

TEST CENTER CHECKLIST

Below you will find a list of all the forms you need to conduct your upcoming Achievement Test Center.

REQUIRED FORMS (Must be submitted by Test Director)

- Achievement Test Summary Reports
 - Summary of test center details to be completed by Test Center Director.
 - Original must be returned to the RSA office to process test center, keep a copy for your records.
- Artistic Achievement Test Forms – One test per Skater forms & Multiple test per Skater forms
 - Record each skater's test details.
 - Use Multiple test per Skater form if skater is performing more than one test.
 - Original must be returned to the RSA office to process test center, keep a copy for your records.
- Speed Achievement Test Forms – One test per Skater forms & Multiple test per Skater forms
 - Record each skater's test details.
 - Use Multiple test per Skater form if skater is performing more than one test.
 - Original must be returned to the RSA office to process test center, keep a copy for your records.
- Judges Scoring Forms – One test per Skater forms & Multiple test per Skater forms
 - Judges will use to record scores during tests.
 - Use Multiple test per Skater form if skater is performing more than one test.
 - Original must be returned to the RSA office to process test center, keep a copy for your records.
- Coaches Test Report Forms
 - Record all skaters details per individual Coach.
 - Can fit up to three coaches on one page.
 - Original must be returned to the RSA office to process test center, keep a copy for your records.

OTHER HELPFUL INFO (can be requested through Achievement Director or found online)

- Achievement Test Center Wall Chart & Test Fee Sheet
 - Use to promote test center and sign up skaters – must be request from RSA office.
 - Use to determine test fees to remit with Test Center.
- Judges Roster
 - Test Center Director will fill out when confirming commissions.
 - Keep this form for your records.
- Super Skater Program – Level 1 Forms and Level 2 Forms
 - Details for Super Skater Program.
 - Level 1 and Level 2 forms to record skater's details.
 - Original must be returned to the RSA office to process test center, keep a copy for your records.
- Application for RSA Achievement Test Judge's Commission
 - Blank applications for judge's commissions test for anyone interested.
 - Must be filled out by panel chairperson and returned to RSA office with \$10.00 Admin fee per test.
- SRSTA/SCA/RHCA Membership Application
 - Blank applications for SRSTA Memberships for anyone interested.
 - Application must be completed and returned to RSA with Membership fee.

All required forms must be verified by Test Center Director and returned to the RSA with full payment to be processed.

**Roller Skating Association
Attn: Achievement
6905 Corporate Drive
Indianapolis, IN 46278**

Once processed, Achievement Pins will be shipped to the Test Director's attention at the RSA Rink that the Test Center was held.

REMINDER:

If a non-SRSTA Coach Member, an additional \$1.00 is to be remitted to the RSA.

If a non-RSA Rink Member, an additional \$1.00 is to be remitted to the RSA.

If payment is short, pins will be held until balance due is paid.

