



National Ski Patrol

Central Division

Senior Program Quality Assurance Program



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Quality Assurance Staff Guidelines

Thank you participating and providing the quality assurance for the Central Division Senior Ski and Toboggan Evaluation. These are guidelines that will assist you in making the test a successful event.

- ❏ Be sure to contact the senior advisor and the region director at least one month before the test.
- ❏ Establish and confirm the test location, time of the event and how many senior candidates will be testing.
- ❏ Provide a copy of the [Central Division Quality Assurance Feedback for Senior Alpine Evaluation](#) form and review each component.
- ❏ Provide your information to the senior advisor (contact information and email)
- ❏ Ensure lodging arrangements are available for the event.
- ❏ At the conclusion of the test provide feedback directly to the senior advisor and region director. These comments should come from your notes taken during the test.
- ❏ Provide the [Central Division Senior S&T Evaluations Quality Assurance Staff Feedback form](#) for your QA performance at the beginning of the senior evaluation.
- ❏ The final QA report should be submitted within the week after the test to the Division Senior Supervisor, the Region Director, and the Region Senior Advisor.
- ❏ Senior S&T Testing QA Staff please submit your expense voucher to the Division Senior Supervisor for approval. The expense voucher can be found on the Central Division Website at <http://www.nspcentral.org/docs/forms/expensevoucher.xls>
- ❏ If you have been assigned mentee, please be sure they are copied on all communication.

If you have questions, please contact the Division Senior Supervisor. Contact information can be found on the Division website at <http://www.nspcentral.org/roster.php>. Thanks again for your participation in the Senior program.



Central Division Quality Assurance Feedback for Senior Alpine Evaluation

Visiting Division Staff Completing Form: _____

Region: _____ Date: _____

Location: _____

Region Alpine Evaluation Administrator: _____

Participants

Number of Examiners: _____ Number of Candidates: _____

Number of Support Staff: _____

Ratio of examiners/candidates: Examiners _____ Candidates _____ Ratio _____ %

How many Accredited Senior Evaluators (ASE) were utilized _____

How many PSIA (L 2-3) _____ AASI (L 2-3) _____ evaluators were utilized?

What were the lead evaluators credentials in each group?: _____

Event Questionnaire

- Did the event appear organized and start on time? Yes / No
 - Was the division release form used? Yes / No
 - Was there registration prior to the evaluation? Yes / No
 - Which Central Division Alpine Evaluation Scorecards were used? Individual / Group?
 - Were all skills on the Toboggan Scorecard evaluated? Yes / No
 - If not, why? _____
 - Were all skills on the Skiing/Boarding Scorecard evaluated? Yes / No
 - If not, why? _____
 - Did each of the evaluation teams credentials meet the criteria spelled out in the senior manual Yes / No
 - Were all evaluators listed as current on the division roster Yes / No
 - Were adequate pre and post demonstrations done? Yes / No
 - If not, why? _____
 - Who did the demos? _____
- _____





- Were non-candidate drivers used in the toboggan evaluation? Yes / No
- If yes, who? _____

- If no, why not? _____

- Did the candidates have ample opportunity to demonstrate their skills? Yes / No
- Was the terrain adequate for the evaluation? Yes / No
 - What runs were used?
 - Toboggan: _____

 - Ski/Ride: _____

- Were the candidates well prepared? Yes / No
 - Did the candidates participate in region sponsored SES or TES clinics? Yes / No
 - Is there a region pre-test clinic? Yes / No
 - If yes, is this clinic mandatory? Yes / No
- How did each evaluation team perform relative to movement analysis skills?: _____

- How did each evaluation team perform relative to verbal/written feedback skills?: _____

- Did the region use the candidate skills sign-off sheet? Yes / No
- Were the examiners calibrated? Yes / No
 - How are the examiners calibrated? _____

- How were the final results tallied and then presented to the candidates? _____

- Was there an examiner consensus on all the scores? Yes / No



- When and how was the feedback presented to the candidates? _____

- Was there adequate information provided for continued skill enhancement? Yes / No
- What was the pass/fail ratio of the candidates?
 - Pass _____ Fail _____ Ratio _____ %
- Was there recognition for candidates successfully completing the evaluation and for new seniors? Yes / No
- Was the region director or other dignitary present? Yes / No
 - Name of dignitary: _____
- Was the *Evaluation Feedback* form available to the candidates? Yes / No
 - If not, why not? _____

- Did the event satisfactorily meet all requirements for the senior alpine evaluation as outlined on the scorecards? Yes / No
 - If not, what was missing? _____

- General comments of the evaluation: _____





- What did you like about this event? _____

- Any recommendations to improve this event? _____

Send copies to:

☐ Division Senior Program Supervisor ☐ Region Senior Program Administrator ☐ Region
Director

Central Division Senior S&T Evaluations Quality Assurance Staff Feedback form

To be filled out by Region Senior S&T Advisor or Event Coordinator

Region Staff completing form: _____

Region: _____ Date: _____

Location: _____

Assigned Quality Assurance Person _____

- Did your Region receive an introduction communication? Yes / No
 - How was that accomplished? _____
- Where the necessary QA feedback forms provided prior to the event? Yes / No
- Did the QA arrive before the event? Yes / No
 - How did they introduce themselves? _____
- Did the QA stay until after concluding announcements? Yes / No

Senior Test

- Did the QA observe all sections of the test and all candidates that were being tested?
Yes / No
- Did the QA provided follow up at the conclusion of the event? Yes / No
- Did the QA provide the final written QA form in a timely manner? Yes / No
- How did the QA obtain information about passing/failing scores? _____

Overall

- Please provide any comments about the performance of the QA _____

- Please provide any recommendations of the QA

