

HOW TO ORGANIZE A BRANCH TEST

May 2015

Testing at the D through C1 levels is organized by the Branch and instructions for conducting these tests follow. The C2, B and B2 levels are organized once a year by the Region. A level tests are organized by the National Testing Chairperson. See the NSPC Regional web page (*Regional/National Testing*) for information on C2 through A testing.

WRITTEN TESTS

Written tests will be emailed to each Branch Test Rep as soon as they are available. Two sets of written tests are prepared annually for D through C1 levels, available Spring and Fall (usually early May and September). Only one (Spring) C2 written test is prepared. Each branch should set its own date for written tests. All candidates testing the same level should write their tests at the same time. Candidates may be given their tests orally if necessary. Branch Test Reps are encouraged to review each completed written test when it is handed in, to be sure no questions were skipped or misinterpreted. Parents, coaches and other people in potential positions of conflict of interest, should not administer or mark written tests.

The written test must be held at least one month before the practical test date.

APPLICATIONS TO TEST

Application for permission to run a Branch test: download the *Branch Application to Test Form*. This is available on the NSPC website (*Branch Testing*) and send the completed form to the Regional Testing Chairperson for approval, at least ONE MONTH prior to the date of the practical test. Branches will be notified when approval has been granted. This may be done by mail or email.

Individual Applications to Test (NSPC web page) must be completed for each candidate, signed by parent, instructor and DC. The Branch Test Rep must give these completed forms to the examiners on test day. These forms are found on the NSPC website (*Branch Testing*).

EXAMINERS

The Regional T&E Chairperson is prepared to organize the examiner panel for Branch testing. Please indicate this request on the Application for Branch Testing.

Examiner's List: The list of current Examiners and Examiners in Training is updated each spring and may be found on the NSPC web page (*Examiner Information*). You will also find the Examiner pay scale and mileage remuneration in this document.

The minimum number of Examiners required at any testing is two. No Examiner will test alone. Examiners work together as a test panel.

At least one Senior Examiner, qualified to test at or above the level of the highest test candidate, must be part of the testing panel. For example, if C level candidates are being tested, a Senior C examiner is necessary.

Maximum Candidate to Examiner ratios are as follows:

Full D level tests: 4:1

Full C level tests: 3:1

2 Half tests = one full test

For candidates testing multiple levels in one day (D/D1 or D/D1/D2): each test level must be treated as a separate test for the purposes of Candidate:Examiner ratios. Examiners must be notified of any candidates who are challenging multiple tests.

At the time of booking a testing panel, the branch will designate the Chief Examiner for the test day. Branches will inform the Examiners who will be the Chief Examiner.

The "*Examiner's Contract*" must be sent out to each Examiner a minimum of 4 weeks prior to test day (ASAP after the initial contact is made). This form is available on the NSPC web page (*Branch Testing*).

Any test cancelled within 30 days of the test date, results in full payment to all Examiners. An exception to this may be cancellation or postponement due to safety concerns resulting from bad weather or health concerns related to communicable diseases. This needs to be addressed at the earliest possible opportunity, no later than the day before the test, and must be worked out between all Examiners and the Branch Test Rep.

Test organizers are encouraged to make telephone contact with Chief Examiner one week prior to testing.

Branches are responsible for paying Examiner fees and mileage on the day of the test. The honorarium for EITs (max of 2/test day) will be reimbursed by the region if receipts are submitted to the Regional Treasurer.

Examiners cannot test within their own branch, cannot test their own family members or their own students. Examiners should not test at the same branch in consecutive years.

EXAMINERS' NEEDS

The Branch Test Rep or Branch DC will act as liaison between candidates and Examiners during the test. This person will promote communication and resolve confusion to the best of their abilities.

It is understood that Examiners will be provided with washroom facilities.

Lunch is to be provided on site for Examiners and EITs

A private area with adequate tables and chairs will be provided to the Examiners for writing and delivering critiques.

TEST REP RESPONSIBILITIES ON TEST DAY

Branch responsibilities are outlined in the **most recent** *CPC C/D Testing Procedures* and the *C/D Requirements for Examiners, Coaches and Candidates*, found on the CPC webpage, *Downloads: Testing*. The branch DC and Test Rep should be familiar with these documents.

The Test Rep is responsible for having adequate copies of ALL necessary forms photocopied from the **most recent** *CPC C/D Testing Procedures* and from the NSPC Testing and Education web page. Extras of all forms are good to have on hand.

Be sure to be familiar with the **most recent** *Amendments to NSPC Testing*, found on the NSPC webpage under *Branch Testing*.

Unexpected problems on Test day? Questions that you can't answer? Please contact the Regional T&E Chairperson ASAP at 506 364 7706 or 506 536 2532.

Forms to be copied from the *C/D Testing Procedures*:

1. Sufficient *Work Sheets* for both riding and stable management phases of the levels and candidates tested. Each examiner will need a set.
2. Sufficient *Individual Record Sheets* for the candidates. Each candidate will need a copy for riding and for stable management.
3. *Individual Record Sheets Cover Page*. One for each candidate.
4. *Flat Ride* sheets for D2 and up. One copy/candidate for each Examiner and for the person calling the flat rides. (You should ask the chief examiner if they plan to do the flat rides on test day - some examiners don't use the flat rides)
5. *Multiple test checklist* from the CPC webpage, under *Testing* if any candidate is challenging multiple levels.

Other forms found on the NSPC web page under *Branch Testing*:

1. *Branch Test Application form*.
2. *Examiner's Contract*.
3. *Nova Scotia - Individual D - D2 Test Application Form*.
4. *Nova Scotia - Individual C - C1 Test Application Form*.
5. *Branch Test Rep. - Test Evaluation Form*.
6. *Examiner's Test Evaluation Report*.
7. *Test Result Report Form*

Office supplies like pens, pencils, clipboards, stapler and calculator will be

needed.

The Test Rep must ensure that all materials needed for each test are available on test day. This can include feed samples, tack, shoeing equipment, jumps and ground poles and many other things. *The C/D Requirements for Examiners, Coaches and Candidates* provide excellent summaries of the items needed for each test level.

It is necessary to have a ring crew available to build and modify the jumping course.

Someone will need to call the flat rides, if used.

A safety officer should be enlisted for test day. This person can also remain with candidates who are waiting their turns for testing (no children should be left unsupervised).

Parents and coaches are not allowed in the barn or the riding arena during testing. They must stay at least 20 meters away from Examiners and candidates when outdoors.

A branch test is not completed until all *Test Result Report Sheets* have been fully completed, photocopied and sent (along with the *Test Rep Evaluation Form*) to the Regional Test Chair. This should be done within 24 hours after the test.

Separate *Test Result Report Sheets* must be completed for each day of testing. The names of all Examiners and EITs present on test day must be clearly indicated on each form.

Branch Test Reps or DCs should provide each candidate with their *Individual Test Report Sheets* and keep a copy for their files. A copy of the *Test Result Report Sheet* should also be kept in branch files.

SHARING TESTING OPPORTUNITIES

In the interests of facilitating the testing of NSPC members and encouraging EITs to attend branch tests, we ask that Branch Test Reps pass on their test date and location to the Regional Test Chair as soon as possible. This information will be put on the NSPC web page under *Testing and Education Notices*.

Branches are encouraged to share testing opportunities whenever possible. It is not unusual for candidates from other clubs to test with another Branch other than their own. If the Candidate:Examiner ratio permits an extra candidate, this can generate some incoming funds to offset the cost of branch testing. Please note that the visiting branch must submit a letter of request, signed by the DC or Test Rep, accompanied by a completed *Individual Application to Test* for each

visiting candidate. The Regional Test Chair should also be notified. This paperwork should be completed at least 2 weeks prior to the test date.

The hosting branch is responsible for sending completed *Individual Test Report Forms* (for the visiting candidates) to the Test Rep or DC of the visiting branch. The hosting Branch will also include any visiting candidates on the *Test Result Report Sheet* submitted to the Regional Test Chair.

ANNUAL TESTING AND EXAMINERS' WORKSHOP

NSPC organizes an Examiners' and Testing Workshop each spring, usually in late April. This is an excellent opportunity to get together with DCs and Test Reps from other branches, share knowledge and learn about changes to testing procedures. This is also an opportunity to meet with our regional Examiners. **Each branch MUST send at least one representative to the T&E Workshop if they plan to run a branch test that year.**

Contact the Regional testing and Education Committee Chairperson if you have any questions or suggestions.

Gay Hansen, 440 Jolicure Rd., Jolicure, N.B. E4L2S4 Home phone 506 536 2532
Email ghansen@mta.ca

SUGGESTED TIMELINE FOR BRANCH TESTING

6 months before testing:

- establish the date for written and practical testing.
- email the practical test date, location and contact person to the Regional Test Chair
- determine how many members will be testing, and what levels.
(this number may drop but it is a starting point)
- determine how many examiners will be needed.
- consider holding a pretest evaluation clinic/screening.

2 months before testing:

- complete and send in the "Application for Branch Testing".
- book the Examiner panel.
- send out the Examiner contracts.
- recruit the safety officer and ring crew.
- complete and mark the written tests.
- check that you have extra Pony Club pins and enough plastic pin backs. An extra medical arm-band and blank form might also be good preparation.

1 month before testing:

- complete the *Individual Applications to Test* for each candidate.
- run a branch pretest evaluation clinic/screening (optional but a good idea - to

better prepare candidates and their families or to remove unqualified candidates from testing.)

- establish final candidate numbers and test levels.
(update the Examiners and Regional Test Chair)
- compile a list of materials needed for test day.
- delegate responsibility for food and refreshments for Examiners.
- gather candidate passports so you have them ALL on test day.

1 week before test day:

- photocopy all necessary blank forms.
- gather office supplies.
- find your copy of *C/D Testing Procedures* and *C/D Requirements for Examiners, Coaches and Candidates*.

At the end of the test:

- complete the *Testing Result Report Sheets*.
- complete the *Test Rep Evaluation Sheet*.
- pass out *Examiner Evaluation Sheets* to each examiner and ask that they complete and mail to the Regional Test Chair.
- relax, put your feet up and congratulate yourself on a job well done!