

Mentored Assessment Rubric

Feedback Form and Action Plan

Evaluator/Coach Assessor Name: _____

Skate Canada Number: _____

Candidate's Email: _____

Phone Number: _____

Mentor Name: _____

Section: _____

Date: _____

ASSESSMENT LEVEL AND DISCIPLINE																		
Discipline	SKILLS ☐			FREESKATE ELEMENTS ☐			PROGRAM ☐			DANCE ☐			ARTISTIC ☐					
Level (circle)	6			7			8			9			10			GOLD		
	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C
Was a Pre-brief conducted?	☐ YES ☐ NO			Pre-brief comments:														
Criteria	Development Exceeds Expectations			Developing as Expected			More Development Needed			Assessment Comments								
COMMUNICATION																		
Body Language/Tone of Voice	Facial expression, body language and tone of voice was warm and welcoming. Strategies evident to increase skater's comfort or to respond to skater's behavior ☐			Some evidence of facial expression, body language and tone of voice to increase skaters' comfort level. ☐			Facial expressions, body language, and tone of voice did not show evidence of increasing skater's comfort. ☐											

Rapport	Established a good rapport with the skater/coach. Reacted appropriately throughout the assessment to all situations. ☐	Some rapport evident throughout the assessment. Most situations handled appropriately throughout the assessment. ☐	Rapport was not established with the skater/coach. Conversation and situations were awkward. ☐	
Choice of Words (Verbal)	Communicated effectively with the skater and/or coach. Words chosen throughout the assessment were appropriate. Skater clearly understood instructions/feedback ☐	Communicated somewhat effectively with the skater and/or coach. Words chosen throughout the assessment were appropriate. Skater somewhat understood instructions/feedback. ☐	Did not communicate effectively with the skater and/or coach. Words chosen throughout the assessment were not appropriate. Skater did not understand or receive clear instructions/feedback. ☐	
Choice of Words (Written)	Provided supportive and constructive notes/comments on assessment sheet. Identified areas done well and areas where further development would be beneficial. ☐	Provided some supportive and constructive notes/comments on assessment sheet. Identified areas done well and areas where further development would be beneficial. ☐	Provided very general, limited or no feedback on the assessment sheet. ☐	
Clarification of Result*	Able to provide clarification of results confidently and accurately. Able to explain reasoning concisely and constructively. ☐	Able to provide clarification of results somewhat confidently and accurately. Able to explain reasoning ☐	Provided some general or limited clarification of results. Some reasoning explained or not at all. ☐	

DEPORTMENT			
Preparedness Arrived prepared for the assessment with Skate Canada assessment standards and resources for reference on site. Appeared organized throughout the entire assessment.	Yes ☐	No ☐	
Leadership Maintained a leadership presence prior to, during and after the assessment. Managed stress and decision-making confidently and accurately.	Yes ☐	No ☐	
Professionalism Attire was appropriate and professional in nature. Electronic devices either not used or used appropriately throughout the assessment. Maintained a constant vigilance regarding “rink-side” optics and side-bar discussions.	Yes ☐	No ☐	
Privacy Maintained or created a space of privacy around the evaluator/assessor workspace.	Yes ☐	No ☐	
Mentor Relationship Maintained a team player attitude while being mentored. Evidence of respectful behavior towards other evaluators/coach assessors and mentor.	Yes ☐	No ☐	

TECHNICAL				
Technical Knowledge* Accurately demonstrated competence, confidence and understanding in the application of standards/criteria and mandatory requirements.	Yes ☐		No ☐	
LOGISTICS				
Time Management	Conducted the assessment in an efficient and timely manner. Made adjustments easily, if required, that maintained the integrity of the assessment. ☐		Assessment ran behind time due to inefficient approach. ☐	
Assessment Protocols	Appropriately addressed assessment protocols. All interruptions were handled accurately (if applicable) i.e. Re-skates ☐	Appropriately addressed assessment protocols. Some interruptions were handled accurately (if applicable) i.e. Re-skates ☐	Protocols and interruptions were not handled accurately ☐	
Assessment Sheet Accurate completion of all required fields on assessment sheet. Filled out all aspects in detail.	Yes ☐		No ☐	
OUTCOME	Development Exceeds Expectations	Developing as Expected	More Development Needed	
Additional Feedback:				

Was a debrief conducted?	☐ YES ☐ NO	Debrief Comments:
Customized Action Plan		
Based on the outcome of the debrief, identify actions to be taken to support continued development.		

OUTCOME	
OUTCOME	Criteria for promotion
☐ Development Exceeds Expectations ☐ Developing as Expected ☐ More Development Needed	Minimum of 11 criteria assessed at “Developing as Expected” or better, including: • Clarification of Result* • Technical Knowledge*

I, _____, recommend that _____ is ready for promotion as a Qualified Evaluator/ Skills Coach Assessor. We have created a customized action plan to further their development and support continuous learning.

I, _____, recommend that _____ takes the necessary time to further develop and complete the next steps as identified in the customized action plan above before re-applying for the mentored assessment. We have reviewed and agreed upon the action plan.

Mentor Signature

Candidate Signature

Please return completed form to the candidate. Candidates are responsible for their own training and assessment records for promotion. This form must be submitted to the section for application for promotion. Candidates to contact their Section for more information on next steps and submission of their Qualified Evaluator/Skills Coach Assessor promotion.