

## Responsibilities of the Branch Test Rep

- Conduct Branch tests according to the Testing Procedures 2006.
- Ensure that the requirements of each level being tested are met yet **not** exceeded. Discuss any concerns with the Examiner(s). Report any infringements to the Regional Testing Chair.
- Be at the test site throughout the test as the branch representative. If this is not possible, assign an executive member or the DC the duty. This replacement must be familiar with the testing procedures.
- Keep complete, accurate and up-to-date copies of Branch testing records as well as previous test results for all members, current and retired. Branch members should receive their original Individual Record Sheets of their test result once a branch copy has been made.
- Keep Branch members informed of requirements for their level. It is recommended that members testing at C level and above have their own copy of the testing procedures.
- Encourage Pony Club members to become Examiners. Members must be 14 years of age and a minimum of C level. Adults wishing to test must be recommended by the Branch Executive and their application approved by the Regional Testing Committee.
- Help Examiners obtain required assists. This is very important to help maintain a healthy list of available examiners. Examiners must be informed before the test day when there will be assistant testers present.
- See Duties of the Branch Test Rep in C/D TP 2006

### Finding Examiners

- You need to book an examiner that is on the Regional Examiners List. Examiners lists are updated regularly - changes will be emailed to the Branch Test Rep. If you require a current copy, contact the Regional Test Chair.
- If you do not book a qualified examiner, then the test **will become invalid**. If you require assistance obtaining an examiner please call the Regional Test Rep.
- When booking an examiner you need keep in mind that it is highly recommended that examiners test as a panel, and required that they test as a panel at the higher levels.
- Please keep in mind there is a maximum any examiner may be allowed to test in a day and that the fees increase according to the number of members the examiners are given (see fee schedule on testing page of website). Please keep in mind the shared ponies when scheduling and also keep the riding groups to a manageable size (4-5 candidates in a group max)
- You should book an Assistant Examiner no more than 2 assistants per test. To help with time and costs it is allowed and encouraged to combine with other branch testing. You can have more than one test level in a

group as long as they are consecutive levels i.e. Ds may ride with D1s and Cs may ride with C1s.

- **Every attempt** should be made to assign examiners who have NOT tested the candidate at a previous level, particularly in repeat testings.
- At all levels, the examiner **must** not have been a regular instructor of the candidate, current or recently retired D.C., or a family member of any candidate.