Assessment Policy

This document sets out the Swim Ireland Assessment Policy for officials having graduated from a SI Officials School.

Introduction

Swim Ireland (SI) officials undergoing training through the Officiating School programmes have committed to undertaking a time based training programme that is made up of a range of training components.

Key Points

- All officials will be assessed at the **same benchmark of competency**
- There is general assessment for learning that is carried out in a **continuous manner**.
- SI utilise methods of both **formal and informal assessment**
- The structure of officials training **is progressive.**
- Swim Ireland has endeavoured to provide the environment for a **positive assessment** to take place for the candidate.
- The candidates will need to be aware that they will be assessed by the following methods :
    - Technical examination
    - Verbal questioning
    - Practical assessment

Terminology in the context of this programme:

Assessment	A method by which we can recognise competence
Competence	Having the necessary ability or skill to do something successfully
Assessment process	The agreed stages of assessment - considered at the relevant level and role for each official
Assessed	An assigned SI Assessor has carried out an assessment in line with one or more of the roles outlined below and in line with SI policy
Final Assessment	Final part of the assessment process pertaining to the particular role in which you are being assessed in line with SI Policy
Signed Off:	The candidate has been assessed and the Assessor has agreed that the candidate is competent and is suitable for the role
Assessor	The person carrying out the assessment with the candidate
Mentor	The person that supports and advises you but does not carry out the final assessment of competence
Licensed	A Licensed official is one who has been signed off as noted above and who has also complied with all of the general officials criteria noted hereafter.

General officials criteria (this applied to all positions)

Before an official can be licensed, the following criteria must have been completed :

- Swim Ireland membership in place
- Gardai vetting or NI equivalent carried out (Not including Masters Refs)
- Child protection Training completed (Not including Masters Refs)

What Assessment is required for Officials following attendance at the Officials School?

Judge: (Incorporates Turn/ Stroke Judges)
Before being assessed as a Judge, the candidate must undergo a period of practical training and observation. This practical training must include working as a turn judge and a stroke judge at Club/Regional and/or National level and validated by a completed SI Officials Log Book. Following pre-assessment training/experience the candidate must be assessed in both judge roles at a minimum of two National level competitions.

Starter
The first requirement is that a starter must be a qualified and licensed Judge.
Before being assessed as a starter, a Judge must undergo a period of practical training, supported by a Mentor selected by the SI officials committee.
Following completion of the practical training the Judge or Mentor may request assessment as a starter. To complete your assessment, the judge must be assessed as a starter at a minimum of two National competitions.

Referee*
The first requirement is that a referee must be a qualified and licensed Judge.
Before being assessed as a referee, a Judge must undergo a period of practical training supported by a mentor selected by the SI officials committee. This practical training must include working as a shadow or mentored referee at regional or national level at a minimum of 4 competitions during a period of normally not less than 6 months.
Following completion of the practical training, an assessment as a referee may be requested as noted below. To complete the assessment process, the judge must be assessed as a referee at a minimum of one Regional Competition and two National Competitions. The assessments will take place during a period of normally not less than 6 months..
While every effort will be made to assess candidates in their home region the assessment at Regional Competition may take place in any region subject to regional programmes.

How will the assessment be carried out?

Pre Assessment	Regional Co-ordinator or the SI officials committee will organise for candidates to have access to opportunities in order to develop experience working at competitions. Regional Co-ordinator/SI Officials committee then agrees that the candidate is suitable for assessment and at that time either they or the candidate may request an assessment at the agreed level/role. As noted previously experience must be verified by the logbook.
Organisation and Assessment	The Regional Co-coordinator/SI Officials Committee will select relevant role and competition for assessment. This information is provided to the SI office at least 4 weeks prior to the event.
	SI will confirm Assessment of the Official and relevant paperwork will be issued to the candidate and the assessor.
	Assessment will be carried out by the Assessor and feedback will be provided to the candidate and the SI office.
Feedback and License	The Swim Ireland office will provide feedback to the candidate and relevant parties and confirm status of assessment.
	Upon receipt of a successful final assessment for a candidate, Swim Ireland will check all elements of the general officials criteria. If all has been completed successfully – SI will issue an officials license.

Who will be able to carry out the Assessment?
All current and eligible assessors are outlined below:

Please note that if you are in an Assessment capacity (an assessor) you are not permitted to carry out an officiating role during the session in which you are assessing.

Judge	Starter or Referee	Lead Assessors (Carry out Final Sign Off)
Ray Kendal	Ray Kendal	Ray Kendal
Frank Stevens	Frank Stevens	Frank Stevens
Brian Fallon	Brian Fallon	Charlotte Parker
Phillip FitzPatrick	Phillip FitzPatrick	
June Trail	Charlotte Parker	
Mary Seery	Nominated External Assessor	Nominated External Assessor
Michael McCausland		
Hilary Idzikowska		
Barry Robinson		
Wally Clarke		
Charlotte Parker		

External Assessors:
A member of the SI Education Team or an appointed expert, who shall be appointed based on their suitable experience and expertise and selected by Swim Ireland Education department.

Policies Supporting Assessment

Under the SI Awarding Body Policy there are a range of policies that exist to help guide and support the assessment process. These will be adhered to and followed throughout the Officials Officiating School implementation.

Procedure No.	Procedure
Procedure 1.	Complaint against a Tutor/Assessor, Malpractice
Procedure 2.	Complaint against the Awarding Body, Accredited centres and sanctions
Procedure 3.	Enquiries and Customer service
Procedure 4.	Conduct of Examinations and Tests
Procedure 5.	Issuing Results, Certificates, Misplaced certificates
Policy 1- 4.	Assessment, carrying out assessment, Reassessment and Assessment appeals, Exemptions (Local and International)
Policy 5	Reasonable Adjustments and Special Considerations Policy & Procedure
Policy 6	Special Considerations

Policy End –