**Preparation for NSPC Branch tests by EITs.**

Welcome to testing!

We hope you will complete the Examiner in Training program and work toward making CPC testing a positive experience for all our candidates.

NSPC has an extensive Testing and Education web page to support our activities. Check out the NSPC T&E web page and let us know if you see areas that need clarification.

In order to work toward becoming a Junior D Examiner, you must be a minimum of 16 years old, hold a C1 test level and attend the NSPC Annual testing and Examiners' Workshop, usually held in late April. Your training will require a minimum of one year and at least 3 branch tests (only one can be at your home branch). You must test each of the three D-Level tests at least once and you must work with at least 2 different Chief Examiners. Your performance will be evaluated by the Chief Examiner after each test.

Examiners of all levels are required to thoroughly prepare before each branch test to ensure that tests run smoothly, fairly and in a timely manner. It is important that each examiner know the levels to be tested and that they review the requirements for each phase, of each test level. Examiners are asked to evaluate candidates according to the requirements of the test level challenged, but are cautioned not to ever exceed the requirements of the test level.

**How to prepare for each test:**

You will need a copy of the *CPC C/D Testing Procedures*. This may be downloaded from the CPC National web page (under Resources). Read this, then put it in a sturdy binder and bring it with you to all tests. You may also find it useful to have a copy of *CPC C/D Requirements for Examiners, Coaches and Candidates.*

You will need to know what levels of D tests you will be helping with on test day. Contact the Branch Test Rep for this information. If having trouble, contact the Regional Testing Committee Chair, Gay Hansen (ghansen@mta.ca or phone 506 536 2532). Don’t leave this until the last minute!

As part of examiner training, we ask that each EIT prepare Stable Management questions and review the riding requirements before each test. The Chief Examiner will rely on you to participate knowledgeably in the riding evaluation and Stable Management testing.

**Stable Management Questions:**

Please use the rubrics that follow to help you prepare Stable Management questions and compile a list of acceptable answers (for each D-level to be tested) prior to each testing opportunity.

Each EIT should review what is required for all ten stable management phases for each D level test (as noted on the work sheets in the CPC C/D Testing Procedures) and prepare one sample question and all acceptable answers to that question, for each section (except for turnout) for each test level to be evaluated on test-day.

The questions and answers will be reviewed by the Chief Examiner at the beginning of each test, or by email in advance of the test if that is the preference of the Chief Examiner.

A rubri*c* follows. Please type in your questions, answers and scoring system and print the pages before the test. Bring two copies with you to the test. Give one copy to the Chief Examiner.

Try to make new questions for each test and keep your paperwork. All your test records should be kept safely filed in a binder. These questions will form the beginning of your own personal bank of test questions.

Also, remember to print a copy of the EIT evaluation form (from the NSPC web page) and prepare a stamped envelope to give to the Chief Examiner on test day.

The chief examiner will complete the evaluation form and send it on to the Regional Test Rep.

 Address: Gay Hansen, Regional NSPC Testing & Education Chair, 440 Jolicure Rd., Jolicure, N.B., E4L 2S4

**D Level Questions**

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| topic | Questions (each is worth 10 points) | possible answers and values |
| Your Pony: 20 simple parts of the pony. | **Example:** Show me as many parts of your pony as you can. Alternatively, point to the parts and ask candidate to name. | **½ point each** Mane Tail Withers Forelock Ears Back Shoulder Hoof Pastern Cannon bone Fetlock Knee Barrel Crest Muzzle Eyes Dock Hock Hip Neck |
| Handling: Approach and put on its halter, with assistance if necessary.Manner and safety |  |  |
| Lead at walk. |  |  |
| Tie a quick release knot |  |  |
| Saddlery: Simple parts of the saddle. All parts of the bridle. |  |  |
| Clean the bit and 2 reasons for cleaning tack. |  |  |
| Feeding: What pony eats. Importance of water. Feed a treat. |  |  |
| Grooming: Identify and use dandy brush & curry comb. Common sense way of working around a pony. |  |  |
| Stable & Pasture: Its home, habits, likes, dislikes. How it keeps warm in winter. |  |  |

**D1 Level Questions**

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| topic | Questions (each = 10 points) | possible answers (and values) |
| General knowledge:Parts of the pony.Breeds of horse and pony. |  |  |
| Colours and markings. |  |  |
| Handling: Lead in hand at a walk&trot, turns, halt. Lead through stall doors and gates. Quick release knot. |  |  |
| Signs a horse about to bite or kick. Safety rules for riding in a group. Hand signals & road safety: pavement, ice, gravel, etc. |  |  |
| Saddlery: All parts of saddle & bridle. How to clean tack. |  |  |
| Saddle & bridle own horse, with assistance if necessary. |  |  |
| “Put up” tack after use. |  |  |
| Feeding: Routine for feeding & watering own pony. Identify common feeds and treats. Difference between hay & straw.  |  |  |
| Grooming: Reasons, use of dandy & body brushes, curry comb, hoof pick. Common sense way of working around a pony. |  |  |

**D2 Level Questions**

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| topic | Questions (each = 10 points) | possible answers (and values) |
| Describe pony selected by examiner. How to measure pony’s height and weight. |  |  |
| Stable & Pasture Good & bad features of own pony’s pasture and stall. Safety. |  |  |
| Handling:  Describe how to turn out, lead in & out of a truck or trailer. |  |  |
|  Saddlery:  Knowledge and adjustment of own tack. Identify snaffles and common bits e.g. Pelham, kimberwick. |  |  |
| Feeding : Own pony’s feed and water. Amounts, when, and why. Feeding rules. |  |  |
| Grooming : Use and knowledge of grooming kit, except wisp. Reasons for grooming. Cooling out, other procedures after riding. |  |  |
| Vet & First Aid:  Signs of good health. Ways to help maintain his health. Signs of colic. |  |  |
| Signs that a pony is lame. Minor wounds and how to treat them. |  |  |
| Foot & Shoeing: External parts of foot. Signs that trimming or reshoeing is necessary. Signs of good shoeing. |  |  |