

Suggestions for Conducting Regional Qualifications

Oct,09

1. Ensure candidates are familiar with the pre-requisites for each qualification and that they have the appropriate resources. Refer to each individual official's qualification for details.
2. Set a time, date and venue as soon as possible. The venue should be somewhere quiet.
3. Set the scene: place the candidate at ease; ensure they have a drink available; engage in small talk to help put the candidate at ease; explain the qualification process - discussion between you and them - it is not a written exam!
4. During the discussion ask the candidate to further explain, expand their answer or provide more detail if you are not satisfied with an answer.
5. Providing prompts for more information is also acceptable.
6. If the candidate provides you with mis-information correct it then and there.
7. Don't be too pedantic concerning a starter's and referee's knowledge of the FINA Facilities Rules. The main issue here is that they are aware of them and know where to access them when required.
8. At the conclusion of the discussion you must make a judgment call as to the candidates understanding of the knowledge required for the respective Qualification. The candidate will fall into one of the following categories -
 - a) **Proficient** - has an excellent understanding of the knowledge required for the Qualification. *Pass.*
 - b) **Satisfactory** - has a good understanding of the knowledge required for the Qualification but needs to re-visit a certain question/s or topic/s. *Pass.*
 - c) **Fair** - too many gaps in understanding the knowledge required for the Qualification. Explain the questions the candidate needs to re-address and ask them to re-present themselves for the Qualification on a date set then and there.
Candidate needs to re-present themselves.
9. Practical component of qualification - this can be assessed over time before the theory discussion or, you may want to suggest to the candidate that they gain a little more experience on pool deck (one or two additional meets) with the assistance of a mentor.
10. Don't forget to ask for the opinion of other assessors' with regard to the candidate's practical experience. This is important if you have not recently observed the candidate officiating on pool deck.
11. Don't forget to ask the candidate if they have any questions/issues they would like to discuss.

It's all about team work.