

## U.S. FIGURE SKATING IJS PROTOCOL for TEST CREDIT – INFORMATION OVERVIEW (ATHLETES, COACHES, TEST CHAIRS, COMPETITION CHAIRS)

In accordance with Rules 4100 and 4200-4202, athletes may receive credit for certain tests by meeting minimum scores at a competition held under the International Judge System (IJS). The athlete must “skate-up” to the event for which they are seeking test credit, in addition to having already passed any prerequisites prior to the competition event.

### Events eligible:

**Singles Free Skate\***: Juvenile\*\*, Intermediate, Novice, Junior, Senior, and Adult Silver through Adult Senior

**Pairs Free Skate**: Juvenile, Intermediate, Novice, Junior and Senior

**Free Dance**: Juvenile, Intermediate, Novice, Junior and Senior

\*Both Excel and well-balanced free skate IJS protocols are eligible for test credit.

\*\*If an open juvenile free skate event is conducted under the IJS, the scores may be used for test credit for IJS Protocol for a juvenile free skate test, assuming all score requirements are met.

The minimum passing scores will be determined by the Tests Committee and the respective Singles, Pairs and Dance Development and Technical Committees, and published via [Technical Notifications](#).

### FOR ATHLETES

#### YOU ACHIEVED THE MINIMUM SCORES FOR RECEIVING TEST CREDIT FOR A COMPETITION EVENT IN WHICH YOU “SKATED UP”. WHAT DO YOU DO NEXT?

**STEP 1:** While you are at the competition collect copies of the documents below. It is also recommended that you take pictures of them for safe keeping. Ask the competition for a “**Test Credit Packet**” which includes:

1. A copy of the overall event results that lists all of the skaters in addition to the names and signatures of the technical controller and event referee. This is to prove you actually skated in the event.
2. Your individual protocol.
3. Your **Test Credit Skater Report**, generated by the accountants. This has your name, your scores and verifies you achieved a passing result.

**STEP 2:** Obtain a written statement from your coach verifying that the above documents are true and valid. The coach may write their own statement, they may choose to use the sample document included in this packet, or your club may have a pre-printed form they can simply sign.

**STEP 3:** Submit these documents to your club’s test chair, along with the appropriate payment, and request that the club record your test through the [Members Only site](#).

Each club may request this information in their preferred format. (For example, scan or upload picture files of the documentation to an online form, or submit paper copies, etc.). The important thing is that your club’s test chair obtains copies of documents 1-3 in step 1 and a verification from your coach.

*See next page for sample of the Test Credit Skater Report.*



## FOR COMPETITION CHAIRS

Nonqualifying competitions are asked to make the required documents available to athletes requesting them. It is recommended that competitions put together “**Test Credit Packets**”, and make them available for sale for a nominal fee. A skater should be able to request a “**Test Credit Packet**” wherever results are made available. It will likely require the skater asking, then sending a volunteer to the accounting room to create it. It will include:

1. A copy of the overall event results, that lists all of the skaters, in addition to the names and signatures of the technical controller and event referee. This is to prove the skater actually skated in the event.
2. The skater’s individual protocol / detailed judges’ scores sheet
3. The skater’s individual **Test Credit Skater Report**, generated by the accountant. See the picture below.

### SAMPLE OF NEW TEST CREDIT SKATER REPORT:

2017 Fall Figure Skating Invitational

#### TEST CREDIT SKATER REPORT

Friday, October 06, 2017

Juvenile Girls QR Group A / Free Skate

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Eliza Edge, Sharper Edge FSC

| Type                    | Min score | Score | Result |
|-------------------------|-----------|-------|--------|
| Technical Element Score | 8.00      | 25.42 | Pass   |
| Program Component Score | 14.00     | 19.03 | Pass   |
| Segment Score           | 22.00     | 44.45 | Pass   |
| All valid elements      |           |       | Yes    |
| Overall Result          |           |       | Pass   |

## FOR TEST CHAIRS

Club test chairs are responsible for collecting test fees and recording the tests via the [Members Only site](#), as with any test. There is an option under the Testing drop-down menu, and the process for entering the required data is very similar to entering a stand-alone test result. Search fields are available to auto-fill the competition name, date, officials, etc.

Test chairs recording the test will need to receive copies of the required documentation, from the athlete (see pgs. 1 and 2).

Clubs may use **whatever method they choose of verifying the documentation** (electronic, paper, create a form, etc.). They may also charge a reasonable administrative fee, in addition to the U.S. Figure Skating fee, to the athletes for providing this service, in lieu of the test fee the athlete would pay to take it on a session.

**BELOW IS A SAMPLE FORM A CLUB COULD CHOOSE TO CREATE AND POST ON YOUR WEB SITE FOR ATHLETES TO FILL OUT AND SUBMIT BACK TO YOU.**

### Sample IJS Protocol for Test Credit Request Form (this is not required)

|  |  |
|--|--|
| Athlete's Name:  |  |
| Athlete's member #:  |  |
| Parent name, if under 18:  |  |
| E-mail contact:  |  |
| Phone contact:   |  |
|  |  |
| Coach's Name:  |  |
| Coach's E-mail:  |  |
| Coach's Phone:   |  |
| <i>I verify that the athlete listed above is eligible to receive Test Credit through IJS protocol. I have seen the unaltered and correct scores, which match the protocol the athlete is submitting. I understand that altering a protocol sheet to meet the test requirement is considered an ethics violation of U.S. Figure Skating and The Professional Skaters Association.</i> |  |
| Coach's signature:   |  |
|  |  |
| Name of competition:   |  |
| Date of competition:   |  |

Select the test you are requesting credit for:

| SINGLES FREE SKATE TESTS  |  | PAIRS TESTS         |  | DANCE TESTS         |  |
|---------------------------|--|---------------------|--|---------------------|--|
| Juvenile (\$ xx)          |  | Juvenile (\$ xx)    |  | Juvenile (\$ xx)    |  |
| Intermediate (\$xx)       |  | Intermediate (\$xx) |  | Intermediate (\$xx) |  |
| Novice (\$xx)             |  | Novice (\$xx)       |  | Novice (\$xx)       |  |
| Junior (\$xx)             |  | Junior (\$xx)       |  | Junior (\$xx)       |  |
| Senior (\$xx)             |  | Senior (\$xx)       |  | Senior (\$xx)       |  |
| Adult Silver (\$xx)       |  |                     |  |                     |  |
| Adult Gold (\$xx)         |  |                     |  |                     |  |
| Adult Intermediate (\$xx) |  |                     |  |                     |  |
| Adult Novice (\$xx)       |  |                     |  |                     |  |
| Adult Junior (\$xx)       |  |                     |  |                     |  |
| Adult Senior (\$xx)       |  |                     |  |                     |  |

**Please attach to this form:**

1. The overall event results, which include the names and signatures of the Event Referee and Technical Controller.
2. Your individual protocol
3. Your Test Credit Skater report from the competition.



**FOR COACHES**

In accordance with Rule 4201, in order for an athlete to receive test credit for an IJS protocol, their coach must verify in writing that the documents provided are correct and unaltered. Coaches may fill out this form, write their own supporting statement, or simply sign a form created by a club with the statement pre-printed on it.

**Please deliver a copy of this form (or statement) to the test chair of the home club of the test candidate, via the preferred method of the club (i.e., email, upload to a web site, paper, etc.)**

|                             |  |
|-----------------------------|--|
| Athlete's Name:             |  |
| Athlete's Home Club:        |  |
| Test Requesting Credit For: |  |
| Name of competition:        |  |
| Date of competition:        |  |
|                             |  |
| Coach's Name:               |  |
| Coach's USFS #:             |  |
| Coach's PSA #:              |  |

*I verify that the athlete listed above is eligible to receive test credit through an IJS protocol. I have seen the unaltered and correct scores, which match the protocol the athlete is submitting. I understand that altering a protocol sheet to meet the test requirement is an ethics violation of U.S. Figure Skating and the Professional Skaters Association.*

|                   |  |
|-------------------|--|
| Coach's Signature |  |
| Date:             |  |

