

# Test Arrangements

- Before you agree to test, make sure you are qualified to test at that level and make sure you are familiar with the requirements of that level.
- All examiners must have a current TESTING PROCEDURES MANUAL and should take it to all testings.
- You should have, or at least have access to, all books on the required Reading List (see Testing Procedures - page 25)
- When you are called for a testing, there are a number of questions that you should ask:
  - # of candidates
    - There is a maximum number of candidates that can be tested in a day and the fee increases with the number tested. Keep in mind though the more candidates the longer the test and the harder it is to stay objective all day. You as an examiner can insist on have additional testers hired. If there are more than 5 candidates the riding should be split into 2 groups.
  - facilities:
    - be familiar with what is required at each level and ask the Branch hiring you what facilities are available. If you determine the facilities are inadequate for the level, make suggestions so that you can adequately test the candidates' ability.
    - at the D2 level and all C level tests, a cross country element is required. Make sure the branch is aware of this requirement and that facilities to test a cross country phase are available.
    - ask about a jump crew for the test day. A lot of the examiner's time and energy can be wasted setting up a stadium jumping course especially at the higher levels.
- If after committing to test, for some very important reason, you as an Examiner cannot attend a testing, it is **your** responsibility to notify the club and **you must** find a qualified replacement. It is **not** the branch's responsibility.
- You may test within your own club at the D and D1 stage.
- Outside examiners must be used from the D2 level and above.

## Day of the Test

- At all times, the test should be a teaching situation. You should never be derogatory or insulting to pony clubbers. Do not attempt to test at a level unless your knowledge of that level is excellent.
- A branch representative, either the Branch Test Chair or D.C., should be at the test site for the entire testing period. The Branch Test Chair/D.C. is your contact person for questions concerning candidates, facilities, paperwork, etc.
- For each candidate, a worksheet should be filled out during the test. You may choose to use a master sheet for the candidates and then copy your comments and marks onto the individual sheets at the end of the test. The branch should supply all paperwork for the test. Worksheets, for your reference, are found in the **C/D Testing Procedures Manual**:
- You must also fill out an Individual Record Sheet for each candidate. With a successful testing, your signature is required on the candidate's certificate.
- Your name will be recorded on the C and D Testing Result Sheet. The branch will send in this form to the Region and you will be given credit for your testing.

- You should also be given an evaluation form at each testing. You are asked to take the form home with you, fill it out and mail it directly to the Regional Testing Chair. The feedback from the evaluation forms can only help to improve the testing process within our Region. If you do not receive the appropriate forms please speak immediately to the Branch Test Rep organizing the test.
- Keep track of your test dates (and levels you tested as well) for a backup in case the branches don't get their results in to the Region promptly.
- At the end of a testing, you (accompanied by the Branch Test Chair) will be required to give an interview with each candidate individually. A parent or coach of the candidate may sit in on the feedback session.
- This is a good opportunity to point out to the Branch Test Chair any areas of weakness you have noted with their club. It will help the clubs in setting up their education programs.
- Examiners are not required to and **should not** give interviews to parents, candidate's instructors, etc. If the parents have concerns they can relay their concerns to their branch executive.
- During the test, there should be **no parental (or other) interference**. If there is, inform the Branch Test Chair/D.C. and let them deal with the parents. Parental interference is a distraction to you as an examiner and to the candidates.
- Be sure to take a clipboard and pens/pencils to your testing.
- Some things that you as an examiner should expect at a testing:
  - If the testing goes over the lunch/dinner period, you should be provided with a lunch
  - You should receive payment for a testing the day of the test. Make sure you give the Branch Test Chair/D.C. your return mileage to the test site.