, Artistic Program and Willow Waltz must be assessed in Classic format. Please note, all other STAR 4 and 5 assessments have the option to be assessed in Transitional or Classic format, as per the coach's discretion.

Clear ice strategies include:

- Asking skaters to clear the ice (stand by the boards or sit in players bench area) for the assessment.
- Assign time for clear ice assessments during simulations or on-ice class time
- Schedule some time for clear ice assessments immediately before or after a STAR 6-Gold assessment day.

STAR 1-5 assessments may take place at an event for the following levels:

Freeskate: STAR 4 or 5

Dance: STAR 4 or 5

Artistic: STAR 5

This option requires all assessment procedures to be complete before the event. The skater's home club assessment coordinator is responsible for submitting the result and payment to Skate Canada.

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STAR 6 – Gold

In STAR 6 – Gold, skaters will be assessed either on session (Skills and Freeskate Elements) or at an assessment day.

NOTE: Programs (Freeskate and Artistic) and Dances may be done on session provided there is an opportunity for clear ice.

STAR 6 – Gold Freeskate programs, Artistic programs and pattern dances may be done at a competition provided the organizing committee is offering the assessments.

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Evaluating Structure

Options to maximize resources and minimize expenses:

	Description	Strategies/Benefits/Format

Single	One evaluator /coach assessor assigned to assess all skaters	• One skater at a time: evaluator/coach assessor assesses the full requirements of the assessment before starting the next skater
		• Multiple skaters (Freeskate Elements and Skills only): evaluators/coach assessors may assess multiple skaters in an alternating format when assessing similar content. It is recommended to not exceed three skaters at a time. Examples:
		  ○ Example 1 – Freeskate Elements with two skaters (A and B): evaluator assesses all of skater A's jump elements, then all of skater B's jump elements. Next the evaluator assesses all of skater A's spin elements followed by skater B. Skater B may be warming up their elements while skater A is assessed and vice versa.
		  ○ Example 2 – Freeskate Elements with three skaters (A, B and C): same as above, except skater C would follow skater B.
		  ○ Example 3 – Skills with two skaters (A and B): evaluator/coach assessor assesses skater A's first skill followed by skater B's first skill. The assessment would continue in this alternating format.

Double	Two evaluators/coach assessors assigned to assess different skaters	Freeskate Elements or Skills • Each evaluator or coach assessor will conduct their assessments following the single evaluator/coach assessor format, at separate areas on the ice • Multiple levels of skaters may be assessed at the same time Dance, Freeskate Programs & Artistic Programs • Alternate skaters between evaluators. i.e. While the first evaluator is filling out their comments and calculating the overall result, the second evaluator can assess the second skater. Repeat Second option for dance: • Two skaters start their dance at opposite ends of the ice. Each evaluator is assigned to an end to identify the skater they will be assessing. Each evaluator assesses their skater and communicates to each other when their assessment is complete to signal the end of the music
Multiple	Three or more evaluators/coach assessors assigned to assess different skaters	Freeskate Elements or Skills • Each evaluator/coach assessor will conduct their assessments following the single evaluator/coach assessor format, at separate areas on the ice • Multiple levels of skaters may be assessed at the same time. When possible, group skaters by level to assist with ice management

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Format

All disciplines in the STAR 6 – Gold structure may be assessed on an assessment day or on a regular training session. Some assessments require “clear ice” regardless of format. Clubs and skating schools may choose to use double or multiple evaluators/coach assessors to increase the efficiency of ice use. The use of alternating evaluators/coach assessors may also increase time efficiency as one evaluator/coach assessor can assess a skater while the other is writing comments and tabulating overall assessment results.

Discipline/Assessment	Assessor	Assessment Format	Recommended Evaluating Structure
Skills	Coach assessor (STAR 1-5) Coach assessor evaluator (STAR 6-Gold)	On session STAR 1-5 On session or clear ice STAR 6-Gold	Single, double or multiple
Freeskate Elements	Coach assessor (STAR 1-5) Evaluator (STAR 6-Gold)	On session or clear ice	Single, double or multiple
Freeskate Programs	Coach assessor (STAR 1-5) Evaluator (STAR 6-Gold)	On session STAR 1-4 Clear ice STAR 5-Gold	Single or double
Dance	Coach assessor (STAR 1-5) Evaluator (STAR 6-Gold)	On session STAR 1-4 &5B Clear ice STAR 5A-Gold, apart from other dances in a double evaluating structure	Single or double
Artistic	Coach assessor (STAR 5 - Gold) Evaluator (STAR 6-Gold)	On session or clear ice STAR 5 Clear ice STAR 7, 9 & Gold	Single or double
Synchro	Coach assessor (STAR 1-5)	On session or clear ice	Single, double or multiple

Definition of Clear Ice – Only the skater being assessed is actively skating on the ice. This may be on a regular session with other skaters standing along the boards, or in the players box, or on a traditional assessment day format.

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Preparation

Preparing for Assessments

When preparing for an assessment opportunity, be sure the following has been completed:

- An assessment procedure has been set up
- All assessment fees have been paid
- All paperwork has been filled out and is accessible for the assessment

Assessment Procedure

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 the Assessment Coordinator and coaches work together to find appropriate solutions. When establishing a procedure consider the following:

- How will the coaches inform the Assessment Coordinator they have skaters who are ready to be assessed?
- What procedure will be followed to inform parents/skaters about the details of the assessment day?
- How will assessment fees be collected?
- How will the assessment sheets be available for the coach assessors?
- How will planned program sheets be collected from skaters?
- How will the assessment sheets/planned program sheets be provided for the evaluator(s)?
- How will the results of the assessments be recorded for the club or skating schools' records?
- Any other details identified by the club or skating school

The assessment procedure may vary for assessments performed by coach assessors versus evaluators.

Examples:

Coach assessed assessments:

- Coach informs skaters and parents the skater is ready for an assessment by filling out a form designed for this purpose.
- The form identifies how the parents can submit the assessment fees to the club or skating school.
- Once the payment is received by the Assessment Coordinator, the coach is notified.
- Coach may conduct the assessment.
- An "Identification Strategy" has been established to identify which skater is being assessed on the regular training session. Some examples include skater's wearing a special article of clothing (vest, arm band, skating attire, etc.), announcing the name of the skater, communicating with the other coaches or skaters.
- After the assessment is conducted, the coach places the top portion of the assessment sheet in designated area for the Assessment Coordinator to collect.
- Assessment Coordinator adds the result of the assessment to the summary sheet or collects the top of the assessment sheet for online submission.
- Ensure results are submitted to Skate Canada within 30 days.

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Evaluator assessments:

- The Assessment Coordinator identifies potential dates or time frames to hold an assessment day.
- The Assessment Coordinator will follow the section's protocol for securing an evaluator.
- Coaches submit a tentative list of assessments at a designated time period (two to four weeks) before the scheduled date.
- The Assessment Coordinator asks for the final list of assessments (one to two weeks) prior to the assessment day. Check with section for recommended timelines.
- Determine the schedule for the assessment day with the evaluator. Evaluators may attend regular training sessions as well to conduct assessments.
- Prepare all necessary assessment sheets for each skater.
    - Determine if "lead" or "follow" assessment sheets are needed for dance assessments.
    - Indicate on assessment sheet if "lead" or "follow" steps will be performed.
- Collect any planned program sheets and attach them to the appropriate assessment sheet.
- Ensure all assessment fees have been collected prior to the assessment day.
- Collect all top portions of the assessment sheet.
- Add the result of each assessment to the summary sheet or collect or prepare for online submission of results.
- Ensure results are submitted to Skate Canada within 30 days.

Assessment Fees

Assessment fees are determined by the Board of Directors and are subject to change. Refer to STAR Assessment rules for up to date fees. The assessment fee must be paid prior to the skater being assessed.

The Assessment Coordinator is responsible to ensure all fees for the assessments are collected and submitted to Skate Canada within 30 days of the assessment day.

More information on the submission of fees is covered in the Summary Sheets section of this resource.

A club or skating school could also choose to incorporate the assessment fee into the program fee, so it is included.

Additional Fees

STAR 1 – 5

Due to assessments being incorporated into the regular lesson schedule of the skaters, no additional fees will apply. These include:

- Additional assessment day ice
- Evaluator's travel expense or meals

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 6 – Gold

Clubs and skating schools are not permitted to charge a skater more than the official Skate Canada assessment fee for an assessment. Additional charges may be levied where necessary, to recover the actual expenses of conducting the assessment provided no profit is made in the process and the skater is advised of the estimated cost prior to the assessment day. Examples of additional charges may include:

- Administrative fee to cover the cost of ice, photocopying, etc.
- Evaluator expenses fee to cover travel, accommodations, or meals.

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Administration

The Assessment Coordinator is responsible for all administration required for the assessment process. This includes:

- Assessment Sheet preparation
- Online assessment summary submission
- Summary Sheets
- Record Keeping

Individuals who are tasked with assessment coordinator responsibilities will need administrative access which is additional access given to their Skate Canada account allowing them to access the club/school's information such as skater assessment records, registrations and the online assessment submission tool.
Individuals can request their club to grant them this access through the Membership Site. Additional questions can be directed to Info@skatecanada.ca.

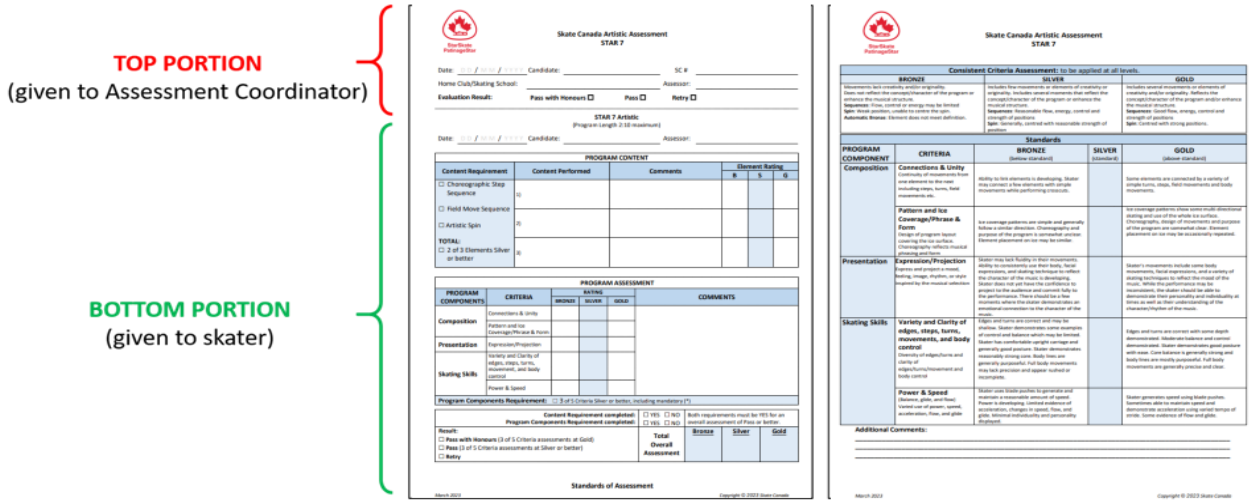
Assessment Sheets

The assessment sheet is to be used by the Evaluator and/or Coach Assessor. The sheet contains:

(1) The top portion for the assessment coordinator to use for assessment submission purposes
(2) The bottom portion outlining the detailed results and feedback about the skater's performance from the coach assessor or evaluator.
(3) The back of the assessment sheet contains the standards for assessment and additional comments

Please note: All sheets **MUST** have both sides available to the evaluator/coach assessor. Options include:

- Double sided printing
- Printing single sided and stapling both sheets together



All assessment sheets can be downloaded from the Digital Materials Catalogue located through the Membership Site or accessed through the Assessment Guide on Info Centre. The assessment coordinator must ensure they have the most up to date version of the assessment sheet.

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Summary Sheets

Summary sheets are used to record the outcomes of all assessments at the club or skating school. Traditionally, a summary sheet would be filled out after each Assessment Day. With the option of conducting assessments on regular training sessions, summary sheets may remain "open" for a 30-day period to capture all assessments conducted within that time period.

Once the 30-day time period has lapsed, Assessment Coordinators will send the summary sheets to the Skate Canada National Service Centre along with the assessment fees collected for each assessment. If not paying through the online submission process, the assessment fees must be sent to Skate Canada via Club/School cheque only (personal cheques are not accepted).

Information pertaining to the skater's results must be included along with the Assessment Coordinator's contact information and the club/school's information.

Assessment Summary Sheet

Organization Name	
Organization #	

Assessment Coordinator	
Skate Canada #	
Name	
Phone #	
E-mail	

Skate Canada #	Home Organization	Assessor SC#	Assessment Code	DD/MM/YYYY
Name	Home Org #	Assessor Name	Pass ☐ Retry ☐ Honours ☐	Fees $

Skate Canada #	Home Organization	Assessor SC#	Assessment Code	DD/MM/YYYY
Name	Home Org #	Assessor Name	Pass ☐ Retry ☐ Honours ☐	Fees $

Summary sheets can be downloaded from the Membership Site > Org Management > Submit Assessment Results. This document will also include all STAR codes to be inserted into the summary sheet.

Assessment Coordinators may choose to submit the results of all assessments online. When exercising this option, a summary sheet is not required, as all information will be entered electronically. This is the preferred option for submitting assessment results.

Online assessment submissions can be completed through the Membership Site > Org Management > Submit Assessment Results. Specific instructions are available on each screen to guide the assessment coordinator throughout the online submission process. Please note that challenge assessments and assessments taken by a coach may not be submitted through the online tool. For more information regarding online submission of assessment results refer to the Club and skating school operations guide on Info Centre.

NOTE: Coaches may be designated to assist with filling out the top of the assessment sheets or summary sheets if identified in the Assessment Procedure for the club or skating school.

Tips for Summary Sheet Submissions:

- Ensure all assessments have been accurately recorded and entered online (preferred)

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- Ensure calculation of fees collected is accurate as per the number of assessments
- Complete this process within 30-days of the assessment day or within the 30-day “open” period for monthly collection.

Record Keeping

Maintaining records for all assessments is strongly encouraged as it serves as the “back-up” process for this data. Strategies include:

- Inform/educate skaters to keep their assessment sheets for future reference if necessary
- Maintain copies of the Summary Sheets
- Keep the tops of the assessment sheets, organized by date
- Create a data base with assessment details
- Print off a copy of the online submissions

Logistics and Scheduling

When deciding on the schedule of an assessment day, the following information must be considered:

- Evaluating Format
- Multiple Assessments in the Same Discipline
- Warm up and assessment time allotments
- Ice Conditions
- Personal needs
- Adaptive Skaters
- Music
- Withdrawal of a Candidate

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Evaluating Format

Depending on the number of assessments and evaluators or coach assessors available, the assessment day may include a single, double, or multiple evaluator/coach assessor format.

This decision will affect the scheduling. Below are some guidelines for time allotments per assessment. Note that any assessments on regular training ice may choose to warm up prior to the assessment beginning.

Multiple Assessments in the Same Discipline

When scheduling assessments for a skater requesting multiple levels within the same discipline, consider the following:

- Lower level assessments must be scheduled prior to higher level assessments
- An assessment may be performed once for two different level assessments providing there are two evaluators present to assess at the same time.
    - e.g. Skater performs an Artistic program once while one evaluator assesses the program at STAR 7 and another evaluator assesses the program at STAR 9

Warm-up Times

This table provides the recommended warm-up times for each discipline regardless of format (on session or traditional assessment day).

Discipline	Time
Skills	5 minutes
Freeskate Elements and Programs	5 minutes
Dance*	3 minutes
Artistic	4 minutes
Synchro	5 minutes
*30 seconds without music, 2.5 minutes with music. More time is permitted if partner needs more time to see all skaters.	

Note: When assigning the number of skaters to a warm-up, be mindful of the amount of time skaters may wait between their warm-up and the assessment. The goal is to keep this amount of time as short as possible (10-15 mins). Evaluators are requested to exercise discretion and flexibility, when possible, with warm-ups to make sure the dance partner has seen all skaters or needs a small pause before the assessment begins.

Estimated Assessment Times

The following are the estimated times required for each assessment. These times do not include warm-up time.

Discipline	Time
Skills	10 – 20 minutes per level
Freeskate Program	4 – 5 minutes per program
Freeskate Elements	15 – 20 minutes per level
Dance	3 – 5 minutes per dance
Artistic	3 – 5 minutes per program
Synchro	10 -20 minutes per level

Ice Conditions

Every arena has different thresholds for optimum ice conditions. Be sure to schedule in breaks for the ice to be resurfaced as appropriate.

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Personal Needs

Other considerations for scheduling may involve the personal needs of the individuals essential for the operation of the assessment day. Evaluators may need breaks to warm up or have a meal, dance partners may need breaks to rest and recuperate between sets of dances. Be sure to work with the individuals to provide an efficient and effective schedule.

NOTE: If the arena is exceptionally cold, please make provisions to allow the skaters to dress appropriately for the temperature of the arena.

Adaptive Skaters

Some skaters may need modifications or accommodations during an assessment. All modifications and accommodations must be approved by Skate Canada. Modifications and accommodations may include:

- allowing an aide on the ice to guide a visually impaired skater.
- allowing a skater to have a break during an element assessment.
- changing an element for medical reasons (e.g., loop/loop replaced with loop/toe-loop if a skater cannot physically perform a loop/loop).
- etc.

Music

Music is required for Freeskate Programs, Artistic and Dance patterns. Assessment Coordinators will need to ensure a music player is assigned and available to play music for the appropriate assessments. Assessment Coordinator will need to make sure that when a Dance assessment is double panel that the two skaters will be using the same piece of music.

Dance Music: Skaters and coaches have some choices when deciding what music to use for the pattern dances in STAR 1-Gold.

- Skate Canada Dance Music (Series 1-8)
- Skate Canada Approved Music for pattern dance
- ISU Music

Withdrawal of Candidate

Any skater who must withdraw due to unforeseen circumstances may do so without penalty.

If a higher assessment was conditional on passing a lower assessment and the skater did not pass the lower assessment, no fee is paid for the higher assessment. If using a summary sheet cross out the higher assessment and write in “Conditional”.

NOTE: If a skater is unsuccessful with an assessment, it is recommended to allow a minimum 24-hour time period pass before the next attempt of the same assessment.

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Additional Considerations

Out of Club/School Assessments

A candidate wishing to be assessed at a club/school other than their home organization must secure consent from the home club/school assessment coordinator prior to the assessment taking place. This consent will ensure the candidate is a registrant in good standing with their club/skating school and has met all the requirements including any pre-requisites. The club who is accepting the skater for assessment must inform the home club/school assessment coordinator of the results to be recorded on the master record keeping tool at the club/school. Assessment coordinators will need to work together to determine if the accepting club will be submitting the skater's results to Skate Canada or if that will be the responsibility of the skater's home club/school.

All coach assessors' qualifications must be validated before the assessment takes place.

Assessments at Events

Freeskate

Skaters at the STAR 4-Gold Freeskate level have the option of being assessed during an event. While the skater performs at the event, the coach assessor/evaluator will assess the skater as per the assessment sheet designated for the appropriate STAR Freeskate Program. For those coach assessments, prior to the event, the skater's home club/school assessment coordinator must be advised that the assessment will be taking place. The assessment fee must be paid prior to the event. For skaters STAR 6 and higher the host club/school/section of the event will provide a qualified evaluator to perform the assessment.

Dance

Skaters at the STAR 4-Gold dance level have the option of being assessed during an event. While the skater performs at the event, the coach assessor/evaluator will assess the skater as per the assessment sheet designated for the appropriate STAR Dance level. For those coach assessments, prior to the event, the skater's home club/school assessment coordinator must be advised that the assessment will be taking place. The assessment fee must be paid prior to the event. For skaters STAR 6 and higher the host club/school/section of the event will provide a qualified evaluator to perform the assessment.

Artistic

Skaters at STAR 5-Gold level have the option of being assessed during an event. While the skater performs at the event, the coach assessor/evaluator will assess the skater as per the assessment sheet designated for the appropriate STAR Artistic program. For those coach assessments, prior to the event, the skater's home club/school assessment coordinator must be advised that the assessment will be taking place. The assessment fee must be paid prior to the event. For skaters STAR 6 and higher the host club/school/section of the event will provide a qualified evaluator to perform the assessment.

Not all events will offer the opportunity for assessment. Please check the event announcement and inquire with your section office.

NOTE: The coach assessor will be responsible for ensuring the proper assessment sheet is available at the event for assessment. The event organising committees will ensure proper assessment sheets are available for the Evaluators assessing.

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Challenging an Assessment

Challenging an assessment means that the skater may not have passed the preceding levels assessments. Assessment Coordinators must enter the challenge code for each assessment that is done as a challenge on the summary sheet or enter this code in the online submission process. The challenge code is different than the regular assessment code.

Skaters may challenge the following assessments:

- STAR 8A, STAR 8B and STAR 8C dance (to allow for entry to Novice Dance events)
- STAR 10 (2 of 3 dances) and Gold A and Gold B dance (to allow for entry to Junior and Senior Dance categories)
- STAR 10 Freeskate Elements and Gold Freeskate Program (to allow for entry to Novice and higher Singles categories).
- An additional fee will be charged to the skater for each challenged assessment. Refer to STAR Assessment rules for up to date fees.

Non-Resident Skaters

Skaters outside of Canada often travel to our country to try our assessments. These skaters must start at STAR 1 in each discipline or they may perform the challenge assessments:

- STAR 8 A, B and C Dance
- STAR 10 (2 of 3 dances) and Gold A and B Dance
- STAR 10 Freeskate elements
- Gold Freeskate Program

Prior to assessment, they will need to be registered with Skate Canada through any Skate Canada club or skating school.

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Tools and Checklists

Assessment Coordinator

The Assessment Coordinator plays a vital role within a skating club/school. Assessment Coordinators are volunteers or paid individuals who have been tasked with overseeing all logistics associated with assessments in a club or skating school. They are primarily responsible for preparing assessment sheets and forwarding all results and payment to the Skate Canada National Service Center.

Roles and Responsibilities

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

- ☐ Establish procedures with coaching staff, including frequency of assessment days.
- ☐ Liaise with section to acquire current process and expectations for assessment day
- ☐ Communicate process to parents and skaters
- ☐ Collect applicable fees for each assessment
- ☐ Ensure skaters are eligible for the assessment (pre-requisites must be met). The assessment coordinator 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.
    - For skaters to be eligible, they must be registered for the current season and 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. A skater must have completed all of STAR 10 Freeskate before proceeding to Gold Freeskate program.
- ☐ Ensure coaches doing assessments 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).
- ☐ Ensure Evaluators are qualified to assess (verified by the section)
- ☐ Prepare assessment sheets (may be done by the coach, a volunteer, PA etc.) and summary sheets (available as digital entry or downloadable sheet).
- ☐ Liaise with evaluator or coach assessor to establish a schedule for the assessment day
- ☐ Ensure appropriate amount of ice time is booked for assessment days (where applicable)
- ☐ Ensure evaluator’s expenses (travel, accommodation) are paid (Consult with your section for guidelines on expenses for evaluators)
- ☐ As needed, provide evaluator(s) with food and beverages during the assessment day
- ☐ Liaise with 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 (within 30 days)
- ☐ Ensure summary sheets are filled out and submitted online (preferred) or by mail.

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Skate Canada Rules and Information Regarding Assessment Sessions

This STAR 6 – GOLD Assessment Resource Guide is a key resource for assessment coordinators. Rules regarding STAR assessments are located on the Skate Canada Info Centre under Rules of Sport – STAR Assessments. This rule includes important information including (but not limited to):

- Eligibility for Assessments
- Assessment Fees
- Assessment Prerequisites
- Reporting of Assessments

Assessment Day Sample Check Lists

In all cases the assessment coordinator should follow any procedures outlined by the section for scheduling an assessment day and obtaining evaluators.

The following is a sample checklist an assessment coordinator may follow to schedule a **traditional assessment day** with **evaluators/coach assessors**:

- ☐ Review section event calendar to avoid possible conflicts for evaluator/coach assessor and skater availability
- ☐ Connect with coaching staff to determine approximate number of skaters, levels and disciplines to be included, three to four weeks prior to the assessment day
- ☐ Arrange for ice to be booked if using ice outside club/school's regular schedule
- ☐ Liaise with evaluator/coach assessor and/or section to plan scheduling needs. Determine ideal evaluating format (single evaluator/coach assessor, double evaluator/coach assessor, etc.)
- ☐ If applicable, connect with the evaluator/coach assessor directly to communicate details i.e. schedule, timing, travel and accommodations, dietary restrictions, etc.
  When establishing the schedule for an assessment day, consider the following:
  - Ice resurfacing needs
  - Breaks for the evaluators/coach assessors to allow for preparation
  - Dance partner breaks/recuperation
- ☐ Communicate the detailed, final schedule of the assessment day to skaters, parents and coaches, one to two weeks prior to the assessment day
- ☐ Inform arena staff of ice resurfacing schedule
- ☐ Ensure all assessment sheets are prepared in advance, and are placed in order of the planned assessments, on a clip board for the evaluator/coach assessor
- ☐ Ensure all assessment fees are collected from skaters
- ☐ Provide the evaluator/coach assessor with a warm room to complete any paperwork. Offer hot beverages, snacks, or a meal, depending on timing or length of the assessment day
- ☐ Assign an individual to assist with logistics: Ensure skaters are on the ice for their scheduled warm up time, keep arena staff informed of any adjustments to ice resurface times, etc.
- ☐ Assign an individual to play music for Freeskate Programs, Artistic and/or Dance (background music is acceptable for elements and skills)
- ☐ Ensure summary sheet is filled out correctly with the proper codes and submit online (preferred) or by mail to Skate Canada within 30 days.
- ☐ Thank evaluators/coach assessors and other personnel/volunteers who assisted on the day

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- Clubs/skating schools may provide an additional gift of thanks to the evaluator/coach assessor as a token of their appreciation

☐ Ensure all expenses for the evaluator/coach assessor have been paid or reimbursed

- Mileage, receipts for meals or accommodation

The following is a sample checklist an assessment coordinator may follow with **coach assessors or evaluators** who are conducting assessments on a **regular training session**:

☐ Establish a procedure with coach assessor to ensure requirements are met
☐ Ensure all assessment fees are collected from skaters
☐ Ensure assessment sheets are prepared in advance
☐ Ensure summary sheet is filled out correctly with the proper codes and submit online (preferred) or by mail to Skate Canada within 30 days. Please note: Summary Sheets may stay open for a 30-day period to allow for assessments to be added through that period.

Terms and Definitions

Assessments on Session	An assessment opportunity where the skater is being assessed on a regular session.
Assessment Day(s)	A traditional assessment day at the club or skating school that sees ice used only for assessment purposes for skaters to be assessed by an evaluator/coach assessor. Some sections may also offer regional assessment days to facilitate an assessment opportunity for neighboring clubs and skating schools. OR Any day that a skater is being assessed by either an evaluator or coach assessor.
Coach assessor	An "In Good Standing" coach who has achieved the qualifications for either a STAR 1-5 Coach assessor or STAR 6 – Gold Coach assessor for Skills designation
Evaluator	A volunteer who has achieved the training and qualifications necessary to be recognized as a Qualified Evaluator within a specific discipline by the Section.
Assessment Coordinator	An individual (paid or volunteer) designated to manage the logistics and procedures for assessment days within a club or skating school.
Clear Ice	Only the skater being assessed is actively skating on the ice. This may be on a regular session, with other skaters standing along the boards or in the players box, or on a traditional assessment day format.

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Equivalency Charts by Discipline

SKILLS		
Skating Skills Equivalency (current status)	**STAR –1 - Gold**	**Next step**
Preliminary	STAR 3 Skills	STAR 4 Skills
Junior Bronze	STAR 5 Skills	STAR 6 Skills
Senior Bronze	STAR 6 Skills	STAR 7 Skills
Junior Silver	STAR 8 Skills	STAR 9 Skills
Senior Silver	STAR 10 Skills	Gold Skills
Gold	Gold Skills	NA

FREESKATE		
Freeskate Equivalency (current status)	**STAR 1 - Gold**	**Next step**
Preliminary Elements	STAR 3 Elements	STAR 4 Elements
Preliminary Program	STAR 3 Program	STAR 4 Program
Junior Bronze Elements	STAR 5 Elements	STAR 6 Elements
Junior Bronze Program	STAR 5 Program	STAR 6 Program
Senior Bronze Elements	STAR 6 Elements	STAR 7 Elements
Senior Bronze Program	STAR 6 Program	STAR 7 Program
Junior Silver Elements	STAR 8 Elements	STAR 9 Elements
Junior Silver Program	STAR 8 Program	STAR 9 Program
Senior Silver Elements	STAR 9 Elements	STAR 10 Elements
Senior Silver Program	STAR 10 Program	Gold Program
Gold Elements	STAR 10 Elements	NA
Gold Program	Gold Program	NA
***To achieve the Gold Freeskate Assessment, the skater must have completed STAR 10 Freeskate Elements in addition to the Gold Program.**		

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DANCE		
Dance Equivalency ***(Full level completed)*** ***(current status)***	**STAR 1 - Gold**	**Next Step**
Preliminary	STAR 2A – Dutch Waltz	STAR 4 Dances
	STAR 2B – Canasta	
	STAR 3A – Baby Blues	
Junior Bronze	STAR 4A - Fiesta	STAR 6 Dances
	STAR 4B - Swing	
	STAR 5A – Willow Waltz	
Senior Bronze	STAR 6A - Ten-Fox	STAR 7 Dances
	STAR 6B - European Waltz	
	STAR 6C - Fourteenstep	
Junior Silver	STAR 7A - Foxtrot	STAR 8 Dances
	STAR 7B - Tango	
	STAR 7C - American Waltz	
	STAR 8B - Rocker Foxtrot	
Senior Silver	STAR 8A - Kilian	STAR 10 Dances
	STAR 8C - Starlight Waltz	
	STAR 9A - Paso Doble	
	STAR 9B - Blues	
	STAR 9C - Silver Samba	
Gold	STAR 10 A - Cha Cha Congelado	Diamond Dances
	STAR 10B - Westminster Waltz	
	STAR 10C - Quickstep	
	Gold A - Viennese Waltz	
	Gold B - Argentine Tango	
	Gold C - Gold Rhythm Dance	

*Skaters who have not completed a full dance level will proceed through the remaining dances from where they are currently.
Example: Skater has complete full Junior Silver plus Kilian; this skater would move to remaining STAR 8 and STAR 9 dances.

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ARTISTIC		
Interpretive Equivalency (current status)	**STAR 5 - Gold**	**Next Step**
Introductory Interpretive	STAR 5 Artistic	STAR 7 Artistic
Bronze Interpretive	STAR 7 Artistic	STAR 9 Artistic
Silver Interpretive	STAR 9 Artistic	Gold Artistic
Gold Interpretive	Gold Artistic	NA

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