



ABSR PONY CLUBS

EXAMINER & EXAMINER DEVELOPMENT POLICY

ALBERTA SOUTH REGION – 2024



ABS EXAMINERS – INTRODUCTION

Examiner development and training is an important aspect of the Regional education of CPC members and officials. For testing the ABSR Region follows the protocols as outlined in the National 'Testing Procedures', 'Forms and documents' and 'Testing Procedure Requirements.'

This ABSR Examiner and Examiner Development Policy further outlines procedures for ABS Examiners including:

1. Examiner responsibilities;
2. (Additional) examiner requirements;
3. Development of examiners at all levels; and
4. Upgrading process for examiners.

Members and Alumni are encouraged to become examiners. Examiners are selected and trained within the Regional organization. A Regional examiner list is available on the ABSR website. This list also indicates to what level examiners can test.

All examiners are required to attend the Regional examiners clinic at least **once every two years**, in order to maintain their examiner status within the Region

All examiners have to be familiar with the CPC testing procedures and requirements.

Examiners are required to have Standard First aid and a clean criminal record check on file. They have to complete the 'safe sport' course and 'making headway' concussion training (both courses are free through NCCP).

Examiners cannot test family members and should not be the DC, regular coach or Branch Test rep for the candidate ¹

REGIONAL TESTING COMMITTEE

Regional Testing Committee

Members of the ABS Regional testing committee are

- a. the Regional Testing Chair;

¹ With prior approval of the Regional Testing Chair, Branches and Centres in remote areas (isolated by 4+ hours by highway) will be allowed to Test their own members up to and including D2-level. They cannot be a family member of the candidate.



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- b. Assistant Testing Chairs/Representatives as created by the Regional Committee, if any;
- c. In the event that none of the elected members are approved examiners, the region may appoint at least one examiner (two, if preferred) for a term of office of one year; and
- d. the Regional Chair.

Additional Members

The Region may elect, for a one-year term, additional members as required by the region.

TESTING PANELS

A testing panel consists of a Lead or Novice lead examiner with at least one, but preferably two additional panel examiners. For a list of required panels for C/D tests, please refer to Appendix D.

LEAD EXAMINER

The Lead examiner is responsible for ensuring the test runs smoothly and that candidates are judged fairly and equally. They play an important part in the planning phase of the test as well as during the day. They will also evaluate any 'shadows' and 'assists' if necessary.

PLANNING PHASE

- Plan the test in collaboration with the Test Rep or test organizer.
 - o Allow for 1 examiner for every 4 candidates, no more than 12 candidates for an examiner in a day. (See appendix D)
 - o Use the flat test provided for D2, C and C1 levels
 - o Send a jump course to the test organizer to be set up by volunteers (available from the Regional Testing Chair)
 - o Send the schedule for the day to the test panel and test organizer.
In the interest of time SM topics should be divided over the panel members. Lead examiners are to make sure questions are appropriate for the level tested.
Dependent on the experience level of the panel members, the Lead will review possible questions with the individual panel members in the weeks prior to the test.
- Note that in Alberta South tests will start with the SM portion, followed by the riding portion.
- For C level and up, 3 examiners need to be present, for D levels at least 2 examiners need to be present. Never is a candidate to be tested by just one examiner.²

² In case of low candidate numbers or difficulty sourcing enough examiners, 2 examiners may be allowed for C and C1 test, with prior written approval from the Regional Testing chair.



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- Discuss with the Regional Testing Chair the option of having prospective examiners 'shadow' or 'assist' at their test. Not more than two per lead examiner per test.

TESTING PHASE

- Reviews and Signs the test applications. This also informs the examiner of any requests for accommodations during a test. Note that this information is to be kept confidential but will be shared among the panel.
- Can stop the test due to safety concerns (weather, footing, fences, unsoundness) or ask an individual candidate to withdraw due to safety concerns, unsportsmanlike behaviour or abuse.
- Discuss any fails with the Test rep prior to talking to the candidate.
- Meet with candidates individually after the test. Make sure another examiner, the test rep or the parent is also present for this discussion (safe sport rule of two).
- Sign the Individual record sheet and Candidate Passport
- Fill out test evaluation forms.

EVALUATION OF EXAMINERS

- Discuss the 'scoring' performed by the candidate examiner and the worksheets filled out by the candidate examiner. Emphasis to be placed on any significant deviations from the testing panel and the reasons for this.
- Fill out a 'shadow tester verification' or an 'assist tester verification and evaluation' at the end of the test (appendix A and B) and send to the Regional Testing Chair.
- Share any concerns around the test, the candidates or examiners with the testing chair or testing committee.

NOVICE LEAD EXAMINER

The ABS Region has introduced the concept of Novice Lead Examiner to offer examiners a path forward in their development to become Lead and/or National examiners. Novice Lead examiners have the same job and responsibilities as Lead Examiners, with the following limitations:

- They can lead tests with candidates up to and including D2 level. MLFTs are conducted only up to D1 level. When a MLFT to D2 is to be conducted the Test Rep and Novice Lead Examiner will need permission from the Regional Test chair to do so.
- Novice Lead Examiners will be accompanied by 2 experienced panel examiners. When candidate numbers are low an exception can be requested from the Regional test Chair
- Novice Leads will not evaluate any 'assists' but can invite a 'shadow' to the test.



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PANEL EXAMINER

Panel examiners work with the (Novice) Lead Examiner to make sure candidates are tested fairly.

- Check in with the Lead examiner to ensure that you have a schedule for the day and know what is expected during the test.
- Determine the topics you will be responsible for during the SM portion of the test and discuss questions with the Lead if requested to do so. Come prepared with your SM questions and make sure you or the Branch has the equipment required to perform the test for your SM topics (e.g., feed samples, bits, tack samples).
- Discuss with the Lead how they would like to judge the riding portions of the test and assist in measuring courses and fences.
- Any examiner can stop the test due to safety or behavioural concerns. In consultation with the Lead a candidate can be excused, or the test halted completely.
- All examiners will sign the test application before starting the test and will sign individual record sheets and passports after the test. All information around accommodations for candidates is to be treated confidentially.
- Report any issues to the Regional test Chair or Regional testing committee

BECOMING AN EXAMINER

All aspiring examiners have to first attend the Examiner clinic that is hosted on an annual basis by the Regional Testing Committee.

The determination of examiners' levels is performed by the Regional testing committee and lead examiners and will depend on the tested level of the examiner and/or the experience of the examiner as a coach, judge or official in combination with the proven experience of the examiner in performing tests within the Canadian Pony Club in the past.

An examiner in training will perform at a minimum one 'shadow' and one 'assist' through the D levels to become an examiner for the D levels.

The Lead Examiner on the test will fill out a 'shadow tester verification' or an 'assist tester verification and evaluation' at the end of the test. (appendix A and B)

Once an assist has been performed to the satisfaction of the lead examiner, the examiner in training will be included on the regional examiners list and is ready to start testing as a panel examiner on tests up to D2 level³, provided they have the necessary additional training and certificates in place as described on page 1.

³ Possibly higher if deemed appropriate by the lead examiner and Regional Testing Committee



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UPGRADING AS AN EXAMINER

Before upgrading a level, an examiner must have tested at least twice at the level they are qualified to examine and then do one assist at the level they are upgrading to. The lead examiner will again perform an evaluation of the 'assist' and send an evaluation form to the Regional Testing Chair (appendix B)

UPGRADING TO (NOVICE) LEAD EXAMINER

Upgrading to (novice) lead examiner will be considered by the Regional testing committee upon request of the examiner. See appendix C for a request form for upgrading.

To evaluate the ability of an examiner to move on to a 'lead' position the regional testing committee will look at experience and feedback from examiners, candidates, and test representatives they have worked with.

Upgrading to Novice lead examiner:

- Must be proficient testing on a panel to C1 level.
- Will be evaluated by the lead examiner(s) at the tests they have participated in.
- Must have all training and certificates in place as necessary for an examiner.

Upgrading to Lead examiner:

- Must show proficiency testing to C1 level and have participated on a C2 panel
- Should do at least 4 tests as a Novice Lead examiner.
- Will be evaluated by the lead examiner(s) at the tests they have participated in as a panel examiner
- Will be evaluated (confidentially) by the panel members and/or Test Representatives at the tests they have led as a Novice Lead.
- Must have all training and certificates in place as necessary for an examiner.

The above is not a guarantee to move up. Final decision will be made by the Testing Committee.

MAINTAINING EXAMINER STATUS

To maintain active examiner status examiners are required to participate in the following annually:

- a) Have worked on at least one testing panels at their level annually.
- b) Attend a Regional Examiner's clinic every two years; and
- c) Be in 'good standing' with the Region

Removal from the Regional examiner list can occur due to (among other concerns)

- Repeated cancellations of scheduled test



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- Repeated concerns in the evaluation of the examiner by test representatives or lead examiners on their panel
- Examiner is not up to date with 'safe sport' and other CPC required courses and qualifications
- Examiner is under disciplinary review

REACTIVATION OF EXAMINER STATUS

Inactive Examiners may reactivate their examiner status with the Alberta South Region as follows:

1. Contact the Regional Testing Chair and submit the following information:
 - a. Last level having tested at.
 - b. Summary of experience since last being an Examiner (i.e., coaching, teaching, volunteer experiences, participation within pony club, etc.)
 - c. Provide clean criminal record check; and
 - d. Provide current First Aid Certificate.
2. Participate as an assistant examiner in at least one practical exam.
3. Attend a Regional Examiners Clinic. (In exceptional cases: In the event that a clinic opportunity is not available arrange to meet with the Regional Testing Committee to review current Examiner curriculum.)
4. Provide certification that they have completed the "Safe Sport" course and "Making Headway" concussion-training course.

The Examiner's Reactivation application will be reviewed and approved by the Regional Testing Committee.

Approved Regional Committee meeting March 21, 2024



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APPENDIX A

SHADOW TESTER VERIFICATION

Shadowing is when someone who has attended an examiner's clinic is ready to observe, but not participate in a test run by a panel of examiners. The shadow watches all phases of the testing and marks stable management and riding on her/his testing forms. The lead examiner goes over the shadow's marking and comments, to evaluate the shadow's knowledge base for stable management and riding phases of the pony club levels.

THIS IS TO CERTIFY THAT _____

HAS SERVED WITH ME AS A SHADOW TESTER AT THE FOLLOWING TEST:

DATE _____ BRANCH _____

LEVEL(S) SHADOWED _____

NAME OF LEAD EXAMINER _____

SIGNATURE OF SENIOR EXAMINER _____

PHONE NUMBER _____

SENIOR EXAMINER'S COMMENTS / SUGGESTIONS:

this form is to be submitted to the regional test chair within one week of the shadow test.

Regional testing chair: testing@abs.ponyclub.ca



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APPENDIX B

ASSIST TESTER VERIFICATION AND EVALUATION

An assist is when someone who has attended an examiner's clinic, and has shadowed a test, is ready to voluntarily participate in all phases of the testing, under the guidance of a lead examiner. The lead examiner will assign and pre-approve stable management questions which the assist will ask and mark. The assist will also participate in marking the riding phases. The lead examiner goes over the assist's marking and comments, to evaluate the assist's knowledge base for stable management and riding phases of the pony club levels. It will be up to the lead examiner to suggest whether the examiner in training is ready to be a panel examiner or needs another assist.

THIS IS TO CERTIFY THAT _____

HAS SERVED WITH ME AS AN ASSISTANT TESTER AT THE FOLLOWING TEST:

DATE _____ BRANCH _____

LEVEL(S) ASSISTED _____

NAME OF LEAD EXAMINER _____ EMAIL _____

WOULD YOU RECOMMEND THIS PERSON AS AN EXAMINER: Y/N

AT WHAT LEVELS? _____

LEAD EXAMINER'S COMMENTS / SUGGESTIONS:

SIGNATURE OF LEAD EXAMINER _____

This form is to be submitted to the regional test chair within one week of the assist test.

Regional testing chair: testing@abs.ponyclub.ca



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APPENDIX C

(NOVICE) LEAD EXAMINER APPLICATION FORM

Please return this completed form to our Regional Testing Chair.

NAME _____

ADDRESS _____

PHONE _____ EMAIL _____

I AM APPLYING TO UPGRADE TO: NOVICE LEAD EXAMINER / LEAD EXAMINER (circle one)

I HAVE SERVED AS A PANEL TESTER AT THE FOLLOWING TESTS:

DATE _____ BRANCH _____ LEVELS _____

NAME OF LEAD EXAMINER _____

DATE _____ BRANCH _____ LEVELS _____

NAME OF LEAD EXAMINER _____

DATE _____ BRANCH _____ LEVELS _____

NAME OF LEAD EXAMINER _____

I HAVE SERVED AS A NOVICE LEAD EXAMINER AT THE FOLLOWING TESTS

DATE _____ BRANCH _____ LEVELS _____

NAMES OF PANEL MEMBERS _____

DATE _____ BRANCH _____ LEVELS _____

NAMES OF PANEL MEMBERS _____

I HAVE ATTENDED THE EXAMINERS CLINIC IN THE FOLLOWING YEARS: _____



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APPENDIX D

EXAMINERS FOR C / D TESTING

Stage	# Examiners	# candidates	Examiner level
D	Minimum 2	Max. 4 candidates per examiner, no more than 12 candidates per examiner per day	On Regional or National list <u>Not</u> a family member, DC, test rep or regular coach. Active members at least a C level .
D1	Minimum 2	Max. 4 candidates per examiner, no more than 12 candidates per examiner per day	On Regional or National list <u>Not</u> a family member, DC, test rep or regular coach. Active members at least a C1 level.
D2	Minimum 2	Max. 4 candidates per examiner, no more than 12 candidates per examiner per day	On Regional or National list <u>Not</u> a family member, DC, test rep or regular coach. Lead examiner and/or majority of panel from outside the Branch. Active members at least a C2 level.
C	Preferably 3, 2 optional (with approval)	Max. 4 candidates per examiner, no more than 12 candidates per examiner per day	On Regional or National list. <u>Not</u> a family member, DC, test rep or regular coach. Lead examiner and panel from outside the Branch. Active members at least a B level.
C1	Preferably 3, 2 optional (with approval)	Max. 4 candidates per examiner, no more than 12 candidates per examiner per day	On Regional or National list. <u>Not</u> a family member, DC, test rep or regular coach. Lead examiner and/or majority of panel from outside the Branch. Active members at least a B2 level.
C2	Minimum 3	Max. 4 candidates per examiner, no more than 12 candidates per examiner per day	On Regional or National list <u>Not</u> a family member, DC, test rep or regular coach. Lead examiner and/or majority of panel from outside the Branch. At least one B level examiner. Active members at least a A level.

REMEMBER: All levels must have 1 Lead Examiner.