

Canadian Pony Club



WESTERN ONTARIO REGION - SUPPLEMENTAL TESTING PROCEDURES

[Abstract](#)

Supplemental Testing Procedures for testing within Western Ontario Region.
Approved October 6, 2021. Effective as of January 1, 2022.



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1 INTRODUCTION

This document clarifies the processes and definitions by which the Western Ontario Region (WOR) will conduct Testing activities for test levels D through B2, in conjunction with the National Testing Procedures found in the following documents:

- Canadian Pony Club A/B Testing Procedures
- Canadian Pony Club A/B Testing Procedure Requirements for Examiners, Coaches and Candidates
- Canadian Pony Club C/D Testing Procedures
- Canadian Pony Club C/D Testing Procedure Requirements for Examiners, Coaches and Candidates, and
- The Multiple Level First Test (MLFT) Work Sheet (if applicable)
- D Level Testing Rubric WORPC

Additional guidelines, processes, and procedures outlined in this document in no way will replace or supersede any policy and procedure as covered in the above CPC documents.

2 DEFINITIONS: FREQUENTLY USED TESTING TERMS

NATIONAL EXAMINER

An examiner listed on the National Examiners List which is published by the CPC National Test Chair. An examiner on the National Examiners List may serve as an examiner for WOR tests. There are graded classifications of National Examiners on this list (Basic B, Regular B, Senior B, Basic A, Regular A, Senior A). National Examiners meet specific criteria of education, training and experience to be credentialed to serve as examiners at various designated levels at Branch, Regional and National tests (D to C2, B, B2, HA and RA).

REGIONAL EXAMINER

An individual who has been approved by the Regional Committee upon recommendation by the Regional Testing Working Committee to examine candidates to determine whether they meet the published criteria of a Canadian Pony Club test level (D to C2 levels as defined in the current Canadian Pony Club C/D Testing Procedures). An individual whose name appears on the Regional Examiners List is considered an approved Regional Examiner.

Regional Examiners may be active members (age 25 and under, and Horsemasters), alumni, or other appropriately experienced volunteers with an equestrian background as outlined in the CPC testing documents. Those under the age of 18 are required to work with an examiner 18 years of age or older. There are no Branch Examiners. While some Regional Examiners may primarily do testing within



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their home branch (i.e., testing D's), they must be listed on the Regional Examiners list in order to do so.

SENIOR EXAMINER

The Examiner responsible for the compliance with all standards and requirements of the level being tested, with safety being a prime consideration. This is by assignment at the discretion of the organizer of the test and must be confirmed to be accepted by the examiner well in advance.

The Senior Examiner:

- Sets the schedule for the test
- Is responsible for any modifications to the day necessary due to conditions (i.e. footing, weather, facility and equipment related items, etc.)
- Signs forms for that specific test as Senior Examiner
- Leads the presentation of results and the debrief to candidates in collaboration with other Examiners part of the test
- Pre-approves test questions and roles among panel members as necessary
- Has responsibility for requesting retirement of candidate due to horse unsoundness, safety issues or any other specified reason if necessary
- Has ultimate responsibility for decisions made regarding candidates and test conditions and outcomes

In tests which are conducted by a single examiner (e.g. D and D1 level tests), that Examiner fills the role of the Senior Examiner.

MULTIPLE LEVEL FIRST TEST (MLFT)

An option for a new member with previous equine experience who has never tested before (D1 up to C2) to challenge multiple test levels within one test. When organizing an MLFT, please work closely with the Regional Junior Test Chair who will recommend and approve an experienced examiner to oversee the testing. If you have more than one candidate challenging an MLFT, it is recommended to test them together in a single test. If you have one MLFT candidate, having them join a suitable test of three (or fewer) candidates is acceptable. This approach will provide them with a greater experience of testing, drawing on the support and camaraderie of their peers. Additional time, especially for the Stable Management Phase for the MLFT candidate(s) must be incorporated into the schedule. For a D2 MLFT, it is strongly recommended that two (2) examiners be used to aid in time management. Refer to CPC C/D Testing Procedures documents for additional details.



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RUBRICS

Rubrics are a scoring system used in assessment situations as a means to achieving standardized and transparent evaluation. Rubrics are widely used throughout varied education settings. They are a tool for both formative learning as well as a tool for the quality and process of the assessment. Rubrics are more than just a task and an indication there will be a grade. They provide a description of the evidence assessed in order to earn particular scores on the rubrics.

Western Ontario Region has developed rubrics working with our Examiners and other stakeholders to provide that visibility into the minds of the Examiners and how they score candidates demonstrating the learning outcomes and tasks under assessment. For example, we know that D candidates will be assessed on how they mount their horse, but what does it look like to earn a 6 or a 6.5, an 8 or a 10? What are the differences? These are described on the rubric sheets. This transparency will provide increased opportunity for candidate success, and help to keep all candidate assessment experiences consistent between examiners, particularly as we bring on new examiners to keep building the future of Pony Club.

All Regional Examiners are expected to utilize the rubrics published by the Region. There is no change to the national standards; the function of the rubrics is to clarify in detail the expectations at the levels. Candidates and coaches are highly encouraged to use the rubrics to prepare for successful testing.

THE REGIONAL TESTING COMMITTEE

A committee that assists and advises the Regional Test Chairs and takes on special assignments or areas of responsibility as assigned by the Regional Test Chairs. The Regional Testing Committee has the specific mandate of collecting and reviewing Examiner resumes, qualifications, documentation, test evaluation reports and examiner recommendations. The Regional Testing Committee recommends the status of all Regional Examiners and Examiner candidates to the Regional Committee for approval, and maintains the Regional Examiners list, overall supporting excellent testing experiences and opportunities for active members.

BRANCH TEST REPRESENTATIVE | RIDING CENTRE ADMINISTRATOR

The individual selected by a Branch or Riding Centre (RC) to represent the interests of their members in the process of testing, and to oversee and/or organize tests, maintain accurate Branch/RC test records and otherwise make sure that their Branch/RC members receive timely and appropriate opportunities to test. The Branch Test Rep and RC Administrator should work closely with the Regional Test Chair(s). These persons serve as a conduit for testing information flow through, from the Regional Test Chairs to their members and vice versa. It is imperative that the Regional Senior/Junior Test Chair receives and reviews your testing applications TWO WEEKS PRIOR TO being submitted to the examiners.



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BRANCH TEST | RIDING CENTRE TEST

According to the Canadian Pony Club C/D Testing Procedures, Branches and RC's are authorized to organize and administer D to C2 level tests for candidates. Therefore, D to C2 level tests are Branch level Tests. Branches and RC's are encouraged to cooperate in organizing and running tests to provide testing opportunities to members of multiple Branches as appropriate.

REGIONAL TEST

According to Canadian Pony Club A/B Testing Procedures, Regions are authorized to organize and administer B and B2 level testing opportunities for their members. Therefore, B and B2 level tests are Regional Tests.

NATIONAL TEST

Any of the A level tests (SA, HA and RA) are organized and administered only by the National Test Chair. Thus, A level tests are National Tests.

3 CONFLICT OF INTEREST

In ALL activities within the Western Ontario Region, including testing activities, it is presumed that all parties involved will uphold the highest ethical standards and will scrupulously avoid any and all appearance of conflict of interest. Guidelines for ethically appropriate conduct include (but are not limited to) the following:

- If a candidate is the child of the Branch DC, Branch Test Rep, or RC Administrator then the signing authority for that member's testing paperwork should be delegated to a Branch/RC executive not related to the member.
- If a candidate is the child of an examiner, that examiner should not serve on the panel of a test their child is involved in.
- If a candidate is the student of an examiner, that examiner should not serve on the panel of a test their student is involved in.
- If a candidate rides a horse for a test that is owned by an examiner, the examiner who owns the mount should not serve on the panel of a test at which their horse is ridden.
- If a candidate is a child of the DC, Branch Test Representative, or RC Administrator in a Branch/RC test, or Regional Testing Chair in a Regional test, then oversight of any practical phase of a test for that member should be delegated to a competent independent authority.

If you are unsure if there is an ethical issue with a situation, that is a good sign that it should have discussion. Please reach out to the Regional Test Chairs for any assistance you may need in ensuring ethical and fair outcomes/situations.



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4 KEY DATES, TIMELINES, AND RECOMMENDATIONS

PLEASE NOTE: *This calendar should be modified to fit the needs, circumstances and membership of your own Branch.*

January/February: Talk with your members. Encourage and record testing goals for the year if not done already. Discuss with the Regional Testing and Education Chairs, as well as nearby Reps from other clubs if assistance is needed to help your members reach their goals. Education and testing goals should inform Branch/RC planning for education and testing and are best done as early as possible. Branch Reps/RC Administrator (or designate) attend Regional Testing Workshop/Training. The list of current examiners for the calendar year will be submitted for approval to the Regional Committee, and posted on the WOR website after approval. Examiners may continue to be approved throughout the year at the discretion of the Regional Testing Committee and with approval of the region. Continue substantive Branch/RC education efforts and plan joint sessions with other Branches to develop relationships among members thus sharing and maximizing resources. Encourage and support qualified members to attend Examiner Clinics when they are held. Think about hosting one for your members. Plan Spring tests and get commitments from candidates, examiners, venues as soon as possible. Communicate with other Branches to combine resources and fill open slots in planned test(s). B, B2 candidates to complete and submit B Application to Test.

March/April/May: Continue education program and studying for Quiz and testing. Scheduling the written tests soon after Quiz is recommended. Mark written tests and return to members. If you need support, partner with another Branch/RC and/or call upon the Regional Test Chairs for help locating marking support. Schedule re-writes of written tests as needed. Plan to hold Testing Preparation Clinics or Mock Tests for your members (dependent upon weather and footing available in your area). Regional Senior written tests administered. Continue holding tests as per your schedule.

Begin D testing for members as ground and facility conditions allow as per your schedule. Consider holding Testing Prep/Mock tests for members in advance and partner with other Branches as needed for efficiency and cost effectiveness. D1 testing and higher may be held if footing adequate for outdoor activities.

June: Provide all new E's (age 7 prior to January 1st of the current year) opportunity to be tested to D level by 3rd week of June. This timing gives the Membership Chair time to record their status in the membership database before their first Regional competition. Likewise, all IMGE candidates to be tested to at least D2 on same timeline. Continue holding D to C2 tests as planned. B and B2 candidates to attend Regional Mandatory Evaluation.

July-August: Majority of Pony Club Regional competitions, Branch activities, and camps held. Testing as needed.

September-December: Regional Senior written tests administered as needed (may be scheduled as deemed appropriate throughout year) by the Regional Senior Test Chair. Further Branch testing as needed. With the need for outdoor jumping venues for D1 and above for the full Traditional Stream, it



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is recommended to plan final tests for the year no later than the end of October (earlier is better). Regardless of time of year, if conditions are unsafe or unsuitable on the day, portions requiring outdoor facilities will not be run, and not allow for a full test to be conducted.

October: Testing workshop organized by the Regional Senior/Junior Test Chair.

For members that have not completed two tests in the current year, it is strongly recommended that branches/RC's consider stable management testing to continue to advance their member in the testing streams and get ahead for further testing next year.

All paperwork due to Regional Test Chair by 3rd week of October for preparation of Regional Testing Report to National. If further testing is expected before December 31st, ensure the Regional Junior and Senior Test Chairs are aware of the upcoming examinations. Regional Test Chairs will confirm with all Branch Test Reps/RC Administrators and DC's that there is agreement that at the end of October all testing levels for members are showing correct in the report from National. Records of testing for October/November due to Regional Test Chair and Membership Chair ahead of the WOR AGM.

5 WRITTEN TESTS

GENERAL INFORMATION

It is required of all candidates for testing that they write and "meet standard" (achieve a mark of 65% correct responses) on a Nationally standardized written test for the level they wish to challenge before they are able to proceed to their practical phases: Stable Management and Riding. These tests are developed and distributed to the Region by the National Testing Chair, generally in the Spring and Fall. The Regional C/D Test Chair will send these tests to the Branch Test Reps once new written tests are available.

Written tests are administered within the Branch for all levels D-C1. Please consult the Test Chair regarding the administration of C2 written tests. Administration of written tests for B through B2 is handled by the Region. Please coordinate closely, and well in advance for members with goals of writing these tests that are at the senior (C2 through B2) levels. The A written tests are managed by National via the Regional Senior Test Chair and are traditionally held in early January. Applications for A written testing are due in October of the preceding year.

Ideally, written tests should be completed at least 6 weeks prior to undertaking the practical test.

Written tests at D to C2 are good until the end of the next calendar year from the date the candidate completes the test. For example, a candidate who writes and meets standard (65% or higher) on the written portion of the test anytime in the current year has until December 31st of the following year to successfully complete the Stable Management (SM) phase for that level. Once the SM for the level is attained, there is no time limit on the undertaking of the riding phase for that level. If for some reason they should not test within that time window there is no penalty. At worst they are better prepared when they do proceed again.



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With the above in mind it is advised to do written tests at the time the candidate is most prepared, which for most members is in the early spring after winter educational sessions and preparation for Regional Quiz competition. It is best to encourage your members to write even if they are unsure of their plans for the practical phases. Branch Test Reps are asked to **STRONGLY** promote this as it works well for success and building momentum for testing, and gets the work of written tests done in the typically less busy times of the year.

Regional level written tests are typically done in early spring. If needed, based on numbers and interest, a second opportunity to write could be arranged (e.g., in the fall). Please keep in contact with the Regional Test Chairs regarding interest in writing C2 to B2 level examinations. Particularly at the higher levels, there are strict deadlines and advanced notice required (i.e., the fall of the year prior). If you have a member or potential member who is interested in pursuing their A levels (SA, HA, RA), connect them with the Regional Senior Test Chair at the earliest opportunity.

MARKING TESTS

The written tests are administered and marked within the Branch/RC for all test levels D to C1. The marking of these tests is left to the discretion of the Branch/RC leadership. It is suggested that the marking of C and higher tests be done by a panel of independent examiners (can be from outside the Branch) unless the logistics, expense or lack of available examiner resources makes using a panel untenable or impractical for the Branch/RC.

Branch/RC leadership may choose any Pony Club volunteer they feel is qualified to mark the written tests from the D to C1 levels. For the C2 level written test marking, consult the Senior Test Chair. See below for B and B2 tests.

MARKING PANELS

At C2, B and B2 levels, written examinations are marked by a panel of independent Examiners. This requirement is optional for all other tests with a strong recommendation to use a panel for C to C1 if possible. For the purposes of this document, a 'Panel of Independent Examiners' is defined as the participation of more than one examiner in the independent marking of a given test. Subsequent to the completion of the individual marking by each examiner serving on the panel, all marks will be tabulated, and when needed, discussed by the panel in conference to determine consensus for each mark. That final mark shall be compared to the Nationally dictated criterion for 'Meets Standard' of 65% correct responses. Rewrites for any unsuccessful tests at any level follow the national policies. Branch/RC Test Reps are to contact the Regional Test Chair(s) for advice should this situation arise.

BLIND MARKING PROCEDURE

For Regional level written tests all test papers are to be evaluated and marked blindly. Branch level tests may use this system at their discretion. 'Blind marking' is a system to reduce unconscious bias in



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marking in which the candidates' name does not appear on the test paper. A randomly drawn numerical designator is used on each page for identification purposes. Use of this simple but established technique goes a long way in eliminating unconscious bias or perception of bias in the marking of written tests.

In practice, you will need a bag, a sealable envelope and as many slips of paper as you have candidates writing (plus 1 extra). Number the slips of paper (1 number per slip of paper), fold them in half and place in bag. Ask candidates to draw a number from the bag and without showing it to anyone write their names on the back and place it in an envelope. When all candidates have drawn and all slips of paper have been placed in the envelope, seal the envelope. Candidates then use their randomly drawn number for identification on each page of their written responses. After the conclusion of the marking and panel discussion, and only AFTER final marks are agreed upon, does the envelope get opened to reveal the identity of each candidate writing.

6 EXAMINERS REQUIRED AT EACH TEST LEVEL

D AND D1

At D and D1 levels, tests are run under the authority of a single examiner selected from those listed as currently qualified on Regional Examiners List (must be 18 years or older).

Branches and RC's are encouraged to use qualified Examiners from their own branch to run the tests at these levels provided they do not instruct the candidates. It is encouraged that up and coming youth examiners from the Regional Examiner List who wish to broaden their testing experience be offered the opportunity to serve as assistants at these D and D1 level tests.

D2

At the D2 level, the use of a panel of independent examiners, to be drawn from the current Regional Examiners list is strongly advised but is not mandatory for both the riding and stable management phases. For D2 and up, the Senior Examiner and/or the majority of the panel must come from outside the branch.

The only exception to the rule that the D2 examiner may not be from the Branch occurs in the case of remote Branches/RC's. A remote Branch/RC is defined as any branch or RC whose location requires over 4 hours of travel time (one way) for the nearest available examiner not affiliated with the Branch/RC. In such a geographical situation, it is permissible for D2 tests to be conducted by an examiner from the candidates' home Branch/RC.

C AND C1

C and C1 level practical tests, i.e., the riding and stable management phases, are conducted at the Branch/RC level under the authority of the designated Senior Examiner with the assistance of an



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additional examiner, thus forming a panel of independent examiners. It is strongly recommended that less experienced examiners seeking to further their experience and testing education be encouraged to join established panels as assisting examiners in order to enable our Regional body of examiners to continue to grow and develop.

C2

C2 level practical tests will be conducted by a panel of independent examiners which must contain at least 1 'B' National Examiner (or above), as listed on the current National Examiners List (not to be confused with B level Pony Club member), in addition to at least one other Regional examiner. It is not mandatory that the National Examiner fill the role of Senior Examiner. It is again strongly encouraged that younger, upcoming examiners be encouraged to assist and participate in C2 test panels.

B AND B2

It is preferred whenever possible within the Region, for B and B2 tests, that at least one member of the examining panels be used as a continuing examiner at various tests. All B and B2 tests shall be conducted by a panel of three (3) approved National Examiners.

Minimum Requirements:

- For a B Testing Panel of four (4) or less candidates, one Senior B Examiner, one Regular B Examiner, and one Basic B Examiner.
- For a B2 Testing Panel of four (4) or less candidates, one Regular A or Basic A Examiner, one Senior B Examiner and one Regular B Examiner.

If there are more than 4 candidates, at least one other B Examiner of any classification should be added to the panel.

NOTE: the region (Senior Test Chair) is required to submit all examiner panels C2 and above to the National Test Chair for her/his input and review.

7 APPLICATIONS TO TEST

Branch/RC Test Reps are to provide each candidate with the appropriate Test Application Form approximately 1 month prior to the date of the test. The applications may be provided to the candidate in physical printed form, or most commonly, in digital form as a PDF file. Applications are available on the CPC website, under Documents, under Testing (secure site). There are separate application forms for D, C, and B level candidates. Before sending the correct Test Application Form to the candidate, the Test Rep is to complete Part I of the form (suggest a minimum of 10 days prior to the test date). It is encouraged that the candidate complete Part II (Candidate Information) and Part III (Test Level).

Part IV (Recommendation of the Candidate's Instructor), with the Instructors' signature affixed, attests to the candidate's suitability to undertake the test level being challenged. It is the responsibility of the



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candidate's instructor to recommend the candidate for the test level, and to speak to the candidate's ability and suitability for the test. Therefore, the candidate shall provide the instructor with a copy of the current C/D or A/B Test Procedures and Requirements for Examiners, Coaches and Candidates to provide the basis for the instructor's informed recommendation. If you are unable to access these documents on the National website please reach out to your Regional Senior/Junior Test Chair or to the Regional Examiner Administrator. worjuniortestchair@ponyclub.ca, worseniortestchair@ponyclub.ca, worexamineradmin@ponyclub.ca

Part V (Parent / Guardian Agreement with the Canadian Pony Club) must be completed and signed and dated by the candidate and the candidate's parent or guardian (for candidates under the age of 18) for the application to be valid. The completed application is then signed and dated by the Branch/RC Test rep or DC prior to submission to the Regional Junior/Senior Test Chair.

Part VI (Recommendations of Candidate's District Commissioner (DC) / RC Administrator) is for the purpose of confirming the candidate's good standing with his/her home Branch or Riding Centre. The DC or Riding Centre Administrator confirms that (i) the candidate has submitted a membership form with a signed risk form, (ii) confirms the candidate holds a current Ontario Equestrian (OE) membership (otherwise referred to as the Provincial/Territorial Sport Organization (PTSO) number), and (iii) attest that the candidate has paid his/her required membership fees and has attended at least 60% of the Branch's/RC's mandatory education sessions (or equivalent for senior members). The DC or Riding Centre Administrator signature affirms the candidate's good standing with the Branch/Riding Centre. In the case of the DC who is also the parent of a candidate, the ADC would then act as Branch signatory for that candidate.

The Test Application Forms are to be forwarded to the Senior Examiner at least 1 week before the test (via the Regional Junior/Senior Test Chair). The final signature and date affixed to the complete Test Application Form is that of the Senior Examiner ***on the day of*** the practical test signifying that it has been reviewed by the examiner(s) testing the candidate.

For these forms see <https://canadianponyclub.org/documents/programs/testing>. The Test Application Form and Intention to Test Form for SA, HA and RA candidates are available by contacting your Regional Senior (A/B) Test Chair for more information.

8 TEST CHAIR NOTIFICATION

No later than two weeks prior to the scheduled test, the Branch/Riding Centre Test Rep ***must*** inform the Regional Junior/Senior Test Chair of the test by submitting electronically (email) the candidates' completed signed Applications to Test and include the names of the confirmed examiner(s). The Regional Test Chair (for Regional Tests) or Junior Test Chair (for D to C2 Branch level tests) will then forward all completed Applications to Test to the Senior Examiner.



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9 RECOMMENDED PROCEDURE FOR ORGANIZING BRANCH AND RIDING CENTRE TESTS

3 MONTHS TO 6 WEEKS BEFORE THE TEST

1. Determine numbers and levels of candidates seeking to test (you should have this info from your vision casting activities early in the year).
2. Consider collecting a non-refundable deposit from candidates requesting testing in the upcoming test being organized. Deposits to be refunded only in cases of illness or horse unsoundness/injury upon documentation from physician or veterinarian.
3. Select target date and two alternate dates in consultation with candidates/parents/Branch/RC leadership.
4. Using target and alternate dates, secure commitment from Senior Examiner and panel members (as needed).
5. Select venue suitable to level(s) being tested:
 - a. Adequate footing and space for dressage ring
 - b. Adequate stadium jumps and footing
 - c. Adequate number, heights and types of XC obstacles and terrain.
6. Develop your BUDGET for your test. This procedure is fully discussed in Appendix 1: How to Prepare a Budget for a Test. **If you follow these guidelines in developing your budget, you should eliminate guesswork in setting candidate fees and end up with a balanced budget for each test.**

Opportunities for our Active Members and Examiners in Training, including examiners needing Assist credits to move up in their examiner status are an integral part of growing our regional testing resources. As such, it is imperative that the test organizer work closely with the Regional Test Chair(s). Therefore, ALWAYS advertise your upcoming test(s) to the Region and recruit members from other Branches to fill any available slots in the test. Spaces that are unfilled in any test are a regrettable waste of opportunity and resources.

1 MONTH BEFORE THE TEST

1. Send out Test Application Form to each candidate, with Part I completed.
2. Send out Examiner Contract(s) to your confirmed examiner(s).

14 DAYS PRIOR TO THE TEST

1. Send all Applications to Test and Examiner information to the Regional Junior or Senior Test Chair.



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10 DAYS PRIOR TO THE TEST

1. Collect completed, signed Test Application Forms from each candidate.
2. Re-confirm arrangements with examiners and host venue.

7 DAYS PRIOR TO THE TEST

1. Organize food and drink for Examiners.
2. Organize volunteers for ring crew/horse handlers for course walks.
3. Organize/appoint a “treasurer” to collect fees and handle payments on day of test (test rep may do this him/herself).
4. As soon as the Senior Examiner provides it, but no later than 2 days prior to the test day, send out the schedule for the test day to all parties involved: venue, examiners, candidates, volunteers, DC and ADC.
5. Discuss truck and trailer parking and liability waivers with venue management and develop plan. Send out parking plan and liability waivers with a draft test schedule to all participants and examiners.
6. Remind candidates to bring their CPC Passports, crest and pin to the evaluation.
7. Ensure that you have enough copies of necessary paperwork for the test day:
 - a. Examiners Worksheet(s): 1 per examiner per level
 - b. Flat Ride Sheet(s) (D2 and above): 1 per examiner and reader/caller per level
 - c. Individual Record Sheets: 1 set of 3 forms per candidate
 - i. Cover sheet
 - ii. Stable management sheet
 - iii. Riding sheet
 - d. Branch Test Reps Test Evaluation Form
 - e. Examiners Test Evaluation Form
 - f. Mileage forms (1 per examiner)
 - g. Thank you notes to give to examiners
8. Have available at the test:
 - a. Extra clipboards, pens, calculator, white-out, Kleenex, First Aid Kit, water.
 - b. If you have three candidates riding similar mounts (e.g., three plain bays) consider having candidates wear coloured pinnies or identifying helmet covers for the day. Your examiners will thank you.

NOTE: ALWAYS have extras of all paperwork, and have white out available for examiners.



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DAY OF THE TEST

1. Arrive 1 to 1 ½ hours early to set up venue according to Senior Examiner's instructions/diagram. Make sure you receive the Senior Examiner's instructions before the day of the test. If circumstances allow, setting up the day before is even better (still leave time to fix any issues or unexpected changes that occur on site).
2. Greet the Examiners who will also be arriving early to check set up and measure/confirm distances.
3. See that candidates' test fees are collected if not already done so.
4. See that liability waivers are signed and collected (if needed), if not already done.
5. Assist examiners in getting test started ON TIME. Marshall candidates to designated area.
6. Keep examiners supplied with whatever is needed as test progresses and don't forget to supply refreshments throughout the day.
7. Observe entire test. Make notes if/when appropriate to aid your recollection of the day.
8. Provide quiet, private area for examiners to conference, discuss, develop marks and comments, and complete paperwork. This will also be the meeting space for the Senior Examiner (and panel members when appropriate) to debrief, discuss, and present feedback and results to each candidate.
9. **SCAN or DIGITALLY PHOTOGRAPH** (with camera on cell phone) EACH page of the Individual Record Sheets for each candidate and retain the scans/digital photos for your test records **BEFORE GIVING THE SHEETS TO THE CANDIDATE.**
10. Hand out disks (when appropriate), return signed passports and congratulate successful candidates; provide support for candidates who did not meet standard in any phase of the test.
11. Organize and supervise cleanup of venue before candidates depart. Leave no manure or other debris behind.
12. Complete Test Evaluation Form – Branch Test Rep (CPC form).
13. Remind Examiner(s) to submit their Test Evaluation Form – Examiners (CPC form) directly to the Regional Senior/Junior Test Chair.
14. Collect completed mileage forms from each Examiner.
15. Pay and thank Examiners.
16. Complete the Test Result Report Form(s) (CPC form) for the appropriate level(s) along with forms collected in steps 12 through 14. You will find these on the CPC website, under Documents/Programs/Testing. You will need the password provided by your DC to access them.
17. Email completed forms to the Junior C/D Test Chair (worjuniortestchair@ponyclub.ca), and



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Regional Membership Chair (wormembershipchair@ponyclub.ca).

In addition, for C2, B, B2 tests, the Test Result Report Form is sent to the Regional Senior Test Chair (worseniortestchair@ponyclub.ca), the Regional Membership Chair (wormembership@ponyclub.ca) and the National Test Chair (via the Regional Senior Test Chair).



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Appendix 1: Qualification of Examiners

First and foremost, all examiners must demonstrate adequate people skills such as empathy, tact and diplomacy, ability to work in a group setting, punctuality, and organizational skills.

Those entrusted with the responsibility of examining our Western Ontario Region candidates must model behaviour consistent with the highest ideals of the CPC motto “Loyalty, Character, Sportsmanship” at all times.

General guidelines for all prospective Examiners:

- All new Examiners must apply to the Regional Testing Committee,
- After review of an application, and the acceptance of the individual by the Regional Testing Committee (RTC), the RTC will make a motion at the next Regional meeting to approve their examiner status.

Initial qualifying as an Examiner, and the decision at what level to credential to test at, is based on these criteria:

- Suitability of personal characteristics as assessed by the RTC
- In WOR, the minimum age is 14 for D to D2, 15 for C, 16 for C1 (see below, Restrictions for Active Members). Note: those under 18 may only test with another Examiner aged 18 or older.
- Pony Club level achieved (current, or past in the case of alumni/graduate) as well as any Equestrian Canada coaching program certifications (Instructor, Competition Coach, Competition Coach Specialist, or High-Performance Coach).
- Overall equestrian experience including involvement with Pony Club related coaching/training/assisting.

All Regional Examiners and Examiners in Training are expected to:

- Complete an Examiner’s application and submit to the RTC.
- Hold a current Standard First-Aid Certificate (C2 and above, or 18+ years old).
- Be a member in good standing with Ontario Equestrian (OE).
- Attend Examiner workshops as offered through the region (Initially and then update every 3 years or as provided by the Region).
- Maintain accurate records of tests that they participate in.
- Annually complete and submit to the Regional Examiner Administrator an Annual Examiner Update Activity form (provided on the website). Complete training/updating as requested by the Regional Testing Working Committee, for purposes of supporting new and upgrading Examiners.
- Provide mentorship to new examiners and youth members wishing to become examiners.
- Be prepared to give sufficient time to Pony Club to warrant their appointment.



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- Read and be familiar with *Duties of Examiners* as outlined in the current CPC_CD_Testing Procedures. Part 1, General Information, Section III.

Notes for Active Members who are or would like to be an Examiner:

- Assisting at Evaluations is only allowed after being accepted through a Regional vote and attending an Examiner's Clinic, and being listed on the Regional Examiners' list. An application must be made as per the previous section by contacting the RTC.
- Members must be at least one full test level above that in which they are testing (i.e., C may test D, C1 may test to D1, etc.).
- Members may assist at examinations one level higher than they are qualified to examine, as part of training pathway and in order to progress to examining at higher levels. As such, D2 Active Members may apply for Examiner status, attend an Examiner's Clinic and assist ONLY at D level tests until they successfully achieve their full C test level.
- Examiners may conduct tests at the D and D1 level in their own or other Branches (if qualified to examine at that level) provided that they do not provide instruction to the candidates being tested. D2 and higher tests (if qualified) may only be done for other Branches.
- **As per previous section, Examiners must be at least 18 years old in order to run a D or D1 (including MLFT) test on their own.**

Any Examiner may be assigned the Senior Examiner role as long as they are 18 years of age or older.



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Appendix 2: Example Test Result Report Forms

BASIC TEST RESULT REPORT FORM EXAMPLE

This is a simple example for a D level test. Note that there is no Flat Ride Only or Flat Ride and Show Jumping only (FR/SJ) phases as an option at D or D1. These options are only available at D2 levels and above as are noted in the columns. That is why those scores and result columns are left blank.

TEST RESULT REPORT FORM – D Levels, C - C1 Levels



Branch Official (at Test): Ima Tha Testrep Date of Test: January 01, 0000

Club Name: Lost in the Woods Region: Western Ontario

Examiner(s) (please print): Jane Doe (Senior), Susi Smith (Assist)

Please show any special designation of examiners (i.e., Senior, SM only, Assist, etc.)

Candidate	DOB	Branch	Test Level	Written Test	Phase 1 SM	Phase 2 Riding (Trad)	Phase FR Flat Ride (D2/C/C1)	Phase FR/SJ (D2/C/C1)	Results – MS or DNMS				Level Result
									Ph 1 SM	Ph 2 Trad	Ph FR Flat R	Ph FR/SJ	
Abigail Alexander	1/1/00	Guelph	D	84%	95%	72%			MS	MS			D
Bethany Bell	1/1/00	Lake Huron	D	88%	76%	72%			MS	MS			D
Catl y n Crane	1/1/00	Lake Huron	D	94%	80%	80%			MS	MS			D

Please use a separate sheet for each test level. Print the Examiner's names. The Examiners receive credit on the Tester's list for each test. Results are NOT valid until reported to the Region. Immediately following the test, submit this completed form along with the Senior Examiner's Evaluation Report and the Test Rep's Evaluation Report to your Regional Test Chair and Membership Chair.



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MULTIPLE LEVEL FIRST TEST EXAMPLE

All candidates in this example are new members having never been tested, have prior riding and equine experience, and meet age requirements for testing. We have David challenging D2 (traditional (Trad) stream, involving flat, stadium and XC phases), Elizabeth challenging D2 in the Flat ride and Show Jumping only stream (no XC), and Fran challenging C in the Flat ride only stream. The percentage marks for **all** of their required written tests are recorded in the Written Test column. The percentage marks for their practical phases are recorded in the appropriate columns: David in SM and Phase 2 Riding (Trad), Elizabeth in SM and Phase FR/SJ, and Fran in SM and Phase FR. Their results, MS (Meets Standard) or DNMS (Did Not Meet Standard) are likewise recorded in the appropriate columns only. Finally, their earned test level is recorded in the final column "Level Result." In this example, David achieved his D2, Elizabeth her D2 in the Flat Ride and Show Jumping stream (recorded as D2-FR/SJ), and Fran her C in the Flat Ride stream (recorded as C-FR). *Note that Fran's is on a separate form as she is a 'C' level whereas David and Elizabeth are 'D' levels.

TEST RESULT REPORT FORM – D Levels, C - C1 Levels

Branch Official (at Test): Ima Tha Testrep Date of Test: January 01, 0000

Club Name: Lost in the Woods Region: Western Ontario

Examiner(s) (please print): Jane Doe (Senior), James Smith, Millie Jones, Susi Que (Assist)



Please show any special designation of examiners (i.e., Senior, SM only, Assist, etc.)

Candidate	DOB	Branch	Test Level	Written Test	Phase 1 SM	Phase 2 Riding (Trad)	Phase FR Flat Ride (D2/C/C1)	Phase FR/SJ (D2/C/C1)	Results – MS or DNMS				
									Ph 1 SM	Ph 2 Trad	Ph FR Flat R	Ph FR/SJ	Level Result
David Dane	1/1/00	Oxford	ML D2	100/94/82	88%	70%			MS	MS			D2
Elizabeth Eccles	1/1/00	Thames Valley	ML D2	90/80/81	80%			90%	MS			MF	D2-FR/SJ

Please use a separate sheet for each test level. Print the Examiner's names. The Examiners receive credit on the Tester's list for each test. Results are NOT valid until reported to the Region. Immediately following the test, submit this completed form along with the Senior Examiner's Evaluation Report and the Test Rep's Evaluation Report to your Regional Test Chair and Membership Chair.



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TEST RESULT REPORT FORM – D Levels, C - C1 Levels



Branch Official (at Test): Ima Tha Testrep Date of Test: January 01, 0000

Club Name: Lost in the Woods Region: Western Ontario

Examiner(s) (please print): Jane Doe (Senior), James Smith, Millie Jones, Susi Que (Assist)

Please show any special designation of examiners (i.e., Senior, SM only, Assist, etc.)

Candidate	DOB	Branch	Test Level	Written Test	Phase 1 SM	Phase 2 Riding (Trad)	Phase FR Flat Ride (D2/C/C1)	Phase FR/SJ (D2/C/C1)	Results – MS or DNMS				
									Ph 1 SM	Ph 2 Trad	Ph FR Flat R	Ph FR/SJ	Level Result
Fran Finklestein	1/1/00	Westover	ML C	98/94/95	90%		82%		MS		MS		C-FR

Please use a separate sheet for each test level. Print the Examiner's names. The Examiners receive credit on the Tester's list for each test. Results are NOT valid until reported to the Region. Immediately following the test, submit this completed form along with the Senior Examiner's Evaluation Report and the Test Rep's Evaluation Report to your Regional Test Chair and Membership Chair.



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C AND C1 TEST REPORT FORM EXAMPLE

In this example, we have Grace attempting her traditional C, Harry his C1 Flat Ride and Show Jump stream (no XC), Ingrid her traditional C1 and Janet her C1 in the Flat Ride stream. Stable Management marks are recorded in the column Phase 1 SM for all candidates. Percentage marks are recorded in the Phase 2 Riding (Trad) column for Grace and Ingrid. A percentage mark is recorded in the Phase FR/SJ column for Harry only. A percentage mark is recorded in the Phase FR column for Janet only.

TEST RESULT REPORT FORM – D Levels, C - C1 Levels

Branch Official (at Test): Ima the Testrep Date of Test: May 30, 2020

Club Name: ClippityCloppotyBoo (CCB) Region: Westsern Ontario

Examiner(s) (please print): Sarah Singh (Senior), Theresa Toonie, Ursula Underhill, Amy Member (Assist)



Please show any special designation of examiners (i.e., Senior, SM only, Assist, etc.)

Candidate	DOB	Branch	Test Level	Written Test	Phase 1 SM	Phase 2 Riding (Trad)	Phase FR Flat Ride (D2/C/C1)	Phase FR/SJ (D2/C/C1)	Results – MS or DNMS				Level Result
									Ph 1 SM	Ph 2 Trad	Ph FR Flat R	Ph FR/SJ	
Grace George	1/1/00	London	C	88%	90%	61%			MS	DNMS			C-SM
Harry Henderson	1/1/00	London	C1	85%	86%			80%	MS			MS	C1-FR/SJ
Ingrid Ives	1/1/00	CCB	C1	94%	78%	72%			MS	MS			C1
Janet Jones	1/1/00	CCB	C1	80%	74%		58%		MS		DNMS		C1-SM

Please use a separate sheet for each test level. Print the Examiner's names. The Examiners receive credit on the Tester's list for each test. Results are NOT valid until reported to the Region. Immediately following the test, submit this completed form along with the Senior Examiner's Evaluation Report and the Test Rep's Evaluation Report to your Regional Test Chair and Membership Chair.

Completing the Results section of the form:

- Looking at Grace's marks you will note that her SM mark exceeds 65%, while her Phase 2 Riding mark fell below 65%. Thus, in her Results section, her results are recorded as MS (Meets Standard) under Ph 1 SM and DNMS (Does Not Meet Standard) under Ph 2 Trad.
- Harry exceeded 65% in both his Phase 1 SM and Phase FR/SJ, thus his results are recorded as MS under Ph 1 SM and Ph FR/SJ.
- Ingrid exceeded 65% in both Phase 1 SM and Phase 2 Riding (Trad), so her result is denoted as MS in the columns Ph 1 SM and Ph 2 Trad.
- Janet exceeded of 65% in her Phase 1 SM but not Phase FR Flat Ride, so her result is recorded as MS under Ph 1 SM and DNMS under Ph FR.

In the final column, Level Result, those final results are recorded as follows: Grace C-SM, Harry C1-FR/SJ, Ingrid C1, Janet C1-SM.



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Appendix 3: Examiner Honoraria and How to Pay Examiners

EXAMINER RATES PER LEVEL

Level	Examiner Type	Amount	Paid by
D	Regional	\$45	Branch to Examiner
D1	Regional	\$50	Branch to Examiner
D2	Regional	\$55	Branch to Examiner
C	Regional	\$75	Branch to Examiner
C1	Regional	\$80	Branch to Examiner
C2	Regional	\$100	Branch to Examiner
C2 / B / B2	National	\$175/day	Branch (C2 tests) Region (B & B2 tests) to the Examiner

NOTE: For tests with more than four (4) candidates testing, (*only under extenuating circumstances to be approved by Regional Junior/Senior Test Chair*) add:

D, D1, D2 test: one additional candidate over the recommended 4, add \$15.00 to your examiner(s) honoraria.

C Test: one additional candidate over the recommended 4, add \$20.00 to each examiners' honoraria.

C1 Test: one additional candidate over the recommended 4, add \$25.00 to each examiners' honoraria.

C2 Test: one additional candidate over the recommended 4, add \$35.00 to each examiners' honoraria.

Multiple Level First Test's (MLFT)

Due to the nature of these tests and the additional time required, the recommended honoraria to the Examiner(s) is as follows:

D1 \$75.00, D2 \$82.50, C \$112.50, C1 \$120.00, C2 \$150.00 (Regional) | \$175.00 (National)

NOTE: the Branch/RC is responsible for covering all costs. You are encouraged to work closely with the Regional Test Chair(s) regarding scheduling of your MLFT.



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HOW TO CALCULATE THE HONORARIA TO YOUR EXAMINER(S)

For each test of up to 4 candidates in each group your examiner honoraria should be no less than indicated in the chart above.

Example 1: A group of four candidates testing to D1, the examiner will be paid \$50 total.

Example 2: You have two tests running with four D candidates, and four C candidates. The examiner(s) will receive \$45 for the D test and \$75 for the C test. Note that these tests will run as separate tests but may be run on the same day (e.g., D's in the morning and C's in the afternoon).

For a single test (up to 4 candidates) involving candidates from 2 adjacent levels (e.g. D2 and C), examiners are paid the full honoraria for the higher level tested plus one half of the honoraria for the lower level.

Example 3: a split group of 1 D2 and 2 C's the honoraria paid to each examiner would be \$75 plus \$27.50 (one half of the honoraria for a D2 test).

As per National recommendations, the RTC recommends that the Senior Examiner, on a panel of examiners, be provided an additional honorarium of \$50 due to the nature of their responsibilities in overseeing the test, assigning, reviewing and overseeing SM questions, supervision and mentoring of assisting examiners, time for developing test schedules, jump courses, etc.

IMPORTANT NOTES/REMINDERS

- You should also budget for all other costs in addition to the examiner costs (e.g., venue, photocopying, supplies, food and beverage for examiners and stadium crew, etc.).
- **Remember that WOR initially pays the mileage fee directly to the examiner(s), but mileage fees are billed back to the Branches at the end of the year.** Even if you are using an examiner local to your Branch, you still should budget for mileage.
- Ensure the cost of mileage is taken into consideration when planning the test as the mileage fees can be quite hefty.
- Riding Centres, due to their commercial nature, are excluded from Regional mileage cost sharing. This means that Riding Centres must include the examiner(s) mileage costs upfront in their testing budget and fees.



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Appendix 4: Frequently Asked Questions Regarding Testing

Q1: *Who has final say over and final responsibility for what happens during the course of any given test?*

A1: The Senior Examiner has control over the execution of the test and the determination of the final marks. The Branch Test Representative or designated Branch/RC official running the test has responsibility for securing adequate test facilities, helpers, equipment and supplies for the examiner(s), and for recording and reporting results to the Regional Test Chair and Regional Membership Chair. For Regional tests, the Regional Senior Test Chair or his or her designate has responsibility for arranging suitable test facilities, equipment, volunteers and supplies for the examiners, and for recording and reporting the results to the Regional Membership Chair and the National Test Chair.

Q2: *What is a Senior Examiner?*

A2: The Senior Examiner is appointed by the test organizer and accepts the added responsibilities that go along with that position. The Senior Examiner sets the schedule for the test day, previews the questions and areas of responsibility of each of the participating examiners, supervises assisting examiners, modifies or cancels test activities due to footing or safety concerns as needed, may request a candidate to retire from the test for safety or unsoundness (or other reasons), and handles other responsibilities that relate to the testing process.

Q3: *If the Senior Examiner does all of that, then what am I, the Test Rep, responsible for?*

A3: Good question! The Test Rep who is the organizer of a test is responsible for all the physical arrangements for the day of the test. On the day of the test, the organizing Test Rep sees that the Examiners have everything they need for the test to progress smoothly (paperwork, food, beverages, ring crew/volunteers, privacy when needed, etc.). They oversee that test fees are collected, and agreed upon payments are made to Examiners and host venue, and they ensure that the candidates know where to show up and that they arrive on time. The Test Rep carefully observes the entire test. The Test Rep serves as liaison (and buffer when necessary) between parents/observers and Examiners, and advocates for their candidate(s) as needed.

Q4: *I'm a new Test Rep. How do I set up a test for my members?*

A4: Read and follow the instructions laid out in Section 4: Recommended Procedure for Organizing Branch/RC Tests (pages 7-10) in this manual. Call on the Regional Junior or Senior Test Chair for advice, support, and to answer your questions.

Q5: *I can't find examiners for the date my candidates and my venue are available. What do I do?*

A5: If you run into problems finding examiners for a test, contact the Regional Junior or Senior Test Chair for help immediately.

Q6: *What if one of my candidates is not satisfied with the outcome of the test? What steps can be taken to correct a perceived error or irregularity that happened during a test?*



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A6: There is a system in place for candidates to appeal the conduct or outcome of a test. See Appendix 3 Appeal Process. It is important to read and follow the procedure carefully and observe all deadlines.

Q7: Who is authorized to organize/run a Branch or Riding Centre test?

A7: The Branch Testing Representative, the DC or the ADC, or in the case of a Riding Centre, the RC Administrator.

Q8: I'm a candidate. What do I do if I do not meet standard on my riding or stable management test?

A8: As hard as it may be at that moment, the best thing for you to do is to stay focused and listen carefully to the feed-back the examiners give you after your test. Take notes if you can. A very important part of the examiners' job is to give each candidate detailed feed-back on what they need to correct, improve or change before they re-take the test or undertake their next level. The examiners may also give you a suggested realistic time frame for you to work on the development of your skills before retaking the test. The examiners are there to help each candidate improve their riding and stable management skills. They WANT you to be successful. All examiners keep their notes from a test for at least 2 weeks to allow candidates the time to reflect on their test and the feed-back they received and ask follow-up questions by email if they wish to.

By the way, some candidates are dismayed to hear what they feel to be "negative feed-back" from the examiner(s) after meeting standard (i.e., passing) on a given test. Please understand that the examiners are trained and instructed that they have not done their jobs adequately unless they have given each candidate material and areas to work on to improve your skills and move forward to the next level of testing. They are committed to seeing each candidate develop and progress to the best of their ability.

It is a little known and appreciated fact that, in general, candidates who persist in their testing efforts, despite the occasional emotional setback of not meeting standard on a phase or test, most often progress farther and faster in their riding and horsemastership skills than most of their peers who choose not to pursue further testing. Something to keep in mind through this challenging but highly rewarding process

Q9: I'm a candidate and my mount picked up a stone and went lame during my test and the examiner asked me to retire from the test. Does that mean I failed my test?

A9: No, it does not mean you failed to meet standard on that test. That is a very good question because most people do not understand the National Procedures on this point.

When a horse or pony becomes unsound and the candidate is no longer able to continue the test in the best interest of their mount, that candidate is to receive a mark of 0 (zero) on that element of the riding test and also on every SUBSEQUENT element of the riding test. Any candidate receiving a mark of 0 (zero) on any element of a practical test (up to and including



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C2) will receive an INCOMPLETE. This phase may be taken at the next opportunity, if applied for, and the test fee is paid (refer to current testing procedures documents).

In practical terms, what this means is that if, for example, you have completed your flat ride and your stadium phase and your pony went lame going out to the cross country course, you would receive the marks you earned as awarded by the examiners for the two phases you completed and marks of 0 (Not Attempted) for the elements you could not attempt because of the welfare of your pony. This produces a result of "incomplete" for this test. You and your Test Rep and Branch/RC leadership are to make every effort to get you included in an upcoming test (when your mount is fully recovered and sound, or on a different mount that you have experience riding) to complete the phase(s) of the riding test in which you were awarded marks of 0. It is not necessary to complete the incomplete phases of the test with the same examiners who marked the earlier test. While you are expected to pay for the subsequent test, and you must submit a Test Application Form to the organizer of the subsequent test describing the circumstances of the incomplete test so that the examiners know what the situation was. You are allowed to pick up the phase where you left off when your mount became unsound. The marks from the completed phase(s) taken earlier and the phase(s) completed at the later date together determine whether you meet standard on that test.

At the candidate's discretion, he or she may choose to re-ride all phases of the test rather than only the phases in which he/she received marks of 0. In that case, the test would be marked as if the earlier incomplete test did not exist.

NOTE: Any unsoundness resulting in an incomplete test MUST be apparent and documented by the Senior Examiner at the original test. The candidate may only retire at the request of the Senior Examiner, not at their own initiative.

And, no, unfortunately, no refunds will be issued for incomplete tests.

At the discretion of the Senior Examiner, if the examiners were able to see the required skill demonstrated prior to the onset of the unsoundness, they may choose to mark that element of the phase in question. However, the entire phase will need to be re-evaluated/re-taken

Q10: I am an Active Member. How do I become an Examiner? Why should I consider becoming one?

A10: If you are 14 years old and have earned at least your D2 test level, contact your Branch Test Rep and the Regional Test Chair (preferably by email) and let them know of your interest. They will respond with the application process and initial training requirements.

Without up-and-coming Examiners, future Pony Club members will not be able to receive the testing opportunities you have received. Becoming an Examiner is a very valuable way of giving back to Pony Club and to your community.

In addition, testing candidates at the higher levels who are ALSO Junior Examiners tend to perform more confidently when undertaking their own tests. Being an active examiner gives



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them insight into what kinds of responses, knowledge base and discussion Examiners are looking for when they are candidates themselves. Being an active examiner is an excellent preparation for your own success in testing.